



## SECTION 9

### **Affiliation Policy & Procedure and Insurance**

The Board of Phab Limited is the affiliating body for all sections of the organisation. Each Club, Project or Phab Area Committee (PAC) applies for affiliation on an annual basis and, subject to there being no conflict of aims or inappropriate conduct within the applicant club, project or PAC, affiliation is generally granted. Inappropriate conduct is construed to mean behaviour by individuals within the applicant body which might bring the generic name Phab into disrepute. There may also be cause for non-acceptance of an affiliation application if Phab main policies and guidelines are not adhered to. There is a Phab Affiliation Agreement Form at the end of this section.

#### **Disaffiliation**

The Board of Phab Limited is the sole arbiter in respect of disaffiliating any Phab club, project or PAC. It will use as its sole criterion the 'inappropriate conduct' described above.

#### **Insurance**

Clubs and projects can obtain a tailor-made insurance package for 'normal' activity through BJK (Tel: 01271 346 711), Phab's Brokers. Due to changes in the law, Phab is no longer able to act as an umbrella organisation for insurance purposes, in the sense that each Club must submit its cheque and proposal form direct to BJK. However, Phab is both able and willing to offer any financial assistance to any affiliated club that has difficulty in finding the premium – please refer to Section 3 **Support for Phab Clubs**. Special events or hazardous pursuits are not normally covered by the Policy and therefore clubs, projects or PAC's should **ALWAYS CHECK with BJK** on the insurance position before embarking on any such activity.

The insurance is provided by the Ecclesiastical Insurance Company based in Gloucester. The Ecclesiastical Insurance Company requires that each club complete a Risk Assessment Questionnaire. On the following pages, there are notes provided to assist with the completion of this questionnaire. Please note that they must read in conjunction with the questionnaire, which is also included.



# ECCLESIASTICAL

## Questionnaire Charities and other Non-Profit Making Bodies

Name of Organisation

Address

Internet Address

1 What is the Charity's Registration Number?

If not a Registered Charity, please define your status

If registered under the Care Standards Act please state category of registration

2 When was the organisation established?

3 Please state or enclose a copy of your Mission Statement outlining your aims and ideals

4 Have you ever been subject to investigation by the Charity Commission or any other body?

Yes  No

If yes, please give details

5 Please describe the use of each of your premises

- 6 Please describe all activities which take place away from your premises. (Please also see questions 10 and 11)

- 7 Please attach any explanatory literature or brochure that you produce to further your aims, which may include a copy of your latest Reports and Accounts

- 8 Please detail:

- (i) the total number of staff employed

- (ii) all payments to staff for salaries and wages split between each category

- (iii) the total number of volunteers engaged split between the activities undertaken

- (iv) the maximum number of volunteers engaged on activities at any one time

- (v) the number of hours per week on average each volunteer donates

- (vi) your gross annual income/revenue/turnover

9 Do you engage in fundraising activities? Yes  No

If yes,

(i) How often do such activities take place

(ii) Please describe fully the nature and scope of the fund raising activities e.g. collections, fetes etc. (please also see Question 11)

10 Please tick the box if you engage in any of the following activities

- (i) sponsored walks or other sponsorship events
- (ii) parachuting/sky diving/any activity involving the use of aircraft
- (iii) water sports or water related activities including canoeing/kayaking/rafting/any white water activities/sub aqua diving/snorkelling
- (iv) activities involving vehicles, e.g. carting
- (v) mountaineering/rock climbing/caving/pot holing/abseiling/bungee jumping/orienteering/gully bashing/waterfall jumping
- (vi) horse riding
- (vii) any other potentially hazardous pursuits (please provide details)

11 Are all necessary Risk Assessments undertaken by suitably qualified and competent personnel before taking part in any of these activities and are activities supervised by suitably qualified people? Yes  No

12 Are celebrities involved in activities? Yes  No

13 Do you always comply with established Codes of Practice and Safety Policies before engaging in any activity? Yes  No

14 Do you always:

(i) use specialist service providers for any hazardous pursuit or activity if 'no' please give details Yes  No

(ii) check that their public liability insurance has an adequate limit of indemnity and an indemnity to principal clause Yes  No

15 Do you have:

(i) A written Health & Safety Policy? Yes  No

(ii) Responsibility for Health & Safety issues designated to a Senior Manager? Yes  No

16 Do you sell or supply any products Yes  No   
If 'yes', please give details

17 Do you provide any services under contract, for example to Local or Central Government? Yes  No   
If 'yes', please give details

18 Do you or your representatives offer any advice or counselling to third parties? Yes  No   
If 'yes', please provide full details

19 Are your activities limited to the United Kingdom? Yes  No   
If 'no', please list

(i) The countries outside the UK in which activities are undertaken

(ii) The scope of these activities

20 Do you make local insurance arrangements overseas for projects or visits other than for a recreational or non-manual nature? Yes  No   
If 'yes', please give details

21 Do you act at all times within the guidelines and advice provided by the Foreign and Commonwealth Office in respect of places abroad? Yes  No

22 Are you engaged in any activity involving children and/or young people under the age of 18 years or vulnerable adults? Yes  No

23 Do you have a protection policy to guard against abuse? Yes  No   
If 'yes', how often is it reviewed and maintained?

24 Do you comply with all legislation and guidelines applicable to any of your activities which relate to the protection of children/young people/vulnerable adults, including

- (i) the 13 guidelines contained in the Home Office Code of Practice 'Safe from Harm' Yes  No
- (ii) the National Minimum Standards and Regulations of the Care Standards Act 2001 (or Scottish equivalent) Yes  No
- (iii) the use of personnel enquiry procedures including the Criminal Record Bureau's One Stop Shop Disclosure Service? (or Scottish equivalent) Yes  No

25 In respect of any of your activities, have there been any claims made, or have any incidents occurred which might give rise to a claim, during the past 5 years? Yes  No   
If 'yes', please provide full details

26 Any other comments

Signature

Date:

Position

# NOTES TO AID IN THE COMPLETION OF Ecclesiastical - Public Liability Insurance Risk Management Questionnaire

## The Protection of Children and Vulnerable Adults

### 5. Health, Safety & Protection

- (b) (i) Phab Ltd has a **Health & Safety Policy** – see Section 11 and should be adopted by all Phab Clubs & Projects
- (b) (ii) Phab Ltd's Anti-Bullying Policy is incorporated into its **Child & Vulnerable Adult Protection Policy & Good Practice Procedures** Document – see Section 7 which should be adopted by all Phab Clubs & Projects
- (c) The Protection Policy is also incorporated into its **Child & Vulnerable Adult Protection Policy & Good Practice** Document
- (d) Phab Ltd's **Child & Vulnerable Adult Protection Policy & Good Practice** Document was implemented on 20 October 1999. If your Phab Club or Project was set up after this date, use the date that your club/project accepted this policy.
- (e) Phab Ltd's **Child & Vulnerable Adult Protection Policy & Good Practice** Document was updated in April 2006. If your Phab Club or Project was set up after this date, use the date that your club/project acceptable this policy.
- (f) Phab Ltd's **Child & Vulnerable Adult Protection Policy & Good Practice** Document is due to be reviewed in April 2007
- (k) (i) Phab Ltd publishes an **annual report** of its activities. Your PAC may also publish an **annual report**
- (k) (ii) Unless you provide residential care, you do not need to publish a '**Statement of Purpose**'
- (k) (iii) Phab Ltd has a **Mission Statement** – see Section 2 Phab's Philosophy & Aim which should be adopted by all Phab Clubs & Projects.

- Providing your Phab Club/Project adopts the relevant documents set down by Phab Ltd, you can answer yes to the question following (k)(i)(ii) and (iii).

- (l)(i) **Regulations of the Children Act 1989 and Regulations and National Minimum Standards of the Care Standards Act 2000** – These acts only apply to organisations and individuals providing residential care

**The Human Rights Act 1998** – All of Phab Ltd's published policies, stated objectives and good practice guidelines conform to the aims and aspirations of this Act.

- (l)(ii) **The 13 Guidelines contained in the Home Office Code of Practice "Safe from Harm"** is attached to these notes

- (l) (iii) The **Criminal Record Bureau (CRB)** 'Disclosure Service' is done from Phab England. Information on the CRB can be found in Section 7 **Phab's Child & Vulnerable Adult Protection Policy & Good Practice Procedure**.

### 6. Record Keeping

- (ii) **Records of Criminal Record Bureau Disclosure** – please refer to the information in Section 7 **Phab's Child & Vulnerable Adult Abuse Policy & Good Practice Procedure**

If you have any further difficulty in completing the Public Liability Insurance Risk Management Questionnaire please contact Phab on 020 8667 9443.