

Checklist - insurance

General information

School/Group

Details of Visit/Activity

Dates (DD/MM/YYYY)

From:

To:

Group Leader/Contact

Have you seen the Policy Wording/Policy Summary/Schedule? Yes / No

Have you been provided with access to, or received copies of, the policy wording & schedule, and policy summary of cover? Yes / No

Are you clear about all exclusions or other conditions applying to the policy? Yes / No

If you are undertaking hazardous activities, have you checked the policy conditions regarding the use of safety equipment? Yes / No

If you are undertaking hazardous activities, have you checked how this may affect the policy conditions regarding exclusions? Yes / No

Have you checked that any child requiring medicines e.g. inhalers will bring personal supplies with them? Yes / No

And that you have received instruction on how to administer these? Yes / No

Can the insurer provide Emergency Support and Assistance in the location of your visit? Yes / No

If you are going abroad and within the EU, have you prompted the parents to apply for EHIC (European Health Insurance Card)? Yes / No

This is a reciprocal arrangement to provide medical treatment in the EU to people from EU member countries. Yes / No

Insurance and Parents

Have you made parents aware of the scope of the insurance cover provided? Yes / No

Copies of the insurance schedule, Policy Summary, and Policy Wording should be made available on request.

Cancellations and Insurance

Group leaders should forward any cancellations to their insurer and/or tour operator as soon as possible in writing if a replacement is not available.

Do you have an emergency assistance number to call should circumstances require? Yes / No

Emergency Assistance Number: _____

What arrangements have you made for the payment of medical bills abroad? _____

Chubb. Insured.SM

Chubb European Group SE (CEG) is a Societas Europaea, a public company registered in accordance with the corporate law of the European Union. Members' liability is limited. CEG is headquartered in France and governed by the provisions of the French insurance code. Risks falling within the European Economic Area are underwritten by CEG, which is authorised and regulated by the French Prudential Supervision and Resolution Authority (4 Place de Budapest, CS 92459, 75436 Paris Cedex 09, France). Registered company number: 450 327 374 RCS Nanterre. Registered office: La Tour Carpe Diem, 31 Place des Corolles, Esplanade Nord, 92400 Courbevoie, France. Fully paid share capital of €896,176,662.

CEG's UK branch is registered in England & Wales. UK Establishment address: 100 Leadenhall Street, London EC3A 3BP. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Details about our authorisation can be found on the Financial Conduct Authority website (FS Register number 820988).