
Notes on Insurances for C of E Voluntary Aided ("VA") Schools

The Diocese of Exeter administers, on behalf of the governing bodies of Voluntary schools, some insurance policies which cover those aspects of insurance that are not met by Local Authorities (LAs) or the school governors themselves. The notes below are a broad overview for governors; they do not attempt to give a complete description of the policy details. Whilst every effort has been made to ensure the accuracy of the information, we cannot accept responsibility for any errors or omissions. For detailed information you should refer to your **Policy Schedule** and the **Policy Document** (see below). Alternatively, for specific information, please contact the relevant Insurance Company [Ecclesiastical - general enquiries 0845 777 3322] or the Diocese [see below] or your Local Authority.

Your Diocesan contacts:

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Education Insurance Policy

- **Overview:** the Diocese administers a block of policies with the Ecclesiastical Insurance Group. Each policy is held by the Diocese jointly on behalf of the trustees of the land and the VA school's governing body, which is responsible for the repair, maintenance and improvement of the school's *fabric, fixtures & fittings* above £2,000. These are generally referred to by the Dept for Education and us as **Capital Costs** (or **Governors' Liability** items).
- **Your Policy Schedule** for the year to 31 December 2019 is sent to you in March. It details the extent of the cover in place at your school. Please note that the Diocese does not keep a copy of this document. Please review it carefully. It should be read in conjunction with the **Policy Document** which you can find on our website www.exeter.anglican.org (follow link to Schools/Buildings and Premises/Information for Church of England VA Schools/Insurance).
- **Property Damage** (*Policy schedule Section 1*). "Property" means your school buildings and much of their contents – see further below.
 - **Extent of Cover:** All VA schools are covered for all the "Insured Events" listed in Section 1 of the Policy Schedule (and more fully described in Section 1 of the Policy Document).
 - **Claims:** in the first instance please channel all claims through us. Once a claim has been logged by Ecclesiastical it is likely that the school is best placed to liaise direct with them.
 - **Minimum level of claims:** this is £2,000.
 - **Excess:** this is £1,000. In the past you have usually been able to pay this from your Devolved Formula Capital (DFC) as part of a larger financing package. In recent years your DFC allocation is much reduced so you may not always be able to use this route.
 - **Building works:** The policy also covers liabilities for building work at the school up to a contract value of £100,000 (*Policy Document page 29*). If the work is more than £100,000, the governors will need additional insurance. The Diocese will arrange this at the time a building project is planned. Governors also have the option to take out Terrorism cover during building works.
 - **Contents** (*Policy schedule section 1*): because VA school governors are responsible for reinstating the Fixtures and Fittings of their school, as well as the Fabric, the policy includes an item called "Contents".

This should not be confused with “Curriculum Equipment” (see below). Broadly speaking “Contents” means all the loose Furniture, Fixtures and Fittings necessary for the running of your school (which has been purchased by government grant) **except for** ICT equipment, books and learning equipment.

▪ **Sum insured** (*Policy schedule section 1*):

Buildings: Since 2011 surveyors appointed by Ecclesiastical at our request have embarked upon a rolling “Revaluation and Risk Management Programme” to ensure that the insurance valuation for all Exeter VA schools is over a period of years updated. This programme is nearing completion and most of the VA Schools in Devon have now been re-surveyed.

Contents: these were originally calculated on 10% of the building sum insured, and this has since been increased annually by a different index. The Re-valuation Programme does not cover contents, so you should review the level of cover required for this. In particular, if the school has been extended, additional contents may have been acquired and an increase in cover should be considered. (See also “**Curriculum Equipment**” below)

▪ **Business Interruption** (*Policy schedule Section 4; see Policy Document page 41 for information*). This covers the governors’ liability for additional costs, e.g. renting temporary premises, following a fire or flood. All VA schools in the Diocese now have this cover.

▪ **Renewal Premium:** the Diocese pays the total annual renewal on behalf of all schools in January. In March it advises each school how much its individual premium is by sending an invoice for this sum, payable by the end of April. The school reimburses the Diocese from its delegated budget (or from any governors’ funds which they may hold).

▪ **Public & Products Liability** is also covered (*see Policy schedule Section 5*). This covers you for aspects of governance which are other than those connected with the requirements of the LA. The policy is supplementary to the main Public Liability policy held by your LA for all maintained schools. [When asked about this, LAs tend to say that their policy covers governors for “everything”, but Diocesan advice is that for the level of the premium (£67.41) this extra cover is worth having].

Local Authority Liabilities for Premises

Insurance for **LA liability** areas (certain Revenue Costs and Playing Fields) are paid by the LA and will be recharged to your school budget.

Employer's Liability Insurance

Because as a governing body of a VA school you are the (separate) employer of the staff, you must have *Employer's Liability Insurance*. Your LA arranges and pays for the policies to cover VA school governors for this. Your school's share of the LA's premium is recharged to your school budget. We recommend that you display the *Certificate of Employer's Liability Insurance* (which is sent to you by email each January) in a public area in the school.

Curriculum Equipment

Many schools think that Curriculum Equipment (principally your ICT equipment, books and other learning materials) is insured under *Contents Insurance* provided by the Education Insurance Policy, **but please note that it is not**. Since 1998 LAs have covered Curriculum Equipment, and then only for *Fire, Lightning and Explosion* (and that premium is charged to your school budget). So each governing body is now responsible for taking out additional cover for theft, damage, vandalism etc., through a “Balance of Risks” Policy. As far as we are aware, most VA schools have arranged this with another insurer, e.g. Zurich.

We recommend that, at intervals, you review all of your Contents insurance. A number of schools have found that the Balance of Risks policy taken out with Zurich insurance duplicates some of the Contents cover provided under the Ecclesiastical policy (see **Contents** above).

If you think that there is any duplication of cover or that you are under-insured, please contact Ecclesiastical Insurance direct, at the number on the policy schedule and quoting the policy number. *End*