

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Incident Involving Health and Safety

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools make and permanently retain adequate documentation of all incidents involving health and safety using the Incident Report form. (See Regulation 472.1 for Incident Form) These records must be available to the school administrator and stored in the school office.

An incident is defined as: An action or episode involving persons that may have serious results. These may involve but are not limited to:

- a) an action which creates an unsafe, unhealthy or uncomfortable situation.
- b) an action which violates the rules, regulations or policies of the school, parish or diocese.

Policy Adopted: May 17, 1999
Policy Revised: May 19, 2008
Policy Reviewed: January 21, 2019
Policy Revised: July 30, 2021