

# UNITING MISSION AND EDUCATION - KNOX

## 1. Risk Profile

The purpose of this questionnaire is to assist insurers to understand your risk profile.

Please provide the following information:

INFORMATION REQUIRED	2012/2013 RESPONSE (PLEASE UPDATE FOR 2013/2014)
Number of Students split between day students and boarders	2182 Students. 160 Boarders
<p>Details of other services provided outside of schools if relevant</p> <p><b>NB.</b> 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><u>Aquatic Centre</u></p> <p>The new Aquatic Centre has a heated indoor 50m swimming pool and separate Learn to Swim pool.</p> <p>The centre caters for all of Knox School's internal aquatic sports programs such as learn to swim, squad and fitness programs.</p> <p>In addition, the Aquatic Centre is home of The Knox Pymble Swim Club, a Club for swimmers and families from Knox Grammar School and Pymble Ladies College. Knox Pymble Swim Club is a not for profit organisation run by a voluntary Management Committee and relies upon the assistance of volunteers to provide Club racing, Club activities and support to the swimmers.</p> <p>While preference is always given to the educational requirements of Knox Grammar School, a limited number of Fitness Passes are now available to Knox Old Boys and the wider community.</p>
Planned developments over the next 12 – 36 months (i.e. new facilities to be built, new major programs to be launched)	<p>The School's Master Plan of upgrading and modernisation of the current facilities and existing buildings continue.</p> <p>Refurbishment of the heritage listed Ewan House (former holiday house of the Tooheys Family dating back to 1870). The building will be developed into administration and classrooms. \$2M contract</p> <p>New building project – Knox Senior Student Academy. Construction is scheduled to start in May 2012 and finish September 2013. Value around \$20 million</p>
Estimated Turnover for 2012/2013	Estimate is \$60M
Estimated number of employees	320 Full Time Equivalents (average payroll 500)
Estimated number of volunteers	<p>1700 sets of parents and other family members</p> <p>A Parents Association Constitution has been formalised and contains pro forma guidelines for fundraising etc.</p> <p>BC to provide copy</p>
What types of activities are undertaken by volunteers?	<p>Help with fetes, garden days, tuck shop, fund raising events.</p> <p>Volunteers are always in presence of Knox staff and screening forms will be requested where necessary.</p>

INFORMATION REQUIRED	2012/2013 RESPONSE (PLEASE UPDATE FOR 2013/2014)
<p>1. Estimated number of sub-contractors on an annual basis to perform services on your behalf? (Contract staff with own ABN such as caregivers, nurses, cleaners etc).</p> <p>2. If you are contracting another organisation please advise the number of individuals working for that organisation.</p>	<p>Estimated around 100</p> <p>The maintenance budget is \$2.4M.</p> <p>24/7 Electrician and Plumber</p> <p>Contractors are hired in respect of builders, air-conditioning, pest control, locksmiths, catering and cleaning</p>
<p>Estimated number of workers engaged through labour hire agencies and type of roles undertaken</p>	<p>None/Minimal</p>
<p>1. Do you ensure that all subcontractors and labour hire personnel carry their own Public Liability, Workers Compensation and Professional Indemnity Insurance (if providing a service of a professional nature)?</p> <p>2. Do you request to be noted as an “Interested Party for your Respective Rights and Interests as Principal” on the Public and Product Liability policies? <b>(recommended by Willis)</b></p> <p>3. Who is responsible for checking that these policies are current (i.e. checking for up to date Certificate of Currencies)?</p> <p>4. Is there a screening process for subcontractors and labour hire personnel? If so, please provide details.</p> <p>5. Are subcontractors and labour hire personnel put through an induction program prior to commencement of work? If so, please provide details.</p>	<p>1. Yes. Property Manager is responsible for obtaining evidence of all necessary insurance and documentation and paperwork has to be in order before induction</p> <p>2. No</p> <p>3. Property Manager assumes full responsibility</p> <p>4. Yes tenders are used for major contracts and selection is based on price and ability of contractor to work within the schools policies and procedures.</p> <p>5. Yes - induction handbook is provided for contractors.</p>
<p>Are there any Doctors employed on a full time basis?</p> <p>Are you able to provide medical malpractice cover for them?</p>	<p>No, but a nurse (3 nurses on rotation) is on site.</p>
<p>Do you own or operate stables or horse riding schools? If Yes, please provide details including number of horses</p>	<p>No and there is no school representation.</p>
<p>Have you entered into any contractual arrangements with third parties/government agencies etc where you assume liability of others (regardless of their degree of contributory or sole negligence) or agree to release another party from liability (i.e. Hold Harmless Agreement)? If so, please provide details. If in doubt, please disclose.</p>	<p>No</p> <p>Government funding agreements are in place (Digital – leased through 3<sup>rd</sup> party) \$125,000</p>
<p>Please provide a copy of the latest Annual</p>	<p>Attached</p>

<b>INFORMATION REQUIRED</b>	<b>2012/2013 RESPONSE (PLEASE UPDATE FOR 2013/2014)</b>
Review/Report/Financials (or similar).	

## 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		2012/2013
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. The Principal is 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 meets at least quarterly.
Over-arching Risk Management Framework. What are the legislative requirements for management of risk?		Knox has a Risk Management Policy which is aligned with AS /NZS 4360 and has a Child Protection policy and promote awareness of the legislative requirements of ; <ul style="list-style-type: none"> <li>• Children and Young Persons (Care and Protection) Act 1998,</li> <li>• Ombudsman Act 1974 and</li> <li>• Commission for Children and Young People act 1998</li> </ul> In addition to Child Protection Knox comply with its legislative requirements in areas such as OH&S, Work cover, Dangerous substances and the like.
How do you manage risk on the ground? <b>NB.</b> Rather than discuss a framework it would be better to give examples here of risk management in action i.e.		
1	Recruitment process for staff i.e. police checks? Reference checks? Insurers also want to understand <b>how long</b> these processes have been in place.	Police checks for all staff and proposed staff. This process has been in place for many years under Child Protection legislation.
2	Training and development of staff - what programs are in place to ensure skills are kept up to date?	Courses are held at least annually.
3	Induction programs – please provide details.	Induction programs are a compulsory requirement and are held <i>annually for all new staff</i>
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	Yes
5	How do you ensure a safe environment for children?	The school has a Child Protection plus a range of additional policies and guidelines to provide a safe environment for children. The policies include Risk Assessment and Management Plan (RAMP) Anti-bullying, Boarding, Camps,

INFORMATION REQUIRED		2012/2013
		Emergency Evacuation, Lockdown and OH&S.
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 come forward?.	<p>The school is committed to the achievement of the highest standards of education in which the security, protection and comfort of students is a high priority. Every boy at Knox explores, through the formal curriculum, issues that are likely to impact on the health and wellbeing of themselves and others, now and in the future. The school also adopts a whole school approach to provide an environment that enhances the protective factors that help to build resilience and lessen the impact of adverse life events. Within the school's Positive Education framework the opportunity exists for each boys' mentor to raise and educate boys on the procedures and strategies for combating bullying and responding to antisocial behaviours. The school also utilises the services of professional companies and organisations to facilitate workshops for students that promote pro-social behaviours.</p> <p>In the Prep the boys also have a weekly You Can Do It lesson where we talk about things like bullying, resilience, developing confidence. We also have other organisations like the local police come in and talk to the boys about bullying and cyber bullying and we run these sessions for boys and parents.</p> <p>As well as the class teachers who form a close relationship with the boys we have a Director of Students and a counsellor who the boys can speak to at any times about any issues or concerns they may have.</p>
7	How do you manage risk when taking students off site? i.e. for camps / away days etc	A Risk Assessment and Management Plan (RAMP) must be completed prior to any excursion. Trips abroad include USA, Papua New Guinea and Cambodia
8	Audit process i.e. is there a mechanism for testing that the appropriate risk management controls are understood and practiced?	<p>A Risk Management Audit was recently undertaken by RRR. The recommendations were assessed and approved in May 2012.</p> <p>Risk recommendations from this audit are followed up and the Council Secretary now allocates 50% of her time to ensure that the process is continuous.</p> <p>The OH&amp;S committee meets twice per term and reports to the Audit and Risk Committee.</p> <p>Risk &amp; Response Committee interviews members of council, secretary, neighbours, head of other schools identifying all risks/residual risks. This committee reports to the Audit and Risk Committee.</p>

INFORMATION REQUIRED		2012/2013
9	<p>How do you manage the contractor / labour hire risk both from an OH&amp;S perspective but also from a standard of performance perspective?</p> <p>Do you require contractors to have their own insurances?</p> <p>Who is responsible for verifying adequate insurances is in place?</p>	<p>Through School Management and Council plus the OH&amp;S Manger of Uniting Resources.</p> <p>Contractors are not required to submit to Child Protection clearance but the school is currently considering if certain contractors should be subject to this.</p> <p>Yes evidence of Contractor Insurance is a standard contractual requirement.</p> <p>Verification is overseen by Business Manager with assistance from the Risk &amp; Insurance Department of Uniting Resources.</p>
10	<p>Do you allow your facilities to be used / hired by third parties? If so, how do you manage this risk? Are they required to carry insurance?</p>	<p>The School conducts nearly 1,000 lessons a week in its Learn to Swim Program. The Learn to Swim program has a separate car park and Learn to Swim Pool has separate access.</p> <p>New large foyer and hall is hired out to outside parties and dining room incl. catering for functions.</p> <p>The boarding center is hired out during out of term for rugby teams and other groups/associations.</p> <p>There is 12 hour night security and a property manager is on call.</p> <p>Organisations hiring the Hall or Boarding House are required to provide proof of Insurance coverage.</p>
11	<p>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.</p> <p>Who is responsible for services such as maintenance?</p> <p>Are contractors used?</p> <p>What process in place to ensure facilities are maintained to an adequate and safe standard?</p>	<p>No leased out property.</p> <p>Own maintenance staff service the buildings.</p>
	<p>Have there been any updates to school policy or guidelines since March 2011? (i.e. Child Protection, Working with Children, OH&amp;S, Bullying, Recruitment, Staff Conduct, Critical Incident etc). If so, please attach a copy.</p>	<p>None</p>

### 3. Incident / Claims Management

INFORMATION REQUIRED		2012/2013
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:		
1	What determines which incidents are escalated / reported to management?	The degree of injury sustained or the level of risk the cause of the incident presents to other people.
2	How are those incidents reported to management? i.e. manual process or technology platform.	<p>An online reporting system is in place.</p> <p>OH&amp;S incidents to OH&amp;S Committee Staff Member/Staff member to OH&amp;S Committee and reported within 24 hours to payroll for staff.</p> <p>The nurse reports to deputy head master for any student incidents</p> <p>Students' Sick Bay records are provided to Business Manager (first instance of report)</p> <p>The OH&amp;S committee goes through lists and look at overall risk improvements.</p>