**Insurance information for non-funded community language schools**

To be completed **ONLY** by non-funded community language schools (CLS) organisations that use Department of Education (DoE) premises, for example, a state school.

DoE will use the following information to arrange the relevant insurance for your CLS organisation.

CLS name:

|  |
| --- |
|  |

CLS ABN number:

|  |
| --- |
|  |

CLS postal address:

|  |
| --- |
|  |

CLS contact name:

|  |
| --- |
|  |

CLS telephone:

|  |
| --- |
|  |

CLS email address:

|  |
| --- |
|  |

Public liability insurance and Voluntary workers personal accident insurance

Details of the state school premises where your CLS classes are being held.

|  |  |  |  |
| --- | --- | --- | --- |
| State school name | State school address | Expected number of students  (Prep to Year 12) | Number of volunteers |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Property insurance

CLS name:

|  |
| --- |
|  |

Contact person:

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Telephone: |  | Date: |
|  |  |  |

**For goods stored on state school premises or carried to and from CLS classes, and used specifically for CLS language classes.**

Items that require insurance cover

The department will provide cover for items up to $1000.

Please include model numbers (e.g. Dell Latitude E5440)

|  |  |  |
| --- | --- | --- |
| For example:   1. *Text books* | | *$ 300.00* |
| 1 |  | $ |
| 2 |  | $ |
| 3 |  | $ |
| 4 |  | $ |
| 5 |  | $ |
| TOTAL | | $ |

Insurance

**Public liability insurance**

DoE arranges and pays for public liability insurance cover for those community language schools operating their classes from DoE premises. This policy covers:

* possible negligence resulting in injury to students and the public (that is, volunteer parents and members of the public)
* the usual CLS activities — language and cultural classes and the usual playground activities.

The details provided in this Insurance information form are used to determine the necessary cover.

**Voluntary workers personal accident**

DoE arranges and pays for voluntary workers personal accident insurance cover for volunteers involved in CLS classes operating from DoE premises. This policy will protect against any financial loss from injuries, caused by possible accidents at your CLS.

**Property insurance**

DoE arranges and pays for property insurance for CLS organisations operating their classes from DoE premises. This policy covers property owned by your CLS that is specifically used for CLS classes. The property is covered:

* while in use on state school premises
* while stored on state school premises or other locations
* while being transported to and from CLS classes by CLS instructors/volunteers.

If a CLS has made arrangements with a school to hire their facilities, an Agreement to Hire School Facilities Form must be completed — this form will be provided by the school. CLS should refer to Part 4 — Standard Conditions which details the hirer’s responsibilities in relation to the facilities and property belonging to the school.

Workers’ compensation

You are advised to contact [WorkCover Queensland](https://www.worksafe.qld.gov.au/) to determine your legal responsibilities to your CLS personnel.