



## DAMAGES POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies

### RATIONALE:

The Trinity College community invests heavily in time and resources, to manage the property and physical environment of the College. The College community expects that all College property and grounds will be maintained in a manner that presents the College in the best possible way and provides the best possible amenities for its students and staff.

It is incumbent upon all members of the Trinity College community to ensure that the College's physical resources are maintained and appreciated. The Trinity College Damages Policy ensures that any damage caused to the College's buildings, assets and grounds, may be rectified. The damage caused may be malicious and intentional, reckless, negligent or accidental. This Policy also provides for the ability to seek restitution where personal property that is College related has been damaged.

### SCRIPTURAL CONTEXT:

*"Render to Caesar what belongs to Caesar; and render to God what belongs to God"*  
*Luke 20:25*

### DEFINITIONS:

**College related personal property** – private property relating to normal school/class activities.

**Malicious and Intentional** - aimed at harming or upsetting other people; was planned or intended.

**Reckless** - dangerous, not caring about the risks and possible results of their actions.

**Negligent** - not being careful or giving enough attention to people or things that are your responsibility.

**Accidental** - unexpected or unintentional.

### POLICY STATEMENT:

Trinity College will ensure that any damage caused to the College's buildings, assets and grounds, may be rectified by providing the ability to restore good order to damaged property, by determining restitution and collecting costs for damages as required.

### POLICY GUIDELINES:

### GUIDELINE INDICATORS:

<ul style="list-style-type: none"> <li>• Generally, damage caused by students and staff will be assessed according to the following criteria:               <ul style="list-style-type: none"> <li>○ Malicious and intentional,</li> <li>○ Reckless,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The Principal (or delegate) will ensure that appropriate procedures are in place for the collection of costs associated with damages made good.</li> <li>• Procedures relating to this policy will be published and brought to the attention of staff and students.</li> </ul>
---	---

<ul style="list-style-type: none"> <li>○ Negligent,</li> <li>○ Accidental.</li> <li>● The Principal will have absolute discretion regarding all decisions relating to damages, such as: <ul style="list-style-type: none"> <li>○ It may be assessed as appropriate for students to contribute financially to the restoration of damaged items.</li> <li>○ The Principal (or delegate) will, in consultation with other staff members assess the level of financial accountability.</li> <li>○ Discipline procedures as outlined in the relevant policy may also be followed.</li> </ul> </li> <li>● The Principal or Principal’s delegate will determine the course of action to be taken should payment, or where appropriate, community service not be completed.</li> <li>● In circumstances where damage to property, equipment or infrastructure has created an unsafe situation or environment, then immediate action will be taken by the Principal (or delegate) to make the situation safe.</li> </ul>	<ul style="list-style-type: none"> <li>● Damage requiring repair should be reported to the Business Manager via the Damages Report form Appendix A.</li> <li>● The Principal(or delegate) will determine whether “Community Service” activities may accompany financial arrangements or may ultimately replace the payment of any costs after discussions with parents and/or guardians.</li> <li>● The Principal or delegate will examine and determine any claim for restitution of damaged personal property of students and staff, on a case by case basis.</li> </ul>
---	--

**REFLECTIVE MATERIAL:**

*Trinity College Occupational Health and Safety Policies.*

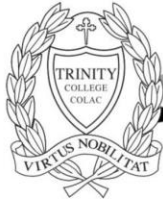
*Trinity College Insurance Policies.*

*Appendix A – Damages Report Form*

*Trinity College School Related Travel Administrative Guidelines*

<b>Board Chairman:</b>	<b>Stephan Ryan</b>
<b>Ratified:</b>	<b>14<sup>th</sup> October, 2014</b>
<b>Date of next Review:</b>	<b>October, 2017</b>

# APPENDIX A



119 Hart Street  
PO Box 23  
Colac, Victoria  
3250, Australia

PHONE: 5233 9200  
FAX: 5232 1447  
EMAIL: admin@tcc.vic.edu.au  
WEB: tcc.vic.edu.au

## DAMAGE REPORT

### PART A:

<b>Item description:</b>	
<b>Room/location:</b>	
<b>Date:</b>	
<b>Cause:</b>	

### PART B: *(Complete if Students are involved)*

<b>Student(s) involved in breakage</b>		
<b>Is/Are Student(s) to be charged costs?</b>	<b>NO</b>	
	<b>YES</b>	If 'YES' please indicate amount or percentage student/s are to be charged

### PART C:

STAFF MEMBER ROLE	STAFF MEMBER NAME	STAFF MEMBER SIGNATURE
Reporting Teacher		
Year Level Coordinator		
Deputy Principal		
Business Manager		

COMPLETION DATE: \_\_\_\_\_

### Notes: