

INSURANCE POLICY

Date of approval: 10 October 1996

Last reviewed: August 2004

To be reviewed as required

POLICY STATEMENTS:

The Vestry Committee is responsible for the insurance of Buildings and grounds and contents.

Public Liability and professional indemnity for Committee members, staff and volunteers is covered by the Department of Human Services if the pre-school is receiving funding. This cover 3 year old programs if they operate under the same committee.

It is the responsibility of the Treasurer of the Management Committee to ensure that all insurances arranged and paid by the Committee of Management are renewed by the due date and all premiums are paid.

PROCEDURES

An insurance file is to be maintained by the Personnel Officer with all policies to be kept on one file. A copy of all policies will be kept in the kindergarten files in the office.

Liability shall not be admitted for any claim.

Any incident which could give rise to a claim on an insurance policy must be reported to the relevant agent or insurance company regardless of whether a claim has been lodged or not.

The kindergarten committee of management and the Director shall use diligence to ensure that activities and functions are performed in a hazard free environment.

A form is to be signed on behalf of all students on work experience and student placement at the kindergarten, stating that work cover is the responsibility of their school / institute. The student is also to be covered by the Kindergartens Work cover Policy.

RELATED POLICIES

Asset Register
Work Experience

RESPONSIBILITY

Director
Personnel Officer
Treasurer