



# INSURANCE POLICY

Jonathan Kemp

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**Signed – Headteacher**

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**Print Name**

**Date:** November 2020

**Review:** November 2021

## 1. INSURANCE

Batchwood is part of the HCC insurance scheme, managed by the insurance team at HCC who provide all insurance for maintained schools. They use the recommended framework to select the most suitable insurance for schools within the Local Authority.

A copy of the "To Whom It May Concern" letter is displayed in the H&S Manager's Office and a full copy of the insurance cover is held in the Finance & HR Manager's office.

The school has cover for the following areas:

- **Property**
  - Material damage
  - Works in progress
  - Business interruption
  
- **Casualty**
  - Public liability
  - Employers liability
  - Libel and slander
  - Governors liability
  - Hirer's liability
  - Legal expenses
  - Medical malpractice
  
- **Motor**
  - Motor vehicles (minibus & 9 seater's)
  - Occasional business use
  
- **Engineering**
  - Inspection (Boiler only)
  
- **Additional Cover**
  - Fidelity guarantee
  - Personal accident
  - School journey

The Governing Body will regularly consider the level of cover in place and change this as necessary.

The school will immediately inform its insurers of all accidents, losses and other incidents which give rise to an insurance claim.

*GDPR stipulates that Insurance is personal/ sensitive data. Our school provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by means of this report. Requests for Data Subject Access should be made to our data protection officer Katie Harris (gdprkharris@gmail.com) or the Head Teacher Mr Kemp (head@batchwood.herts.sch.uk)*