

PROPOSAL FORM

Broadform Schools Liability



Please answer **ALL** questions completely.

Should any question or part thereof not be applicable, please state "N/A".

Should insufficient space be provided, please continue on your company letterhead.

1. Name of School _____

2. Physical address. Where more than one school, please state physical location of all.

_____ Post code _____

_____ Post code _____

_____ Post code _____

3. School VAT no. _____

4. School website _____

5. Turnover for the past 3 years

Year 1		Year 2		Year 3	
Estimated turnover for the forthcoming period				Date of financial year end	

6. How long has the school been in operation? _____

7. Has the school been issued with the necessary licence to operate? Yes ☐ No ☐

If No, please state reason _____

8. Principal's name _____

9. Qualifications _____

10. Experience _____ years

11. State full names, qualifications and years of experience of the members of your Management Committee, and supply details of their occupations

Full name	Qualifications	Experience	Occupation

12. State full names, qualifications and years of experience of the Head teachers and HOD's

Full name	Qualifications	Experience



13. What other staff, besides teachers, are employed by the Institution, and what is their area of responsibility?

Full name	Area of responsibility

14. What is the total number of

Teachers	Pupils	Other (specify)

15. What is the total number of pupils cared for per day?

16. What is the age range of pupils?

17. Do any of the pupils suffer from any serious disabilities (physical/emotional/mental)

Yes ☐ No ☐

Please provide full details

18. Does the school make any special provision for any pupils referred to above?

Yes ☐ No ☐

a. Special teaching facilities

b. Medical care

c. School premises

d. Other

19. Are all the staff trained in:

a. First Aid

Yes ☐ No ☐

b. Emergency procedures

Yes ☐ No ☐

If No, please state reason

20. Do you maintain personnel records detailing, inter alia, staff:

a. Duties

Yes ☐ No ☐

b. Training

Yes ☐ No ☐

c. Experience

Yes ☐ No ☐

d. Refresher courses attended

Yes ☐ No ☐

If No, please state reason

21. Do teachers regularly attend courses to keep ahead of new developments in child care and education?

Yes ☐ No ☐

22. Does the school provide courses to parents to keep ahead of new developments in child care and education?

Yes ☐ No ☐

23. Do new students need to pass an admission test before being admitted to the school?

Yes ☐ No ☐



24. Do you rent out school facilities to the community or other outside organizations? Yes ☐ No ☐
25. Do you arrange extra-curricular activities such as: sport, field trips, social and recreational clubs, etc.? Yes ☐ No ☐
26. Are parents made to sign an indemnity form in each instance? Yes ☐ No ☐
- If No, please state reason _____

Safety

1. What are the following made of:
- a. The walls _____
 - b. The roof _____
 - c. The floors and passages _____
 - d. Classroom ceilings _____
2. Are non-slip polishes used on wood or concrete floors or tiles? Yes ☐ No ☐
3. In case of fire:
- a. What exit procedures have been implemented _____
 - b. What fire-fighting equipment is in existence _____
 - c. How often is this equipment checked _____
 - d. Are fire exits clearly marked _____
4. Is all equipment kept in good working order in the gym and home economics, science, industrial arts, fine arts classrooms? Yes ☐ No ☐
5. Do you have an effective safety program Yes ☐ No ☐
- Please provide full details _____
6. Are safety manuals issued to all employees? Yes ☐ No ☐
- Please supply a copy _____

Claims/Incidents

We require a full signed statement should your answer to the questions below be **Yes**.

1. Has any claim ever been made against the school and/or against any of its staff members? Yes ☐ No ☐
- _____
2. Has the school ever received notification of any intention to lodge a claim against the school and/or against any of its staff members? Yes ☐ No ☐
- _____
3. Are you and your staff members, after diligent enquiry, aware of any incidents, circumstances or occurrences which could result in a claim against the school and/or any of its staff members? Yes ☐ No ☐
- _____
- _____



4. Have any disciplinary hearings ever been made against any of the school's staff members? Yes ☐ No ☐

5. Is there any reason to believe that disciplinary hearings may be made against any of the school's staff members? Yes ☐ No ☐

6. State total income of school, split as follows:

Income	Past 12 months	Estimate for the next 12 months
School fees	R	R
Sponsorships	R	R
Other	R	R

7. What amount is the School prepared to bear as a deductible?

R10 000		R15 000		R20 000		R25 000		Other: R
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Cover Required

Limit of Indemnity	
Deductible	

Privacy

In order to provide you with insurance, we have to process your personal information. We will share your personal information with other insurers, industry bodies, credit agencies and service providers. This includes information about your insurance, claims and premium payments. We do this to provide insurances services, prevent fraud, assess claims and conduct surveys. We will treat your personal information with caution and have put reasonable security measures in place to protect it. BY signing this application for insurance, you agree to the processing and sharing of your personal information.

Declaration

I/We, the undersigned, declare that the statements set forth in this proposal form together with any other information supplied are true and correct and that I/we have not misstated or suppressed any material facts.

I/We agree that this proposal form together with any other information supplied by me/us shall form the basis upon which the contract of insurance is concluded and shall be incorporated therein.

I/We further undertake that in the event that the information provided changes between the date of this application and inception of cover, I/We will notify iTOO of such changes as soon as reasonably possible.

Name (duly authorised)

Designation

Signature

Date

Y	Y	Y	Y	M	M	D	D
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