



ALEXANDRA COLLEGE DUBLIN

Insurance

Document Title:	Insurance
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Document Author:	Alexandra College Junior School, CB
Document Approved:	Avril Lamplugh
Person(s) responsible for developing, distributing and reviewing Policy	Avril Lamplugh
Person responsible for approving Policy	Board of Management
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Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email
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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.



Signed:

Date: November 12th 2019

Name: Avril Lamplugh

Person responsible for approving the Policy