



ULSTER TEACHERS' UNION

LOSS & THEFT OF PERSONAL PROPERTY

Caring for teachers, caring for pupils.

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

www.utu.edu • office@utu.edu • (028) 9066 2216

HOW THE COVER WORKS

UNION INSURANCES AT A GLANCE

From union funds, UTU provides cover for the loss, theft or damage of members' personal property and cash on school premises. The maximum amounts payable are:

<p>PERSONAL PROPERTY</p> <p>£100</p> <p>Loss, theft, or damage by fire</p>	<p>MALICIOUS DAMAGE</p> <p>£100</p> <p>Damage to property by a pupil or pupils</p>	<p>PERSONAL CASH</p> <p>£50</p> <p>Loss or theft of cash on premises</p>
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Looking after your property — the conditions

Members should take reasonable precautions to prevent loss or theft of 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” does **not** include money collected from pupils — for example monies for school meals, trips, photographs or charities.

IF SOMETHING HAPPENS

Report any loss, theft or malicious damage immediately.

- Report to the nearest police station, and record the name of the officer you report it to.
- Report to UTU Headquarters on **(028) 9066 2216**, request a claims form, and forward it to the General Secretary.

Exclusions

The Union shall not be responsible under these insurances for any loss or damage arising during, or as a consequence of, riot or civil disturbance.

Arbitration

If a dispute arises over the validity of a claim, or where the General Secretary is unable to determine the amount payable, the matter is referred to an Arbitration Committee — the President, Vice-President and Ex-President of the Union — whose decision is binding on both parties.

GOOD TO KNOW

These notes summarise the cover in plain terms. Full conditions are held by the Union; if anything is unclear, contact Headquarters before you submit a claim.

TO MAKE A CLAIM

CLAIMS FORM

Complete this form in full and return it to the General Secretary at UTU Headquarters, 94 Malone Road, Belfast BT9 5HP. Please report the loss to the police and to UTU before submitting.

DETAIL	YOUR ANSWER
NAME	
ADDRESS	
SCHOOL	
MEMBERSHIP NUMBER	
DATE OF THEFT / DAMAGE	
ARE YOU THE SOLE OWNER OF THE PROPERTY?	
DESCRIPTION OF DAMAGE OR LOSS	
HOW DID THE 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 THE LOSS / DAMAGE WAS REPORTED	
ARE YOU CLAIMING FROM ANY OTHER INSURANCE FOR THIS LOSS OR DAMAGE?	
IF SO, OUTLINE PARTICULARS OF THE AMOUNT CLAIMED	
HAVE YOU HAD ANY PREVIOUS CLAIMS ON UNION INSURANCES?	
IF SO, OUTLINE PARTICULARS AND THE AMOUNT RECEIVED	

ITEMISE YOUR CLAIM

PROPERTY & CASH LOST OR DAMAGED

List each item below. Where possible, give the original cost and the amount claimed after allowing for depreciation.

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.

SIGNATURE

Accordingly, I claim the sum of £

DATE

RETURNING YOUR CLAIM

Once complete, return this form to the General Secretary at UTU Headquarters. Questions about your claim? Call (028) 9066 2216 or email office@utu.edu.