

# **Williamstown High School Personal Accident and Insurance Policy**



## **Williamstown High School**

**Developed in 2018**



# Williamstown High School Personal Accident and Insurance Policy

## Development process

This statement explains “**why**” the policy is being written. The general overview might also refer to any background or directives that led to the development of the policy.

### 1. Rationale

The Department of Education and Training and Williamstown High School do not have insurance for accidental injuries or accidental property damage. However, in some circumstances, medical or other expenses will be paid by the Department where it is assessed that it is likely, in all the circumstances, that the Department is liable for negligent acts or omissions of its staff or volunteers.

### 2. Purpose

A brief statement of specifically “**what**” the policy is intended to accomplish, that is, the aim of the policy. This should only be one or two sentences.

Although we are formally not required to have a policy explaining our insurance arrangements, our families find it useful to have a notice clarifying the insurance the school has in relation to personal injury and property damage. This is linked with common law, specifically duty of care.

### 3. Implementation

This section details “**how**” the policy statement will be achieved. It may set requirements for different parts of the school community (for example, staff, students, parents) as well as outlining “**who**” will be responsible for the implementation of the policy.

Williamstown High School encourages parents and guardians to consider obtaining their own accident insurance for students and property of value that may be brought to school.

### 4. Specific procedures

This section outlines the practical processes that tell people exactly what they have to do to operate within this policy.

This policy will be publically available on our school website to ensure that all members of our school community understand our insurance arrangements.

## 5. Evaluation and review

Policies must be reviewed on a regular basis. A defined review cycle should be stated.

For more information about the Department's public liability claims process, please see: Negligence Claims Process. It is due for renewal in 3 years.

## 6. Definitions & references

Sometimes technical terms will need to be defined.  
Also other related policies or DET guidelines might need to be referred to.

For information relevant to insurance for school property, including Buildings Insurance, Motor Vehicle Insurance and the School Equipment Coverage Scheme, please see the links to the School Policy and Advisory Guide.

## 7. Consultative process

Briefly outline the consultative processes used to develop and ratify this policy. Which groups or committees were involved.

Consultation is not required for this policy as the content applies to all Victorian government schools. At Williamstown High School, we choose to present all policies at school council for noting. This policy was tabled at the Education Policy Sub Committee during term two for discussion and noted in the minutes at school council for ratification.

### **Ratification:**

This policy was ratified by school council on 26 June 2018