

Insurance

Insurance section is responsible for insuring the council's assets and the insurance arrangements for community and voluntary aided schools.

Choose from the following:

[Insurance policies](#)

[Insurance procedures and report forms](#)

[Insurer risk control best practice guides](#)

Document marked with an asterisk (*) require an EGfL login. If you do not have an EGfL user account, please use the [registration form](#) on this site.

Insurance policies

[Certificate of employers liability insurance 2024-25\(pdf\)](#)
Employers' liability certificate.

[Fidelity guarantee policy 2024-25 \(pdf\) *](#)

This document provides useful guidance on conditions of control all schools ought to be practicing. Non compliance where processes are not in place to mitigate losses, may result in a claim not being met in full.

[Insurance policy information and claims procedures 2024-25 \(pdf\) *](#)

A summary of the cover provided under the insurance policies and what to do when a claim arises. (Voluntary aided schools should read this information in conjunction with the cover provided by the diocese).

[Offsite activities - personal accident and travel insurance policy 2024-25 \(pdf\) *](#)

Personal accident and insurance cover provided for school trips and offsite activities.

[Insurance for lettings 2024-25 \(pdf\)](#)

Details of the public liability insurance for hirers of premises owned or occupied by Ealing community and voluntary-aided schools.

[Medical malpractice procedures cover 2024-25 \(pdf\) *](#)

Comparison and summary of cover.

Insurance procedures and report forms

[Insurance claims](#)

[Inventory recording](#)

[Motor insurance procedure for school vehicle incident and accident report form involving school vehicle](#)

[Report a school property incident](#)

[Report form - T730 Damage to and theft from all council establishments \(word\)](#)

This form should be completed to report all incidents (accidental or deliberate) including break-ins, criminal damage, vandalism, graffiti, theft and fire damage.

Insurer risk control best practice guides

[Allergies and risk of anaphylaxis in schools \(pdf\) *](#)

This focusses on the need for schools to ensure they have a management system in place.

[Dogs in schools \(pdf\) *](#)

Risk control for dogs in schools, policy development, responsibilities, risk assessments and the welfare of the dog.

The responsible person/owner of the dog is required to have their own public liability insurance policy in place before they bring the dog onto school premises. They are to declare to their insurer that the dog will be working in a school during working hours. You should view a copy of the owners public liability insurance policy every year and keep a copy for your records.

[Forest school \(pdf\) *](#)

Each Forest School may have differing facilities to operate within and therefore each should be assessed accordingly.

[Managing risks associated with swimming pools in education \(pdf\) *](#)

As part of everyday pupil activities the local authority must risk assess the pool and the supervision of children.

[Storage of hazardous substances in educational establishments \(pdf\) *](#)

Storage arrangements of hazardous materials as well as those for science lessons must be maintained and monitored.

Contact us

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Related services

Insurance and operational risk management 2025/26

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- [Neutral](#)
- [No](#)

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