



**Morton Michel Demands and Needs Statement
TO BE RETAINED**

Morton Michel does not make recommendations or provide advice.

The *HolidayPlay* policy has been designed to meet the demands and needs of holiday play schemes but you will need to make your own choice as to how you wish to proceed.

10. a) Do you have any existing insurances with Morton Michel? YES NO
 If YES, please state the policy number(s) _____
- b) Have you had any previous insurances with Morton Michel? YES NO
 If YES, please state policy number(s) _____
-
11. I require HolidayPlay insurance to commence from: _____
12. Is your playscheme operating every school holiday throughout the year? YES NO
 If NO, please state dates of operation _____
13. I have enclosed a cheque/postal order made payable to _____ (See question 2)
 Morton Michel for the sum of £ _____ (please tick) for details of rates.)

Declaration

Please read the declaration carefully and check the answers you have given before signing the proposal form.

I/We (or, in the case of a partnership or a limited company, any one of the partners or directors) hereby apply to Sterling Insurance Company Limited for Holiday Play insurance and

- a) declare that to the best of my/our knowledge and belief the answers given are true and complete in every respect and all material particulars which may affect the assessment of the risk have been disclosed. If any written answer has been made by another person, such person shall for that purpose be deemed to be my/our agent and not the agent of Sterling Insurance Company Limited. To the extent that has been necessary, I/we have consulted relevant members of the organisation to verify answers stated in this form
- b) understand that Sterling reserves the right to contact previous insurers to verify answers stated in this form
- c) agree that this proposal and declaration shall be the basis of the contract between me/us and Sterling Insurance Company Limited and shall be deemed incorporated into such contract
- d) declare that all appropriate enquiries have been made to ensure that no principal, director, partner, employee or voluntary helper is, or is obliged to be, listed on the Sex Offenders Register pursuant to the Sex Offenders Act 1997
- e) declare that I/we have read and understood the Morton Michel Demands and Needs Statement relating to this insurance.

Data Protection Act

I/we understand and agree that the personal information I/we provide (including sensitive personal details) may be used for insurance purposes by Sterling Insurance Company Limited, its connected companies, reinsurers, agents and subcontractors; and also shared with other insurance companies as required for the purposes of my/our insurance. Where we have provided information about my/our spouse(s), partner(s) or another person/other persons (including their sensitive personal details) I/we confirm that I/we have their permission to provide this information for insurance purposes. I/we understand that I am/we are entitled to a copy of my/our personal information on payment of a fee.

From time to time, Morton Michel may wish to send you details of services and products, if you do not wish to receive such mailings, please tick this box.

Signed: _____ Position: _____ Date: _____

You have a duty to disclose all material facts and failure to do so could invalidate the insurance.

Cover does not commence until the proposal has been formally accepted by Morton Michel unless otherwise agreed with Morton Michel.

Arranged by: Morton Michel, Alhambra House, 9 St Michael's Road, Croydon CR9 3DD.
 Telephone: 0845 2570900 Fax: 0845 2570547/0548 www.mortonmichel.com

Underwritten by Sterling Insurance Company Limited. Registered in England and Wales No. 498605
 Registered office: Ambassador House, Paradise Road, Richmond upon Thames, Surrey TW9 1SQ
 Authorised and Regulated by the Financial Services Authority

Sterling Insurance Company Limited

Arranged by: 
 MortonMichel

HolidayPlay

Proposal Form

Please complete and return this form together with your payment to:
Morton Michel, Alhambra House, 9 St Michaels Road, Croydon CR9 3DD.
 Your insurance will be provided under a HolidayPlay Policy. Any special terms or conditions will be advised to you in writing.
 Please read the Summary and Guide carefully before you complete this form.

Name of holiday play scheme:

Meeting place of holiday play scheme:

Proposer's name in full:

Proposer's address:

Postcode

Telephone:

Fax:

Email address:

Website: [www.](http://www.mortonmichel.com)

1. You are automatically covered for all of the activities listed below as "agreed and approved"

Agreed and Approved

Arts and crafts, badge making, basketball, bat and ball, board games, bouncy castles (in accordance with policy conditions), card games, clay modelling, climbing frames, computer games, construction kits, cooking, dance (excludes break dancing), dance mats, dolls, drama, dressing up, face painting, fancy dress, homework corner, horse riding (in accordance with policy conditions), imaginary play, karaoke, knitting, lego, mini golf, music, nature area, papier mache, parachute games, pedal go karts, play dough, playground games, races, reading corner, role play corner, roller skating (excludes roller blading and skate boarding), rounders, sand play, scooters, sewing, skipping, skittles, slides, snacks, space hoppers, swing ball, swings, table tennis, tennis, trampolines (in accordance with policy conditions), treasure hunts, watching television.

	YES	NO
Do you offer only those activities listed above?	<input type="checkbox"/>	<input type="checkbox"/>
If No, please answer the following questions		
a) Do you offer football, cricket or hockey sessions?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, are qualified instructors with their own public liability insurance supervising the sessions?	<input type="checkbox"/>	<input type="checkbox"/>
b) Do you offer gardening, junk modelling or woodwork activities?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please give full details of equipment and materials used.		
c) Do you offer swimming, paddling pool or water play activities?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes,		
Swimming - Public or private swimming pool?		
Is there a qualified life saver/swimming teacher or coach in attendance at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Adult/child supervision ratio?		
Paddling - Depth of pool?		
Adult/child supervision ratio?		
Water Play - Type of water activity?		
Depth of water?		
Adult/child supervision ratio?		
d) Do you offer cycling activities?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes,		
(i) Where does the cycling take place?		
(ii) Do the cycles belong to the club or the children?		
e) Do you offer any other activity?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please provide full details in the space below or on a separate sheet of paper.		

NB Any quotation/cover provided will be for those activities listed as "agreed and approved" plus any other declared activities agreed by Morton Michel.
Please send samples of any promotional literature, flyers etc.

2. Maximum number of children attending each play scheme session (please tick)

Up to 50 children	<input type="checkbox"/>	£165
Up to 75 children	<input type="checkbox"/>	£220
Up to 100 children	<input type="checkbox"/>	£275
Up to 150 children	<input type="checkbox"/>	£330
More than 150 children	<input type="checkbox"/>	Please state number _____

All premiums are inclusive of insurance premium tax.

3. Number of staff/helpers per play scheme session:

YES NO

4. Do children under 8 years attend your play scheme? YES NO

If YES, please state

a) region of OFSTED or name of registering authority with whom you are registered

b) your registration number:

If your play scheme is not registered, please state reason(s):

5. Are all of the doors at your premises (internal and external) fitted with finger guards or finger shields? YES NO

6. Do you have a written Assessment of Risk? YES NO

7. a) Do you obtain satisfactory and confirmed references in writing of prospective employees' integrity before employing them? YES NO

b) Have you obtained the necessary Criminal Records Bureau Disclosures for all new and existing members of staff/voluntary helpers? YES NO

c) If you are awaiting Criminal Records Bureau Disclosures on members of staff/voluntary helpers, are all non-checked personnel fully supervised at all times by a suitable person with Criminal Records Bureau clearance? YES NO

d) Has any play scheme official been convicted of any criminal offence (other than motoring offences) or is any prosecution pending? YES NO

8. Has any insurer ever:

a) declined your proposal? YES NO

b) refused to renew or cancelled your policy? YES NO

c) imposed special terms or conditions for any childcare insurance you have previously taken out? YES NO

If you have ticked ANY of the shaded boxes to Questions 7 or 8, please give full details.

(Continue on a separate sheet if necessary.)

YES NO

9. Has there ever been a claim (insured or otherwise) made against your holiday play scheme or any play scheme official in any childminding capacity? YES NO

If YES, please give full details

Date Details of claim Amount settled or outstanding

Date	Details of claim	Amount settled or outstanding

Failure to disclose previous claims could result in the invalidation of your policy.