

WODEN EARLY CHILDHOOD CENTRE
PERSONAL VEHICLE INSURANCE COVER
POLICY

POLICY STATEMENT:

From time to time staff queries arise relating to insurance cover of their personal vehicle used for work.

The following applies:-

1. **Staff who insure their vehicle through their own insurance policy:** These staff members should advise their insurance company in writing that they use their vehicle in connection with their work. The insurance company will normally cover them for this and either may or may not charge an extra premium.
2. **Staff who do not insure their vehicle:** Have no cover for their vehicle.
3. **Insurance cover for Child Care Centre staff being transported:** In the event of personal injury staff are covered by Third Party Insurance taken out at the time of vehicle registration.
4. **As per Excursion Policy staff are not permitted to transport children in their personal vehicles.**

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the inclusion Policy.

RATIONALE: Woden Early Childhood Centre wishes to clarify the issue of personal vehicle insurance cover for all stakeholders.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Act centre based Children's Services conditions 2000, 1.23,

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide PRINCIPLES 5.1, 5.5, 7.1, 7.2

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Linking Policy

Excursion

Policy development and review policy

Source Documents:

Early Childhood Australia, The Code of Ethics 2006, retrieved from www.earlychildhoodaustralia.org.au on 3 December 2008

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10