Name

Position

Company

Street address

City address

AB12 3CD

[01 Month] 201X

Dear [Name]

### Insurance requirements for the Duke of Edinburgh’s International Award - Australia

I am writing to you in relation to the insurances your organisation holds in respect to its participation in the Award. *As* part of the terms and conditions under your license agreement you are required to provide proof of your Personal Accident and the Public & Products Liability insurance cover.

**However please note that if your school or organisation is insured with The Department of Education or one of the organisations named below you need not complete the attached Checklist as this information will automatically be noted on your Policies.**

The following list of organisations have been identified as not being required to provide any documentation relating to Personal Accident/Public Liability Insurance or to indicate if sexual molestation cover as indicated is in place including;

* All State/Territory Government High Schools
* Air / Sea/ Land Cadets
* All Catholic Schools
* All Anglican Schools
* All Lutheran Schools and Colleges
* Anglican Church
* Uniting Church
* Private Schools covered by AON EduPak,
* Girls Brigade – Liability Insurance only required to be in place
* Boys Brigade – Liability Insurance only required to be in place

Should you have any questions my email address is tania.etuale@dukeofed.com.au *at our National Office* or alternatively you are welcome to contact hugo.dessens@honan.com.au of Honan Insurance Brokers.

Yours sincerely

[Insert Name]

Date

Company

Street address

City address

AB12 3CD

Insurance Checklist & Confirmation

|  |  |  |
| --- | --- | --- |
|  | ACTION REQUIRED | tick |
| 1. | Personal Accident Certificate of Currency Attached (PLEASE TICK)(see note below) |  |
| 2. | Public and Products Liability Certificate of Currency Attached (PLEASE TICK)(see note below) |  |
| 3.  | Your insurance broker / risk broker or advisor has been advised of our terms and conditions(tick box to confirm) |  |
| 4 | Sexual Molestation cover is confirmed for *a minimum of $5,000,000 ($5 million)*(tick box to confirm)  |  |
| 5 | You understand that by law you are required to have Workers Compensation Insurance for your employees(tick box to confirm) |  |
|  | NOTE:The Award is noted as an additional Named Insured on your Personal Accident and Public & Product Liability insurance policies. Alternatively, is being named as a principal on your Public & Products & Personal Accident policies The Award Units Certificate of Currency is to be obtained or updated with the following wording: The Duke of Edinburgh’s International Award as Additional Named Insured in respect to Award activities only. Pease provide a copy of this certificate when it is available. |  |

Checklist to be supplied within 21 days of this letter

Please confirm your understanding and acceptance of our terms and conditions by ticking all of the tick boxes on this page and emailing this form to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_ alternatively please post a signed and dated Checklist to your Division

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

*Signature \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please delete**

**Please feel free to sign this letter and change the letterhead to your Division. Please don’t change the wording unless you check with Tania first.**