

BOARD OF EDUCATION

1. Risk Profile

The purpose of this questionnaire is to assist insurers to understand your risk profile. Please provide the following information:

INFORMATION REQUIRED	2011 / 2012 RESPONSE
<p>Number of schools</p>	<p>Eight plus Newington which is separately incorporated by an act of State Parliament and plus Exodus Tutorial Centre which is part of the Exodus Foundation. The responses below are for the 8 schools directly relating to the Synod Board of Education namely;</p> <ol style="list-style-type: none"> 1. Pymble Ladies College (PLC) 2. Knox Grammar School (KGS) 3. Methodist Ladies College (MLC) 4. Ravenswood School for Girls 5. Kinross Wolaroi 6. Kormilda College 7. St.Phillips 8. Margaret Jurd Learning Centre
<p>Details of other services provided outside of schools if relevant</p> <p>NB. Try to consider the services that present the most risk to insurers from a risk of injury (emotional or physical including molestation) to third parties, or where a breach of professional duty could foreseeable result in a legal claim against you. These are the services insurers are most interested in.</p>	<p>Outside the provision of education, there are activities such as the Kinross Wolaroi Cow/Calf Program where the school owns farms. Schools with pools earn outside income and other fundraising programs, out of school hours programs; ex-students and parents & friends activities; overseas aid projects and community service and interfaith activities.</p> <p>All our schools undertake a Risk Assessment Management Plan (RAMP) for such activities. RAMP has been developed by the Association of Independent Schools (AIS) and provides a consistent framework for all our schools to assess the risk of a proposed activity outside of our school environment. RAMPs are typically undertaken by Heads of Departments (trained by AIS) and are a compulsory requirement in evaluating a proposed activity / excursion.</p> <p>An example of a RAMP template is provided within this submission.</p>
<p>Planned developments over the next 12 – 36 months (i.e. new facilities to be built, new major programs to be launched)</p>	<p>KGS, PLC and Ravenswood have already commenced major building works and most schools have or are developing master plans with projects planned such as PLC with a new Swimming Pool, Kinross Wolaroi with a new Science Block and Knox with a new Wellbeing Centre. Ravenswood will move to the next master plan stage. As part of the procurement process evidence of the contractor's own insurance is requested. School's Bursar and/or Solicitor is required to issue a Certificate of Correctness to the Synod's Property Trust Committee for approval of building works.</p>

Estimated number of employees	Approx 1,500 FTE
Estimated number of contractors on an annual basis (contract staff with own ABN such as caregivers, nurses, cleaners etc)	Approx 500. Often school Heads of Department (e.g. Performing Arts and/or Sport) engage staff on a contract basis. All contract staff are subject to the same Police checks as FTE staff. Same applies to Building contractors. Not all contract staff will have their own ABN.
Estimated number of workers engaged through labour hire agencies and type of roles undertaken	Generally not used and if they were they would still be subject to Police checks with Agency Employer.
Are there any Doctors employed on a full time basis? Are you able to provide medical malpractice cover for them?	No Medical Doctors Employed, although some Doctors will accompany school on Excursion in a voluntary capacity (e.g as a Parent). Each school does employ a nurse. For large sporting fixtures and/or activities St.John's Ambulance may be invited to attend.

2. Risk Management

The purpose of this section of the questionnaire is to assist insurers to understand how you manage risk specifically as it pertains to avoiding a severe breach of professional duty and to avoiding injury (emotional or physical) to third parties.

Please provide the following information:

INFORMATION REQUIRED	2011 / 2012 RESPONSE
Who is responsible for risk i.e. from site level through to board level. What is the reporting framework?	Responsibility for risk rests with the Principal and the School Council. Typically Principals are primarily accountable for implementation and oversight of RM policy and the School Council for governance. Incidents, RAMPs and Risk Registers are discussed and reviewed by School Council who meet at least quarterly.
Over-arching Risk Management Framework. What are the legislative requirements for management of risk?	<p>Whilst all of our schools are autonomous each has a Risk Management Policy which is either consistent or aligned with AS /NZS 4360 (see example for PLC). Schools work in closely with AIS on a range of risk and governance best practice. For example in 2010 AIS hosted a Governance Workshop attended by all schools.</p> <p>All schools have a Child Protection policy (please refer to submission) and promote awareness of the legislative requirements of ;</p> <ul style="list-style-type: none"> • Children and Young Persons (Care and Protection) Act 1998, • Ombudsman Act 1974 and • Commission for Children and Young People ct 1998 <p>In addition to Child Protection our schools comply to its legislative requirements in areas such as OH&S, Work cover, Dangerous substances and the like.</p>

<p>How do you manage risk on the ground? NB. Rather than discuss a framework it would be better to give examples here of risk management in action i.e.</p>	<p>Management and Heads of Departments normally assess risk which is signed off by the School Council from a Governance perspective. Examples of Risk Assessment templates are provided within the submission.</p>
<p>1 Recruitment process for staff i.e. police checks? Reference checks? Insurers also want to understand how long these processes have been in place.</p>	<p>Schools are required to get Police Checks for all staff and proposed staff. For many years under Child Protection legislation.</p>
<p>2 Training and development of staff - what programs are in place to ensure skills are kept up to date?</p>	<p>Each of our schools run such courses at least annually. For example please refer to the one day program titled 'Identifying and Responding to Risk of Harm & Risk of Significant Harm' which was updated in 2010 to reflect the 'Keep Them Safe' government initiative. Please refer to the submission</p>
<p>3 Induction programs – please provide details.</p>	<p>Induction programs are a compulsory requirement and vary from school to school. Please refer to example of Staff Induction Policy used by MLC.</p>
<p>4 Delineation of roles so that only staff are providing services in accordance with their qualifications. i.e. what activities can only be undertaken by a registered nurse etc</p>	<p>We believe that the role and delineation of roles among staff is clearly defined throughout our schools.</p>
<p>5 How do you ensure a safe environment for children?</p>	<p>As previously stated all of our schools have a Child Protection plus a range of addition policies and guidelines to provide a safe environment for children (and staff and visitors).For example Ravenswood has policies and established procedures for Anti-bullying, Boarding, Camps, Emergency Evacuation, Lockdown, OH&S, Road Crossing, Student Welfare etc. Please refer to the submission.</p> <p>All schools are subject to re-registration inspection visits undertaken by the State Government every 36 months as well OH&S inspections by the AIS every 2-3 years.</p> <p>The OH&S committee of each school also meet at least every ¼ as required by law Please refer to OH&S Dept Inspection Check List used by KGS.</p> <p>It is a compulsory and regulatory requirement for <u>all staff</u> to undergo a Police check and provide two voluntary character references. Such checks are a condition of employment. Each school completes a revised Police check in the event of a staff member transferring to another UC school/</p> <p>Volunteers and parents are required to complete a statutory declaration in the presence of a JP.</p>
<p>6 Are there education sessions for children on what constitute inappropriate behaviour / abuse / bullying etc by teacher / third parties / families and what support systems are in place for reporting of inappropriate behaviour / suspected or actual abuse? How do you encourage children to feel safe to</p>	<p>As previously stated each school has policies for child protection, anti-bullying and anything that is likely to adversely impact young people. These include working with students about what is and what is not acceptable behaviour.</p> <p>Some schools are now engaging independent external consultants to undertake student surveys on anti-</p>

	come forward?.	bullying.
7	How do you manage risk when taking students off site? i.e. for camps / away days etc	Please refer to previous response in relation to RAMP (Risk Assessment Management Plans) which are used throughout all of our schools
8	Audit process i.e. is there a mechanism for testing that the appropriate risk management controls are understood and practiced?	OH&S is independently appraised. We are also working with Willis to conduct Risk Inspection Visits and Risk Profiling Workshops which will test risk specific controls across all of our major schools. [Evidenced by completed Risk Score Cards]
9	How do you manage the contractor / labour hire risk both from an OH&S perspective but also from a standard of performance perspective? Do you require contractors to have their own insurances? Who is responsible for verifying adequate insurances is in place?	Through School Management and Council plus the OH&S Manger of Uniting Resources. As previously stated all contractors are subject to the same Police / Reference checks as FTE staff. Yes evidence of Contractor Insurance is a standard contractual requirement. Verification is typically overseen by School Bursar / Business Manager with assistance from the Risk & Insurance Department of Uniting Resources.
10	Do you allow your facilities to be used / hired by third parties? If so, how do manage this risk? Are they required to carry insurance?	Yes, subject to imposed conditions of use and staff member supervision. Third party use of school facilities is typically approved by School Management and (depending upon nature of activity) require prior Risk Assessment. Evidence of Public Liability insurance is required from third party.
11	How do you manage your Property owner / Landlord risk - We are thinking specifically here of facilities that UCA own but rent / lease to third parties if relevant. Who is responsible for services such as maintenance? Are contractors used? What process in place to ensure facilities are maintained to an adequate and safe standard?	Usually for staff but some schools do acquire and lease out neighbouring properties which may be leased out in the short term to non-teaching staff and subject to periodic inspection. School Management and/or Property Maintenance Staff Yes Schools generally have preventative maintenance programs.

3. Incident / Claims Management

	INFORMATION REQUIRED	2011 / 2012 RESPONSE
	What is the process for reporting incidents of injury (emotional or physical including molestation / inappropriate sexual behaviour) to third parties, or breach of professional duty? i.e. explain process from an incident occurring at site level being filtered up to board level including:	Staff and students are required to report to Principal who in turn reports to Council and to the UR Risk & Insurances Department on an incident by incident basis. All staff are trained on reporting obligations under AIS / Legislative guidelines. [Refer to Reporting Flow 4.5]
1	What determines which incidents are escalated / reported to management?	All incidents are reported to School Council. These may involve accidents, suspension and expulsion of students or staff.
2	How are those incidents reported to management? i.e. manual process or technology platform.	Manually at present although RiskConsole technology has been implemented and will be used in 2011 for on-line reporting and management of incidents.