



# ALEXANDRA COLLEGE DUBLIN

## Alexandra College Preschool – Insurance Policy

Document Title:	Insurance
Unique Reference Number:	012
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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Scheduled Review Date:	March 2025
Number of Pages:	2

**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 for an 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.

**Reviewed:**                   **May 2023**

**Next Review Date:**   **May 2025**

Signed:

A handwritten signature in blue ink, reading "Avril Langford", is written on a light green rectangular background.

Junior School Head