

# Charity, Community and Faith Insurance

## SMALL CHARITY, NOT FOR PROFIT AND FAITH (Tier 1) APPLICATION FORM

**To Ecclesiastical Insurance Office plc, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom**

Your confirmation that you agree or disagree with the statement of fact and your answers to the questions below assist us in the assessment of the risk.

You have a duty to present us with a fair presentation of the risks to be insured and must disclose every material circumstance which you know or ought to know about such risks. You do not need to disclose circumstances which reduce the risk or those which the Company already knows or ought to know.

If you breach your duty to provide a fair presentation of the risks to be insured, the policy could be cancelled or terms changed in accordance with the policy conditions. A specimen policy document is available upon request.

### How we use your data

We take data protection seriously and your privacy is important to us. We will process your data in accordance with the applicable data protection law. Please ensure you read the 'How we will use your data' notice at the end of this form.

### Statement of Fact

This cover is intended for charities and other not for profit organisations including non anglican places of worship that are able to agree with the statement of fact detailed below. We may be able to insure organisations that cannot agree with this statement if you provide and we accept full details of any exceptions.

1. Your organisation is not currently insured with Ecclesiastical.
2. In respect of the risks to be insured no company or underwriter has declined to issue or renew a policy or imposed special terms.
3. Any director, partner, trustee or representative of your charity or organisation:
  - a. has never had insurance declined or special conditions imposed by any insurer
  - b. has never been convicted of any criminal offence other than a driving offence or has any non - motoring prosecutions pending (you only need to tell us about any convictions that are unspent under the Rehabilitation of Offenders Act 1974)
  - c. whether in a personal capacity or in connection with any company, business or firm has never been declared bankrupt or been the subject of bankruptcy or insolvency proceedings
  - d. whether in a personal capacity or in connection with any company, business or firm is not subject to a County Court Judgement or, in Scotland, Sheriff Court Decree
  - e. has never been prosecuted for failure to comply with legislation or served with a Prohibition Notice under any Health and Safety or similar legislation.
4. Your organisation has not suffered any loss, damage, injury or liability during the last five years in respect of the risks to be insured wherever these occurred, whether insured or not and whether you have made a claim or not.

5. Your organisation is not aware (after making enquiries of its trustees, directors or officers) of any circumstances that might lead to a claim against any trustee, director or officer.
6. Your organisation:
  - a. is a legally recognised Charity, Community Interest Company or other voluntary not for profit organisation operating for community benefit within England, Scotland, Wales, the Channel Islands or the Isle of Man
  - b. does not undertake work abroad other than non-manual visits to countries within the European Union
  - c. has an annual income that does not exceed £15,000
  - d. is not required to have audited accounts or if it is the accounts for the last financial period are not subject to qualification by the auditor
  - e. does not operate a subsidiary trading company for which cover is required under this insurance
  - f. has not been subject to any investigation by the Charity Commission (or Scottish equivalent) or any other regulatory or statutory body
  - g. has a written health and safety policy if the organisation has 5 or more employees and/or authorised volunteers
  - h. complies with any legislation relating to the sale of second hand goods, including any provision for safety inspections by competent persons prior to sale.
7. If your organisation arranges fireworks displays it:
  - a. undertakes a risk assessment
  - b. always uses a specialist service provider and checks that the service provider has public liability insurance operative at the time of the display with a limit of indemnity no less than that sought under this insurance and an indemnity to principal extension.
8. Your organisation is not responsible for insuring buildings.

Statements 9. and 10. only apply if any of your employees and volunteers or service providers (hereafter referred to as 'personnel') whilst working for you or acting on your behalf work unsupervised with children or vulnerable adults, or have unsupervised access to children or vulnerable adults

9. No allegations of abuse have ever been made against you or any of your personnel whilst working for you or acting on your behalf
10. Where you or any of your personnel work unsupervised with children or vulnerable adults, or have unsupervised access to children or vulnerable adults, you have:
  - a. prepared and implemented a written safeguarding policy that is regularly reviewed (at least annually)
  - b. appointed someone to advise you on safeguarding matters and deal with allegations or concerns
  - c. implemented safe recruitment procedures for your personnel (including any necessary Disclosure and Barring Service, Disclosure Scotland and AccessNI checks where appropriate)
  - d. provided safeguarding training with regular refresher/procedure updates based upon current "best practice" for all of your personnel
  - e. arrangements in place for the reporting of concerns and allegations
  - f. retained securely or will retain securely
    - i) a copy of your safeguarding policy and any revisions of it along with records of any training delivered
    - ii) employment and engagement applications, references, identity verifications and records of Disclosure and Barring Service, Disclosure Scotland or AccessNI checks for all personnel where this is required
    - iii) records of any abuse allegations or incidents including notification to the appropriate authorities

11. Your charity or organisation is not:
  - a. an anglican place of worship
  - b. a care home, domiciliary care or supported living service provider
  - c. involved in the organisation of any event where numbers attending/participating exceed 500 people
  - d. involved in the repair, alteration, maintenance, servicing or renovation of any machinery (including pedal cycles) or electrical equipment
  - e. a club, association or other organisation that is a provider of gymnastic activities, contact sports, motor sports, horse riding, rifle or pistol shooting, archery or historic re-enactments
  - f. an activity centre or any provider of hazardous adventure activities

- g. involved in any manual work other than work of a low risk nature such as general gardening, cleaning, litter picking, painting or car washing that does not involve working at more than one metre above ground level and/or the use of specialist tools equipment or machinery
- h. a working museum or railway preservation trust
- i. a medical or scientific research establishment
- j. a political, lobbying or activist group
- k. involved in any recycling process
- l. a motoring club or association
- m. an employment or work placement agency
- n. involved in any procession where motor vehicles are used to carry participants
- o. a hostel, night shelter or provider of residential care for children and/or vulnerable adults
- p. a nursery, school or higher education facility
- q. involved in any hazardous activities such as water sports, rock climbing, abseiling, parachuting or skydiving.

12. If you require Personal Accident insurance, all the persons to be insured are, to the best of your knowledge or belief, in good physical and mental health and free from any physical disability or infirmity.

**Please confirm you agree with the statement of fact****Yes I agree****No I disagree**

If you disagree with any of the statement of fact please state your reasons in the box on page 6, before the declaration.

If you wish to continue with this application please complete the questions below.

**Organisation to be insured****1 Insured name**

Name of the organisation

Known as (if different)

Charity registration number or legal  
status if not registered

Website address

**2 Address for correspondence**

Postcode

Telephone

Email

**3 Date insurance is to commence**

Note: Unless we have confirmed otherwise, no insurance will be in place until we have accepted this application.

**Overview****4 What is the purpose of your organisation?****5 What activities do you carry out to achieve this purpose?****6 What is your estimated income for the next 12 months?**

£

**Liability****7 Is liability cover required, if yes complete 8 to 12?** Yes No**8 Please tick the limit of indemnity you require for Public and products liability**

£5,000,000 (standard)

£10,000,000

For Employers' liability – which includes cover for volunteers – the standard limit is £10,000,000 unless you specifically request a higher limit

**9 Please provide the Employer Reference Number (ERN)\*  
for your charity/organisation or confirm you are exempt  
from holding one**

\*The ERN is often referred to on tax forms as the employer's PAYE reference and is provided by HMRC to every organisation which is registered with them as an employer.

**Liability****10 Wageroll information for Employers' liability**

	Number of staff	Annual Wageroll
Clerical		
All other staff (please specify)		

**11 Volunteers information for Employers' liability**

Clerical

All other staff (please specify)

Number of volunteers

Total annual hours donated

**12 Trustees' liability cover**£100,000\* 

\*£100,000 standard limit is only available if Public Liability section is operative – no charge is applicable.

**13 Trustees' and management liability**

In addition to Trustees liability cover, Trustees' and management liability cover provides indemnity for the organisation for liability arising from errors made by the trustees

If cover is required please select limit of indemnity below;

£250,000 £500,000 £1,000,000 £2,000,000 Not required 

*Please see policy wording for full details of the covers provided by this section*

**Legal Expenses****14 If selected the standard limit of indemnity is £250,000.**

Is cover required?

Yes No 

Do you require a quotation for Employment Practices Legal Protection (EPL)?

Yes No 

*Note: with EPL cover we will defend employers at employment tribunals with no dependency on the likelihood of success*

**Contents****15 If selected, cover is provided for contents with a limit of £5,000 including items anywhere in the UK subject to a limit of £1,000 for any single item. Lower limits apply to personal belongings.**

Is cover required?

Yes No

## Loss of money

### 16 If selected, cover is provided for;

- (a) Money held during business hours at the premises owned or occupied by you in connection with your activity
- (b) Whilst in transit
- (c) At an employees or volunteers private dwelling
- (d) For any other loss

*Note: Cover in respect of (a) and (b) is subject to a limit of £1,000*

*Cover in respect of (c) and (d) is subject to a limit of £500*

*All limits are in respect of any one loss*

Is cover required?

Yes

No

## Personal accident

### 17 If selected, cover is provided for;

An insured person sustaining an accidental bodily injury arising out of and in the course of their employment by the Insured which results in

- (a) Death or Loss of limb(s) or loss of eye(s) or loss of hearing or Permanent total disablement
- (b) Temporary total disablement
- (c) Temporary partial disablement

*Note: Cover in respect of (a) is £2,500*

*Cover in respect of (b) is £100 per week*

*Cover in respect of (c) is £40 per week with a deferment period (before weekly benefits become payable) of two weeks*

Is cover required?

Yes

No

## All applicants

**Please read the paragraph about material circumstances which appears at the head of this application form. If there are any material circumstances that have not been covered by the statement of fact or questions set out above you must disclose them to us. Please use the box below.** If required, additional space is provided on the next page.

## Law applicable

This policy shall be governed by and construed in accordance with the law of England and Wales unless the **Insured's** habitual residence (in the case of an individual) or central administration and/or place of establishment is located in Scotland in which case the law of Scotland shall apply.

## Additional information

## Declaration

I/We confirm that as far as I am/we are aware the statements made by me/us or on my/our behalf in connection with this insurance are true and complete.

I/We agree to accept a policy in the Company's usual form for this class of business.

Name(s) (in BLOCK CAPITALS) on behalf of the applicant

Position(s)

Date

## How we use your data

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office plc ("we", "us", "our") is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by clicking on the link at the bottom of any email or by contacting us.

## Fraud Prevention

We need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

## Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at [www.ecclesiastical.com/privacypolicy](http://www.ecclesiastical.com/privacypolicy) or contact our Data Protection Officer at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom or on **0345 6073274** or email [compliance@ecclesiastical.com](mailto:compliance@ecclesiastical.com).

For further information on any of our products, please speak to your insurance broker.

Or visit us at

**[www.ecclesiastical.com](http://www.ecclesiastical.com)**

If you would like this application in large print, braille, on audio tape or computer disc please call us on

**0345 777 3322.**

You can also tell us if you would like to always receive literature in another format.



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Gloucester, GL3 4AW, United Kingdom

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