



ProfessionGuard For Teaching Organisations (PGTO)

This proposal form is intended for: Kindergarten; Primary School; Elementary School; Secondary School; Sixth Form College; Private School; Public School; State School; Further Education College; Cooperative facilities; Vocational / technical schools; Junior colleges

Organisation Details

1. (a) Name of Organisation: _____
- (b) Address(es) of Organisation: _____
- (c) Web Site Address: _____
- (d) Establishment Date: _____

2. Type of Teaching Organisation :

Public School Private School Boarding School College/University

Other (Pls specify) _____

3. Has the Teaching Organisation set up an Incorporated Management Committee ?

Yes No

4. Does the Teaching Organisation conduct Special Education Programs or Facilities (i.e. Handicapped, Dyslexia, Learning Difficulties, Evening Class, Private Tutorial etc.)

Yes (Pls provide details) No

5. Is the Teaching Organisation affiliated with any other entity? Yes (Pls provide details) No

6. Please give numbers of the following :

Student _____ Trustee _____ Teaching Staff _____ Non-Teaching Staff _____

Trustee _____ Instructor / Professor for Special Education Program or Facility _____

7. Please give the following details of all Principals / Partners / Directors :

Name	Qualification	Years in
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. a) Please give details of your Grants / Income.
 Current Year _____ Forthcoming Year (Est.) _____
 Please give details of your Total Asset Size.
 Current Year _____ Last Year _____
- b) Please provide the percentage of your Grants / Income from the followings?
 _____ from Government / Education Authority _____ from Parental Sources
 _____ from Other (Pls specify)
- c) Has any income derived from any involvement in USA/Canada Yes No
- d) Breakdown of net profit and loss for the last 3 years **(For Profit Entity Teaching Organisation Only)**

Employment Practice and Teaching School Policies

9. a) Are background checks conducted on all potential employees? Yes No
 Is an offer for employment contingent upon such checks? Yes No
 Are background checks conducted on current employees? Yes No
 Are background checks conducted by the Teaching Organisation's employees?
 Yes No (Pls advise reason)
- b) Has any employee been suspended, demoted, dismissed, transferred or terminated within the last 12 months? Yes (Pls advise reason) No
- c) Has any person, former employee or job applicant alleged unfair or improper treatment regarding employee hiring, non-remuneration advancement or termination of employment?
 Yes (Pls advise reason) No
- d) Have any guidelines established relating to procedures for suspension, dismissal, or non-renewal of all employment contracts. Yes (Pls attach copy) No
- e) Does the Teaching Organisation anticipate any reduction in teaching staff / instructor or professor in the next twelve (12) months? Yes No
- f) Does the Teaching Organisation conduct a regular seminar and / or establish guidelines related to preventing, reporting and investigating allegations of discrimination, sexual harassment and child abuse? Yes (Pls attach copy) No

g) Is the Entity involved in any disputes regarding integration? Yes (Pls advise reason) No

h) Has the Teaching Organisation been closed or activities disrupted during the past three (3) years due to student or teacher strikes or actions? Yes (Pls advise reason) No

i) Does the Teaching Organisation have procedures / policies for the protection against liability arising from use of school's Internet Web Site by third parties, staff and students? Yes (Pls attach copy) No

10. Does the Teaching Organisation carry General Liability (GL) Insurance? Yes No

11. For which of the following services does the Teaching Organisation employ/use subcontractors:

Transportation Food Custodial Medical

Secretarial/Administrative Legal Accounting/Financial

Specialized Educational; Describe in detail _____

Other Educational; Describe in detail _____

12. Do you require all subcontractors or independent consultants to carry liability insurance? Yes No

Previous Coverage

13. (a) Does the Teaching Organisation currently has Professional Indemnity Insurance? Yes No

Name of Insurer _____ Policy Expiration _____

Limit of Liability _____ Deductible _____

Premium _____

(b) Has any proposal for Professional Indemnity Insurance made on behalf of the Teaching Organisation or their predecessors in business or any of the present or former principal, officer, board or management, ever been declined or as such insurance ever been cancelled or renewal refused or special terms imposed? Yes (Pls advise reason) No

14. Please specify:

(a) the limit(s) of indemnity (in HKD) for which quotations are required:

\$ _____ \$ _____ \$ _____ \$ _____

(b) the excess (in HKD) you would be prepared to carry:

\$ _____ \$ _____ \$ _____ \$ _____

15. Is any principal, officer, board or management, or any employee **after inquiry**, aware of any claims ever having been made against the Teaching Organisation or their predecessors in business or any of the present or former principal, officer, member of university court, senate, board or management, or any employee. Yes No

16. Is any principal, officer, board or management, or any employee **after inquiry**, aware of any circumstances or occurrences which may give rise to a claim against the Teaching Organisation or their predecessors in business or any of the present or former principal, officer, board or management, or any employee. Yes No

We must remind you that it is imperative to answer these questions correctly. **FAILURE TO DO SO COULD WELL PREJUDICE YOUR RIGHTS**, if subsequently a claim should arise.

Declaration

I/We declare that the statements and particulars in this proposal are true and that no material facts have mis-stated or suppressed after enquiry. I agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the Insurers of any material alteration to those facts occurring before the completion of the contract of insurance.

Signed _____ Title _____
(To be signed by Partner / Director or Principal or equivalent)

Teaching Organisation _____ Date _____

SIGNING THIS PROPOSAL DOES NOT BIND THE PROPOSER TO COMPLETE THIS INSURANCE

Please Enclose

- A copy of the Teaching Organisation latest report and accounts
- Year book / Prospectus
- Full details of any exam downgrading in the last 5 years
- A sample copy of Standard Employment Contract / Standard contract conditions (if any)