

# Insurance Policy

**RELATING TO**

All Academies of the Shaw Education Trust

**WAS APPROVED BY THE EXECUTIVE LEADERSHIP TEAM OR  
BOARD OF TRUSTEES**

ON

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**SIGNED BY MEMBER OF THE BOARD**

**NAME [Print].....**

**POSITION.....**

Reference:Version	1
Procedure Originator:	G LAWRIE
Equality Impact Assessed:	
Approved By:	BOARD
Date Approved:	SEPTEMBER 2017
Review Interval:	3 YEARS
Last Review Date	SEPTEMBER 2017
Next Review Date	SEPTEMBER 2020
Audience:	Employees

### History of most recent policy changes

Date	Page e.g. whole document	Detail of Change	Origin of Change e.g. Reason for change or Change in legislation

## Risk Protection Arrangement

The Shaw Education Trust insists that Academies within the Trust buy in the Risk Protection Arrangement [RPA] provided by the Education Funding Authority [ESFA]. The RPA can be arranged in advance of conversion to the Trust. Registration can be managed via an online form following the link: <https://www.gov.uk/guidance/academies-risk-protection-arrangement-rpa>

The RPA includes enhanced levels of protection including:

- advance payments under the material damage protection
- unlimited employers liability and public liability
- up to £1,000 compensation per pupil for UK travel

The RPA covers claims relating to the following:

Type of risk	Description	Limit
Material damage	Loss or damage to buildings, contents, computers and stock	Reinstatement value of the property
Business interruption	Loss, including increase in cost of working, resulting from interruption or interference with the business	£10,000,000 any one loss
Employers liability	All sums they may become legally liable to pay (including claimants' costs and expenses) following death, injury or disease sustained by employees and arising out of and in the course of their employment	Unlimited
Third party liability	For all sums they may become legally liable to pay (including claimants' costs and expenses) as damages in respect of accidental injury or damage	Unlimited
Governors' liability	Governors' liability expense	£10,000,000 any one loss and any one membership year
Professional indemnity	Actual or alleged breach of professional duty	Unlimited

Type of risk	Description	Limit
Employee and third party dishonesty	Direct pecuniary loss due to the dishonesty of academy employees and/or theft of money by computer fraud	£500,000 any one loss and any one membership year
Money	Loss of money whilst in transit or elsewhere	Various, including cash on premises or in transit £5,000
Personal accident	Compensation for accidental bodily injury to Employees, governors, trustees, volunteers and pupils of the academy whilst on the business of the academy in the UK	Death and Capital benefits £100,000
United Kingdom travel	Compensation for travel related costs including loss of baggage, cancellation, curtailment, rearrangement and change of itinerary	Baggage and money £2,000 per person. Cancellation £1,000 per person
Legal expenses	Reimbursement of legal expenses relating to employment disputes, contractual disputes, tax investigations, civil actions in relation to school expulsions	£100,000 any one loss and any one membership year

The RPA will not cover the following risks:

Type of risk	Description
Motor	Motor is not included under the RPA
Overseas travel	Overseas trips are not covered by the RPA. Only United Kingdom travel is included and academy trusts should take out their own overseas travel policy where required
Engineering inspection and insurance	Academy trusts will need to make their own arrangements for statutory inspections, either with an insurance company or another body with the necessary authorisation to carry out inspections
Works of art	Academy trusts will need to make their own arrangements for insuring works of art

It is the Academy's responsibility to ensure that the RPA is in place at time of conversion and the policy is renewed annually. Full details of the RPA scheme can be accessed via the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/548587/RPA\\_membership\\_rules\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/548587/RPA_membership_rules_September_2016.pdf)

### **Motor Vehicle Insurance**

Motor Vehicle Insurance will be procured by the Shaw Education Trust for all of its academies. The current policy is held with Zurich Insurance. A copy of the insurance certificate will be displayed on the Shaw Education Trust website.

Upon joining the Shaw Education Trust it is necessary to supply information about the vehicles requiring cover. A policy summary will be sent to each academy upon the policy renewal date [currently 1<sup>st</sup> October 2017] along with full details of cover and claim information.

Please ensure that the Shaw Education Trust finance team are notified on purchase or change of vehicles owned by the academy. It is the responsibility of the academy to ensure that the vehicles are fully insured before use.

### **Overseas Travel Insurance**

Overseas Travel Cover has been purchased directly by the Shaw Education Trust for its academies. The current policy is held with Zurich Insurance. A copy of the insurance certificate will be displayed on the Shaw Education Trust website.

This insurance **does not include** winter sports cover. It would be expected that the cost of this insurance is met from the Academy budget, and recouped from charges made to those taking the overseas trip involving winter sports. To arrange this cover please contact Zurich Insurance with whom we have negotiated preferential rates. Zurich can be contacted by email::

[aleksejs.golovko@uk.zurich.com](mailto:aleksejs.golovko@uk.zurich.com)

It is the Academy's responsibility to ensure that insurance cover is adequate for the type of overseas visit being taken [for e.g. Winter Cover would need to be included for Ski trips].

### **Engineering inspection Insurance**

Engineering and Inspection insurance has been purchased directly by the Shaw Education Trust for its academies. The current policy is held with Zurich Insurance. A copy of the insurance certificate will be displayed on the Shaw Education Trust website.

### **Works of Art**

The Shaw Education Trust should be notified upon conversion if an academy has any works of art valued at £500 or more that will require insuring.