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LOSS AND THEFT OF PERSONAL PROPERTY

CARING FOR TEACHERS, CARING FOR PUPILS



UNION INSURANCES FOR LOSS AND THEFT OF PERSONAL PROPERTY AND CASH, INCLUDING DAMAGE BY FIRE OR MALICIOUS DAMAGE BY PUPILS TO PERSONAL PROPERTY ON SCHOOL PREMISES.

INTRODUCTION

UNION INSURANCES FOR LOSS AND THEFT OF PERSONAL PROPERTY AND CASH

The Ulster Teachers' Union, hereinafter referred to as "The Union", agrees to provide from Union funds insurances, not exceeding £100 for the loss, theft or damage by fire of a member's personal property; not exceeding £100 for the damage of a member's personal property arising from malicious damage by a pupil, or pupils; and not exceeding £50 for the loss or theft of a member's personal cash on school premises.

CONDITIONS APPLICABLE TO INSURANCES

- Members should take reasonable precautions to prevent loss or theft to their personal property and cash.
- Personal property should not be left on school premises over the weekend, or during a school vacation, and should be locked in a drawer or cupboard overnight.
- Personal cash should **NEVER** be left on school premises at any time.
- Personal cash shall **NOT** include money collected from pupils eg. Monies collected for school meals, school trips, photographs, charities etc.
- Any loss, theft or malicious damages should be reported **IMMEDIATELY** to the nearest Police Station, and the name of the Police Officer, to whom the report is made, should be recorded.
- Any loss, theft or damage should be reported **IMMEDIATELY** to Union Headquarters (028 9066 2216) and a Claims' Form should be requested and forwarded to the General Secretary.

EXCLUSIONS

The Union shall **NOT** be responsible under the terms of these insurances for any loss, or damage, arising during, or in consequence of, riot or civil disturbances.

ARBITRATION

If any dispute arises on the validity, or otherwise, of a claim under the terms of the Union insurances, or in the event of the General Secretary of the Union being unable to determine the amount payable under the terms of the Union insurances, the matter shall be referred to an Arbitration Committee, consisting of the President, Vice-President and Ex-President of the Union for adjudication and their decision on the matter shall be binding on both parties.



CLAIMS FORM

NAME:	DETAILS:
ADDRESS:	
SCHOOL:	
MEMBERSHIP NUMBER:	
DATE OF THEFT:	
ARE YOU THE SOLE OWNER OF PROPERTY CASH?	
DESCRIPTION OF DAMAGE OR LOSS:	
HOW DID DAMAGE OR LOSS OCCUR?:	
HAVE THE POLICE BEEN INFORMED:	
WHEN WERE THE POLICE INFORMED?:	
AT WHICH PSNI STATION WERE THE POLICE INFORMED?:	
NAME OF POLICE OFFICER TO WHOM LOSS, DAMAGE WAS REPORTED:	
ARE YOU CLAIMING FROM ANY OTHER INSURANCES FOR LOSS OR DAMAGE?:	
IF SO, OUTLINE PARTICULARS OF AMOUNT CLAIMED:	
HAVE YOU HAD ANY PREVIOUS CLAIMS ON UNION INSURANCES?:	
IF SO, OUTLINE PARTICULARS AND AMOUNT RECEIVED:	



PROPERTY AND CASH LOST OR DAMAGED

DESCRIPTION	FROM WHOM PURCHASED	DATE OF PURCHASE	ORIGINAL COST	AMOUNT CLAIMED LESS DEPRECIATION

I hereby declare that the particulars outlined above are true to the best of my knowledge.

Accordingly, I claim the sum of £

SIGNATURE: _____

DATE: _____

