



## 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. This Policy also provides for the ability to seek restitution where personal property that is College related has been damaged.

### Scriptural Context

*'Give, and it will be given to you. Good measure, pressed down, shaken together, running over, will be put into your lap. For with the measure you use it will be measured back to you.'*

(Luke 6:38)

### Policy Statement

Trinity College will ensure that any damage caused to the College's buildings, assets and grounds will be made safe and repaired, or removed. Restitution and collecting costs for damages caused will be pursued if deemed appropriate.

Policy Guidelines	Guideline Indicators
<ul style="list-style-type: none"> <li>• Generally, damage caused by students and staff will be assessed and costs allocated accordingly.</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 and/or staff 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>○ Disciplinary 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,</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> <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 carers.</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>

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.	
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**Reflective Material**

Trinity College Occupational Health and Safety Policies

Trinity College Insurance Policies

Trinity College Behaviour Management Policy

Appendix A – Damages Report Form

Trinity College School Related Travel Administrative Guidelines

VCEMEA-2013 Part 2 General conditions of service, Clause 45 Breakages & loss

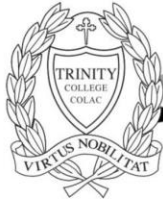
Ratified:	8 <sup>th</sup> September 2020
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College Governor	Fr Michael O’Toole
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Board Chairperson	Simon Vaughan
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Date of next review	October 2023
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# APPENDIX A



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## 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: