



PARENT ADVISORY COUNCIL (PAC) LIABILITY COVERAGE

Context

The Schools Protection Program (SPP) provides coverage to a Parent Advisory Council (PAC) only as outlined in the *Administrators' Handbook/Guide to SPP Coverage*. This handbook is available online at <http://www.bcspp.org>.

Procedures

1. The following information is to be provided to the PAC by the Principal or Vice-Principal at the beginning of each school year:
 - 1.1. PAC involvement in school activities, coming under the authority of the Board of Education, must meet the approval of the Principal.
 - 1.2. Parent Advisory Council activities not under the authority of the Board of Education, but involving students, should be reviewed with the Principal with respect to safety. An example of this type of activity would include Dry Grad Events or Board-prohibited field studies supported by the PAC.
 - 1.3. The SPP online *Incident Report Form* must be filed promptly if an incident occurs during a PAC activity such as one resulting in:
 - 1.3.1. Damage to a school district facility or property; or
 - 1.3.2. Injury to a volunteer, student, staff member, or the general public.

The Head Secretary of the school must be provided with the details of the incident in order to file the online report.
2. Questions concerning this procedure should be directed to the office of the Secretary-Treasurer/CFO.

Relevant Board Policy: N/A

Developed by: Secretary-Treasurer/CFO

Date Agreed: September 1, 2003

Date Amended: December 9, 2013, June 1, 2017, September 24, 2018

Related Documents: Administrative Procedure – Online Incident Report Forms