Break-In Damage and Theft	
Adopted: December 21, 2000	**Last Reviewed/Revised:** February 5, 2024
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: **IV-04** Loss or Damage to Personal Items	

Purpose

This procedure outlines the reporting and response process to be followed by school and HCDSB staff when a break-in or theft is discovered or when there is serious vandalism or damage to a facility.

Application and Scope

This procedure applies to all sites and facilities under the jurisdiction of the Halton Catholic District School Board (HCDSB).

References

Parental Responsibility Act

Requirements

Responsibility for a Facility

- Principals and all supervisors are to ensure that all staff members are well informed of their obligation when a break-in or theft is discovered or when there is serious vandalism or damage to a facility.

- The person or staff member who first discovers a break-in or evidence of a break-in or theft immediately informs the person in charge of the facility (Principal or Supervisor.) If a break-in has occurred after hours or on a holiday, it may be necessary to inform an alternative "person in charge" of the incident.

- When the person in charge (Principal/Supervisor) learns of the incident, they gather as much information as possible and then complete a *Break-in & Damage Report*.

- o Full completion of the report will ensure that the pertinent details are properly recorded.
- o The Break-in & Damage Report should be forwarded to: FOS Superintendent; Superintendent of Business Services; Business Officer responsible for insurance claims; and Senior Manager, Operations.
- o A purchase requisition for replacing damaged or lost items or equipment may be initiated and the "Break-in & Damage Report" should be uploaded to the HCDSB's financial information system.
- o Incidents involving repairs or clean-up are to be called in to the Facility Manager in charge of the facility to make arrangements for the work to be completed. Depending on the scope of the work, the Facility Manager may contact the HCDSB's Claims Adjuster (as assigned by the HCDSB's insurer), to facilitate clean-up and/or repairs and to assess the need for an insurance claim.

- Any misdemeanour, break-in or other damage to the building or contents must be reported to the police. If possible, a police report should be obtained and forwarded to the HCDSB's insurer. Police involvement has become more important as the *Parental Responsibility Act* now makes it possible to recover losses from parents/guardians related to intentional damage caused by children under 18.

- Serious incidents and those involving extensive damage must also immediately be reported to a Superintendent and the Director.

Finalization of a Claim

- If necessary, the Senior Manager, Operations, in consultation with the Superintendent of Business, will report the incident as an insurance claim and arrange for an insurance adjuster to assess the loss and authorize restoration. At current, the minimum insurance deductible for any single incident is $10,000, and, therefore, losses of less than this value cannot be claimed from the HCDSB's insurer.

- Where feasible, HCDSB staff will work with the insurer, legal counsel, and the police to implement recovery of any loss under the terms of the *Parental Responsibility Act*.

- Once all restoration work and replacement of lost items have been completed, the Senior Manager, Operations, in consultation with the Principal and/or Facility Manager, will finalize the report detailing the total cost of all restorations and replacements authorized and undertaken. This will then be submitted to the Superintendent of Business Services, who will arrange for finalizing the claim and cost recovery from the insurer and/or claim recovery under the *Parental Responsibility Act*.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

Director of Education and Secretary of the Board