

10.5	INSURANCE MANAGEMENT
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<b>Applies to:</b> HECIS Co-Ordinator, Management Committee
<b>Specific responsibility:</b> HECIS Co-Ordinator, Management Committee

<b>Version:</b> 1
<b>Date approved:</b> 5.8.14
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

HECIS maintains a number of types of insurance cover as a way of protecting itself and its personnel against the financial impact of any legal liability that may arise. Insurance cover is a risk mitigation strategy and forms part of HECIS's risk management plan.

HECIS is required by law to maintain insurance cover for Worker's Compensation and by HECIS funding bodies to maintain insurance for business assets, public liability, professional indemnity, volunteers and directors & officer bearer's liability.

HECIS Maintains adequate insurance cover at all times.

## PROCEDURES

### Insurance cover

HECIS maintains the following insurance coverage:

- personal accident insurance for staff & volunteers
- public liability insurance
- contents insurance (the building owner is responsible for building insurance)
- association liability (this includes Directors liability and professional indemnity)
- Workers' Compensation insurance

The HECIS Co-Ordinator will review insurance coverage and consider any changes that appear advisable on an annual basis.

Changes to the nature and coverage levels may be approved by the HECIS Co-Ordinator and reported to the Management Committee.

Prior to renewal of a policy, the HECIS Co-Ordinator will provide the insurer or broker with a detailed and accurate schedule of activities and inclusions to be covered.

### Currency and compliance

The HECIS Co-Ordinator is responsible for ensuring all insurance policies are current and adequate documentation maintained.

All insurance policies must be sighted by the Management Committee on an annual basis.

**DOCUMENTATION**

<b>Documents related to this policy</b>	
Related policies	
Forms, record keeping or other organisational documents	Current Childcare Insurance package policy Current Workers Compensation policy

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually	HECIS Co-Ordinator	Management Committee

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review Due</b>
1	19.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	10.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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