



LIABILITY SUPPLEMENTAL APPLICATION

Risk Management Questionnaire

Governed by Ohio School Officials for Ohio's Schools

School/Entity Name: _____
 Address: _____
 City, State, Zip, County: _____

Risk Management / Underwriting Questionnaire

Student/Client Questionnaire

Has the school/entity established written policies/procedures governing students/clients in the following areas?

<u>ACTIVITY</u>				<u>ACTIVITY</u>			
Attendance	Yes _____ No _____			Locker Use	Yes _____ No _____		
Corporal Punishment	Yes _____ No _____			Parking Facility Use	Yes _____ No _____		
Dress Code	Yes _____ No _____			Promotion	Yes _____ No _____		
Extracurricular Activities	Yes _____ No _____			Threats of Violence	Yes _____ No _____		
Does the student/client handbook include the above policies?				Yes _____	No _____		
If No, describe _____							

Is the student/client handbook distributed to all students/clients/parents/guardians at the time of enrollment? Yes _____ No _____

Do you allow strip searches of students/clients? Yes _____ No _____

Do you contract NEOLA, OSBA or any other group for development of procedures and updates? Yes _____ No _____

If other than NEOLA or OSBA indicate who is developing procedures and updates _____

Are procedures developed by others reviewed by an attorney prior to implementation? Yes _____ No _____

In the past year, have you experienced threats of violence, bomb threats, guns, weapons or hit lists in school? Yes _____ No _____

If Yes, describe the number and event _____

Employment Questionnaire

Has the school/entity established written policies/procedures governing employees in the following areas?

<u>ACTIVITY</u>				<u>ACTIVITY</u>			
Background Checks	Yes _____ No _____			Medical Leave	Yes _____ No _____		
Drug Testing	Yes _____ No _____			Promotion	Yes _____ No _____		
Grievance Procedures	Yes _____ No _____			Suspension	Yes _____ No _____		
Hiring	Yes _____ No _____			Sexual Harassment	Yes _____ No _____		
Does the school/entity have an employee policies/procedures manual that contains the above?				Yes _____	No _____		
Is the employee manual provided or available to all employees?				Yes _____	No _____		
Are policies and procedures reviewed with all employees when initially hired?				Yes _____	No _____		
If No to any of the above questions, describe _____							

Date of last update to the policies and procedures manual? _____

Does the school/entity use an employment application during the hiring process with the following information?

<u>ACTIVITY</u>				<u>ACTIVITY</u>			
Authorization to check references	Yes _____ No _____			Employment at will statement	Yes _____ No _____		
Equal Opportunity Statement	Yes _____ No _____			Signature of applicant	Yes _____ No _____		
Are employment references checked on all new hires?				Yes _____	No _____		
Are criminal background checks performed on all new hires?				Yes _____	No _____		

Is drug testing done on all new hires? Yes _____ No _____

If No to any of the above, describe _____

Athletics

Is a Student Accident Policy made available to all participants? Yes _____ No _____

Is a signed consent form from parent/guardian kept on file for each participant? Yes _____ No _____

Are medical exams required for all interscholastic participants? Yes _____ No _____

Does the school require a physician signed form for all interscholastic participants? Yes _____ No _____

Are coaches/trainers certified in their athletic program? Yes _____ No _____

Is a qualified EMT or ambulance available during all games/contests? Yes _____ No _____

Comments, clarification or additional information _____

