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<b>Date of Issue</b>	September 2007
<b>Original Date of Issue</b>	September 2007
<b>Subject</b>	<b>DAMAGE OR LOSS TO NON-BOARD OWNED PROPERTY</b>
<b>Reference</b>	
<b>Links</b>	FORM A2300-1
<b>Contact</b>	Business Services

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## **1. Purpose**

This Administrative Procedures Memorandum provides guidance for reporting damage or loss to non-board owned property that takes place on board property or at board sponsored events. These procedures are to assist in the Board's and Insurer's investigation into potential claims against the board and staff.

## **2. Notify School/Education Centre**

2.1 The school principal or person in charge must be notified as soon as possible when damage or loss occurs to non-board owned property that takes place on board property or at board sponsored events.

## **3. School Principal or Person in Charge to Notify**

The school principal or person in charge:

- 3.1 shall notify their local police department to report the incident as warranted.
- 3.2 shall notify the owner of lost or damaged property.
- 3.3 shall notify the manager of corporate services by completing and forwarding FORM A2300 - 1. The purpose of FORM A2300 - 1 is to convey critical information for claims analysis and determination of further action.

## **4. Retaining Evidence**

4.1 For damage or loss that requires further investigation due to the seriousness or circumstances that could implicate the Board, evidence is to be retained. The Board's insurer and the manager of corporate services will advise on the specific evidence to be retained, but in general photographs are required:

- 4.1.1 Photographs of incident locations, damage incurred, and specific area where damaged property is discovered are required. The photo is to include the date, time, location, and name of the photographer and is to be submitted to the manager of corporate services.



**5. Completing, Retaining and Providing Copies of FORM A2300 - 1**

- 5.1 Since FORM A2300 - 1 could be used as evidence in legal proceedings, the report should be completed in ink by the principal or person in charge, be legible, and contain only factual information.
- 5.2 Where the owner of damaged or lost property requests a completed copy of FORM A2300 - 1, contact the manager of corporate services for confirmation before releasing any information. In all instances, details identifying witnesses are to be removed from the copy to be released.
- 5.3 Students are not authorised to complete or sign FORM 2300 - 1. They may, however, be named as witnesses.

**6. Investigations**

- 6.1 The school principal or person in charge shall instruct staff not to provide information to anyone other than the police, appropriate Board staff and the Board's Insurer.
- 6.2 Staff may receive verbal or written communication about the incident from a claimant, a claimant's legal guardian, legal counsel or insurance company. Staff shall not discuss any details of the incident and shall advise the school principal or person in charge and the manager of corporate services of the communication immediately.

**First Issued:** September 2007

**Revised:** September 2007

***Issued under the authority of the Director of Education***



**DAMAGE OR LOSS TO NON-BOARD OWNED PROPERTY**

Incident No. : School No. - YYMMDD

*When to complete report - to initiate investigation of Board's liability*

*Where to send form - to Manager of Corporate Services*

School/Facility: \_\_\_\_\_

Occurrence Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

**DESCRIPTION OF DAMAGE/LOSS**

Is the damage as a result of vandalism: \_\_\_\_\_ y/n

For contents/equipment provide: quantity, item, make, model, serial #, approximate replacement /repair cost:

\_\_\_\_\_  
\_\_\_\_\_

**\*PERSON(S) CAUSING DAMAGE/LOSS (if applicable):**

1) _____	Student: <input type="checkbox"/> yes <input type="checkbox"/> no
2) _____	Student: <input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	Student: <input type="checkbox"/> yes <input type="checkbox"/> no

\* If you are aware of charges under the Young Offenders Act (12-17 years of age), please do not identify.

If Individual under age 18 was legal custodian contacted:  yes  no Date: \_\_\_\_\_

**WITNESS(ES)(if applicable):**

	Name	Address	Telephone
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

**POLICE NOTIFICATION (if applicable)**

Investigating Officer: \_\_\_\_\_ Date of Notification: \_\_\_\_\_

Detachment: \_\_\_\_\_ Charges Pressed:  yes  no

\_\_\_\_\_  
Principal/Manager's Signature

\_\_\_\_\_  
Date