

CHILDREN'S INDOOR PLAY AREAS **INSURANCE INFORMATION SHEET**

- **CRIMINAL RECORDS BUREAU**

It is a requirement of your policy that employees and voluntary workers must be checked using the Criminal Records Bureau procedures. As the Criminal Records Bureau applications are concerned with the welfare of children, legal provisions concerning spent convictions do not apply. All criminal convictions since the age of 10 will be revealed. If you receive a reply that reveals an adverse disclosure you should advise us immediately.

The Department of Health publication, A Practical Guide to the Act for all organisations working with Children states that "You should not employ a person in a child care position if that person is included on the Protection of Children Act 1999, PoCA 1999". Further information and procedures that you need to follow can be found on the Criminal Records Bureau website, www.crb.gov.uk or alternatively you can telephone 0870-9090811.

- **EXPERIENCE & QUALIFICATIONS**

It is a requirement that at least 30% of staff have a minimum of 2 years experience (e.g. as a childminder, working in a school, pre-school, nursery or similar type of activity area etc. either as a volunteer or paid worker) or qualifications (e.g. course in childminding, NNEB, NVQ etc) in the care and supervision of children. Whilst we appreciate that most staff at children's activity areas are employed in a supervisory and monitoring capacity we would require a minimum of 2 members of staff on the premises for the first 20 children present and one further staff member of each 20 children thereafter. This would also apply for the duration of children's parties. Employees in a reception or kitchen role should not be included in the supervisory or monitoring staff numbers.

- **EQUIPMENT**

The equipment should be manufactured, supplied and installed by an industry specialist and maintained in accordance with the manufacturer's recommendations.

- **I.L.A.M. & R.O.S.P.A.**

Subject to complying with I.L.A.M or R.O.S.P.A recommendations we will allow a discount from the premium charged. For details of the services offered by these organisations please refer to their websites. www.rospace.com or www.ilam.co.uk.

- **SECURITY**

Except in certain areas burglar alarm systems are not a policy requirement however a good level of physical security is required. Key operated locking devices should be installed on all accessible windows and the final entry/exit door should be secured by a minimum of a 5-lever mortise deadlock.

- **PREMIUM PAYMENT TERMS**

We can accept premium payments by the following methods:-

Credit / Debit Card payments.

Cheque Payments.

Direct Credit Transfer.

Premium instalment plans over the first 2 months of the policy, charged at £10.

Premium instalment plans over 12 months paid by direct debit, charged at 8%