



# ALEXANDRA COLLEGE DUBLIN

## INSURANCE

<b>Document Title:</b>	<b>Insurance</b>
<b>Unique Reference Number:</b>	<b>012</b>
<b>Document Author:</b>	<b>Alexandra College Junior School, CB</b>
<b>Document Approved:</b>	<b>Avril Lamplugh</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Avril Lamplugh</b>
<b>Person responsible for approving Policy</b>	<b>Board of Management</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email</b>
<b>Date the Document is Effective From:</b>	<b>October 2019</b>
<b>Scheduled Review Date:</b>	<b>October 2020</b>
<b>Number of Pages:</b>	<b>2</b>

This policy is available and communicated to parents, staff and relevant stakeholders.

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Statement of Intent:**

It is the policy of this Service to retain adequate insurance, evidenced by a current certificate of insurance relevant to the type of service being operated.

### **Insurance Cover**

The Service's insurance includes the following where appropriate:

- public liability insurance;
- insurance against fire and theft;
- buildings insurance;
- any other insurance requirements depending on the services provided as identified by the registered provider or the inspectorate.

### **Insurance Certificate**

- The insurance certificate for the Service is available and in date on inspection.
- The information provided on the relevant insurance certificate includes:
  - the contact details for the insurance provider;
  - the name and address of the Service insured;
  - the categories of insurance cover for the Service;
  - the number of children covered by insurance within the Service;
  - the start date and end date of current insurance cover.
- The number of children in the Service at any time does not exceed the number for which the insurance is provided.

A handwritten signature in blue ink that reads "Avril Lamplugh". The signature is written in a cursive style and is positioned above a light green rectangular box.

**Signed:**

**Date: November 12<sup>th</sup> 2019**

**Name: Avril Lamplugh**

**Person responsible for approving the Policy**