

	Administrative Procedure	
	Subject	Insurance
	AP Code	530

Background

The school director shall ensure continuous property and liability insurance.

Procedures

1. Responsibility
 - 1.1. The school director is responsible for insurance management functions of the board of trustees and the school.

2. Specifications
 - 2.1. All specifications for the procurement of insurance are to be consistent with the school's schedule of insurable values and guidelines for placing insurance:
 - 2.1.1. Appraisal of buildings and contents:
 - 2.1.1.1. To establish insurable values the services of a professional appraisal firm may be retained.
 - 2.1.1.2. The appraisal is to be current and updated on an annual basis.
 - 2.1.1.3. Coverage for the school facilities is to be 100% replacement value, less non-insurable or excluded items.
 - 2.1.2. Liability insurance is to indemnify the board of trustees and its employees with respect to claims for damages to property or for personal injury or death arising from any activity or service authorized by the school.
 - 2.1.3. Student accident insurance is to assist in indemnifying parents/guardians when a student is injured in a school-sponsored activity.
 - 2.1.4. Exclusions and limitations:
 - 2.1.4.1. Staff and parents are to be advised to carry personal all-risk coverage for personal belongings.

3. Loss or Damage
 - 3.1. When any property covered by insurance is lost, damaged, or destroyed, a notice and details concerning the loss are to be sent to the school director.
 - 3.2. Procedures in terms of willful damage are to be followed in accordance with AP357 - Break-in, Theft, Vandalism.

References

Date Adopted

September 1, 2024

Revised
