

# Employers Liability Insurance for Nanny Employers

## POLICY DOCUMENT



**enable**  **insurance**  
FOR NANNY EMPLOYERS

## Employers' Liability Insurance for Nanny Employers

### WELCOME

In 1993 a former bookkeeper recognised a need in the domestic employment industry and introduced the concept of a dedicated, user-friendly payroll service for families who employ nannies. From his home, armed with nothing more than a calculator, a pen and a telephone, he began helping families with their nannies' PAYE and Nannytax was born.

Now, as part of Enable Ltd, Nannytax is delivering domestic payroll to well over 10,000 clients.

From the very beginning Nannytax has been much more than a simple payroll service, offering support and advice to our clients throughout the employment process. Product excellence is matched by our reputation for delivering a superior service, not only to our clients but their nannies and the nanny agencies that place them.

As the needs of nanny employers evolve and as the industry and the regulations that affect it change, we adapt to ensure our clients continue to have access to the services they need.

Working in partnership with Fish Insurance, Nannytax, as part of Enable Ltd, is proud to have created Enable Insurance Services, providing nanny employers with a specifically designed Employer's Liability Insurance policy. With over twenty years of payroll and nanny employment experience, and a team of friendly, experienced staff you can be assured your employment journey continues in safe hands.

We hope you find this policy document useful in ensuring you get the most out of your insurance policy. Please take the time to read your policy wording, the Terms of Business, Insurance Product Information Document, Schedule and Certificate (enclosed with your documents) as they contain vital information about your policy.

Thank you for choosing Enable Insurance Services.

A handwritten signature in black ink that reads "Jenni Bond".

Jenni Bond  
Managing Director

**Employers' Liability Insurance for Nanny Employers**

Enable Ltd

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## Employers' Liability Insurance for Nanny Employers

### INTRODUCTION

**Your** Policy provides evidence of the insurance cover **You** (the person named in the schedule) have bought from the **Administrator**.

**We** have prepared **Your** Policy based on the information **You** gave the **Administrator**.

**You** should:

- 1) read it carefully to ensure:
  - a) **You** understand all details of the cover, and
  - b) it meets **Your** needs
- 2) check all details in the schedule are correct
- 3) tell the **Administrator** as soon as possible if **You** think any of the above is not the case
- 4) keep **Your** Policy safe
- 5) keep **Your** Employers Liability Certificate for the period of cover. It is important. **You** need to refer to it and **You** need it if a claim is made. The **Administrator** will also keep copies.

The Certificate shows a limit of £5million (as required by law). However, **You** are covered up to £10 million. See the schedule. **We** will endeavour to give any help or information **You** need with this insurance.

**You** can contact the **Administrator** using any of these methods.

Tel: 020 3137 4570

In writing addressed to:  
Enable Insurance Services  
Customer Care Team  
PO Box 988, Brighton BN1 3NT

The **Administrator** may monitor or record phone calls for training and to protect **You** and them.

### THE PARTS OF YOUR POLICY AND UNDERSTANDING YOUR POLICY

**Your** Policy has different parts but **You** must read them together as one document. The different parts include the Introduction, Meaning of Words and Terms, Schedule, Terms of Business, Insurance Product Information Document and any Endorsement(s).

There is one level of cover.

**You** have cover for the Section(s) **You** have bought. To see what **You** have bought, look under 'Covered' in the schedule.

Each Section may have:

- 1) Cover – what **We** will insure **You** against
- 2) Limit of Liability – the maximum amount **We** will pay
- 3) Conditions – details of requirements, limitations and provisions
- 4) Exclusions – details of what **We** will not insure **You** against
- 5) Extensions – details of extra cover **We** will provide

They only apply to the Section they appear in.

There are General Policy Conditions. Unless specifically stated, they apply to the whole Policy.

The **Administrator** has arranged cover with one insurer. The schedule tells **You**:

- 1) the cover **You** have bought, and
- 2) the insurer for that cover

The **Administrator** will provide an endorsement to show any changes in the cover. **You** should keep it safely with **Your** Policy.

An endorsement may:

- 1) extend
- 2) restrict, or
- 3) change the cover

### THE CONSUMER INSURANCE (DISCLOSURE AND REPRESENTATIONS) ACT 2012

**You** must take reasonable care to provide information that is accurate and complete answers to the questions the **Administrator** asks when **You** take out, make changes to and renew **Your** policy. If any information **You** provide is not accurate and complete, this may mean **Your** policy is invalid and that it does not operate in the event of a claim or **We** may not pay any claim in full.

If **You** become aware that information **You** have given the **Administrator** is inaccurate or has changed, **You** must inform them as soon as possible.

## Employers' Liability Insurance for Nanny Employers

### CANCELLATION BY YOU

You should make any request for the cancellation of a policy to the **Administrator**:

1) By telephone – 020 3137 4570

2) or in writing addressed to:

Enable Insurance Services, Customer Care Team  
PO Box 988, Brighton BN1 3NT

'**Your** Right to Cancel' – **You** have 14 days from receiving **Your** documents to change **Your** mind and receive a full refund of any premiums **You** have paid, provided **You** have not made any claims. No fees will be applied.

Cancellation after 'Your Right to Cancel' – Provided no claims have been made, **You** will be entitled to a refund of premium for each complete month **You** have not been covered.

### THE LAW THAT APPLIES

Unless some other law is agreed in writing, this policy is governed by English law. If there is a dispute, it will only be dealt with in the courts of England or of the country within the United Kingdom in which **Your** main residence is situated.

### CLAIMS

If **You** need to make a claim or there is an **Event**, incident or circumstance which may result in a claim, **You** must:

1) Contact our Claims Team at Fish Insurance on 0333 331 3840 or alternatively in writing at 12 Sceptre Court, Sceptre Way, Bamber Bridge, Preston, PR5 6AW.

2) Comply with the General Policy Conditions

If **You** are not sure about the claims procedure **You** should follow, please contact **Us**.

t. 0333 331 3840

e. claims@fishinsurance.co.uk

UK General Insurance Limited is an insurer's agent and in the matters of a claim act on behalf of Great Lakes Insurance SE

### COMPLAINTS PROCEDURE

**We** take all complaints seriously. If **You** are dissatisfied with the level of service, **You** have received please follow the complaints procedure laid out in **Your** Policy document.

For a complaint about the sale of **Your** Policy or any other type of complaint other than a liability claim, please contact:

Enable Insurance Services  
Customer Care  
PO Box 988  
Brighton BN1 3NT  
Tel: 020 3137 4570

If **Your** complaint is about the handling of a liability claim, please contact:  
Langley Solicitors LLP  
Queens House  
Micklegate,  
York YO1 6WG  
Tel: 01904 686790  
Email: ukg@langleysclaimsservices.com

**We** will promptly acknowledge your complaint in writing.

If following our investigation and response to **You**, **You** are not satisfied with the outcome or **We** do not complete our investigation within 8 weeks, You may be eligible to contact the Financial Ombudsman Services (FOS). Details of this will be provided to **You** in our response. A copy of our complaints procedures is available on request.

If **You** bought one of our products online **You** can register **Your** complaint via the Online Dispute Resolution (ODR) platform where **You** may be able to get help raising your complaint with the Financial Ombudsman Service.

## Employers' Liability Insurance for Nanny Employers

### FINANCIAL SERVICES COMPENSATION SCHEME

Great Lakes Insurance SE is covered by the Financial Services Compensation Scheme (FSCS). **You** may be entitled to compensation from the scheme, if Great Lakes Insurance SE cannot meet its obligations. This depends on the type of business and the circumstances of the claim. Most insurance contracts are covered for 90% of the claim with no upper limit. **You** can get more information about compensation scheme arrangements from the FSCS or visit [www.fscs.org.uk](http://www.fscs.org.uk).

You may also contact the FSCS on their Freephone number: 0800 678 1100 or 020 7741 4100 or **You** can write to: Financial Services Compensation Scheme, PO Box 300, Mitcheldean, GL17 1DY

### UK GENERAL INSURANCE LTD PRIVACY NOTICE

**We** are UK General Insurance Ltd, referred to as "**we/us/our**" in this notice. **Our** data controller registration number issued by the Information Commissioner's Officer is **Z7739575**.

This privacy notice is relevant to anyone who uses our services, including policyholders, prospective policyholders, and any other individuals insured under a policy. **We** refer to these individuals as "**you/your**" in this notice.

**We** are dedicated to being transparent about what **We** do with the information that **We** collect about **You**. **We** process **Your** personal data in accordance with the relevant data protection legislation.

#### Why do we process your data?

The provision of **Your** personal data is necessary for **Us** to administer **Your** insurance policy and meet **Our** contractual requirements under the policy. **You** do not have to provide **Us** with **Your** personal data, but **We** may not be able to proceed appropriately or handle any claims if **You** decide not to do so.

#### What information do we collect about you?

Where **You** have purchased an insurance policy through one of **Our** agents, **You** will be aware of the information that **You** gave to them when taking out the insurance. The agent will pass **Your** information to **Us** so that **We** can administer **Your** insurance policy.

For specific types of insurance policies, for example when offering **You** a travel insurance policy, **We** may process some special categories of **Your** personal data, such as information about **Your** health.

**We** have a legitimate interest to collect this data as **We** are required to use this information as part of **Your** insurance quotation or insurance policy with **Us**. **We** may also process the data where it is necessary for a legal obligation, or as part of the establishment or defence of a legal claim.

### UK GENERAL'S FULL PRIVACY NOTICE

This notice explains the most important aspects of how **We** use **Your** data. **You** can get more information about this by viewing **Our** full privacy notice online at <http://ukgeneral.com/privacy-notice> or request a copy by emailing **Us** at [dataprotection@ukgeneral.co.uk](mailto:dataprotection@ukgeneral.co.uk). Alternatively, **You** can write to **Us** at: Data Protection, UK General Insurance Ltd, Cast House, Old Mill Business Park, Gibraltar Island Road, Leeds, LS10 1RJ.

#### Great Lakes Insurance SE Information Notice

Personal Data provided in connection with this policy will be used and processed in line with the Information Notice. A copy of this is available at <https://www.munichre.com/en/service/privacy-statement/index.html>.

### AUTHORISATION AND REGULATION

Enable Insurance Services is a trading style of Enable Limited. Enable Limited are Appointed Representatives of Fish Administration Limited (trading as Fish Insurance) which is authorised and regulated by the Financial Conduct Authority. Fish Administration Limited is a company registered in England and Wales with company no. 4214119. Part of PIB Group.

Nanny Employment Insurance is arranged by: Fish Insurance with UK General Insurance Ltd on behalf of Great Lakes Insurance SE. Great Lakes Insurance SE is a German insurance company with its headquarters at Königinstrasse 107, 80802 Munich. UK Branch office: Plantation Place, 30 Fenchurch Street, London, EC3M 3AJ.

UK General Insurance Limited is authorised and regulated by the Financial Conduct Authority. Firm Reference No. 310101. **You** can check **Our** details on the Financial Services Register <https://register.fca.org.uk/>.

Great Lakes Insurance SE, UK Branch, is authorised by Bundesanstalt für Finanzdienstleistungsaufsicht and subject to limited regulation by the Financial Conduct Authority and Prudential Regulation Authority Firm Reference No. 769884. Details about the extent of our regulation by the Financial Conduct Authority and Prudential Regulation Authority are available from **Us** on request.

## Employers' Liability Insurance for Nanny Employers

### LANGUAGE AND INTERPRETATION

We have written **Your** Policy in English. We will communicate with **You** in English. We intend singular words to include the plural and plural words to include the singular; unless the context requires otherwise. Words in bold italics have specific meanings.

The definitions are in the Meaning of Words and Terms section on page 7.

### THE BASIS OF YOUR POLICY

In return for **You** paying and **Us** accepting the premium, We will insure **You** within the terms of **Our** Policy against the:

- 1) Events
- 2) Occurrences
- 3) Accidents; and
- 4) Incidents

set out in the Sections but only if they occur during the Period of Cover.

The Proposal made by **You** must be truthful and complete.

**Your** Proposal is the basis of and forms part of the contract between **You** and **Us** evidenced by this Policy.

### MEANING OF WORDS AND TERMS

Wherever these words appear in bold italics they have the following meanings;

**Accident** means a sudden, unexpected, unusual, specific event, which occurs at an identifiable time and place.

**Administrator** means Enable Ltd trading as Enable Insurance Services

**Bodily Injury** means identifiable physical injury including death, clinically diagnosed illness, disease, or sickness.

**Computer Virus** means a set of corrupting, harmful, or otherwise unauthorised instructions or code, whether these have been introduced maliciously or otherwise, and multiply themselves through a computer system or network of whatsoever nature.

**Contractual Liability** means liability that only exists because of a contract or agreement.

**Damage** means accidental loss or damage caused by external means.

**Dangerous Dog** means a dog as defined in the Dangerous Dogs Act 1991 or the Dangerous Dogs (Northern Ireland) Order 1991 and any later changes to or replacement of that legislation.

**Electronic Data** means facts, concepts and information stored to form useable data for communications, interpretations, or processing by electronic or electromechanical data processing or other electronically controlled hardware, software and other coded instructions for the processing and manipulation of data, or the direction and manipulation of such hardware.

**Employee** means any of the following whilst working for **You** in connection with **Support Duties**:

- a) any person under a contract of service or apprenticeship with **You**,
- b) any person supplied to **You** under a contract or agreement, the terms of which deem that person to be in **Your** employment,
- c) any self-employed person,
- d) any person **You** hire or borrow,
- e) any member of **Your** Family,
- f) any voluntary worker; including relatives and civil partner, or temporary worker,
- g) any person engaged under a work experience, youth training or similar scheme.

## Employers' Liability Insurance for Nanny Employers

### **Employers' Liability Compulsory Insurance**

means the compulsory insurance of legal liability to employees in Great Britain, Northern Ireland, the Isle of Man, the Channel Islands or offshore installations within the Continental Shelf around those countries.

**Estate – Property** assets and financial resources of the deceased.

**Event** means a significant occurrence or happening at a specific time and place.

**Family** means those who normally live with **You** and are **Your** relatives or partner.

**Period of Cover** means the period between the Start Date shown in the Schedule and the earlier of the End Date shown in the Schedule or the date any cancellation takes effect (both dates inclusive).

**Personal Effects** – Items normally worn or carried about **Your** person.

**Pollution or Contamination** means

- a) all pollution or contamination of buildings, structures, water, land or the atmosphere and
- b) all loss, Damage or Bodily Injury directly or indirectly caused by or arising from such pollution or contamination.

**Product Supplied** means any product or thing sold, supplied, erected, repaired, altered, treated, installed, manufactured, tested, serviced, hired out, stored, given, provided or delivered by **You**.

**Property** means material property (that is property that can be touched).

**Proposal** means any information provided by **You** or declaration made by **You** in connection with this insurance.

**Support Duties** means

- a) providing care for **Your** child
- b) carrying out domestic duties for **You** and **Your Family** as an additional responsibility in support of providing care for **Your** child

**Temporarily/Temporary** means a consecutive period not exceeding 30 days during the Period of Cover.

**Territorial Limits** means Great Britain, Northern Ireland, the Isle of Man and the Channel Islands.

**Us, We, Our** means Fish Insurance with UK General Insurance Ltd on behalf of Great Lakes Insurance SE.

**You, Your, Yours, Yourself** means the person(s) shown in the Schedule as the Insured(s).

## Employers' Liability Insurance for Nanny Employers

## EMPLOYERS' LIABILITY

## COVER

We will pay:

- 1) compensation, and
- 2) claimants' costs and expenses that **You** become liable to pay for **Bodily Injury** to **Your Employee** occurring during the **Period of Cover** while:
  - a) assisting **You** with **Support Duties** within the **Territorial Limits**
  - b) **Temporarily** assisting **You** with **Support Duties** outside the **Territorial Limits** but only if **Your Employee** normally lives within the **Territorial Limits**

## LIMIT OF LIABILITY

The **Limit of Liability** applies to each **Event**.

We will not pay more compensation than the **Limit of Liability** for each **Event** even though there may be several claims or people claiming against **You**.

The amount of compensation We pay will include claimants' costs and expenses.

**Your Schedule** tells **You** the amount of the **Limit of Liability**.

## EXTENSION

We will also cover Employers' Liability for other people acting for **You**, if that liability arises solely and directly from:

- 1) providing **Support Duties**, or
- 2) covering for someone, who normally provides **Support Duties**, during a **Temporary** respite break

However:

- 1) the terms, Exclusions and Conditions of this Policy will apply to anyone covered under this section in the same way as they would to **You**, as much as possible.
- 2) this extension will not increase the **Limit of Liability**.

## EXCLUSIONS

These exclusions will only apply if a claim exceeds the financial limit for **Employers' Liability Compulsory Insurance** required by law.

1) **Road Traffic Act Liabilities**

We will not cover **You** against liability connected with any vehicle if the law states that it must be insured.

However, We will cover **Your** liability to **Your Employee** arising from an **Event** involving any vehicle that is not covered under the motor insurance.

2) **Jurisdictions outside the Territorial Limits**

We will not cover **Your** liability for any payments connected to any:

- a) judgment
- b) award or
- c) settlement

made outside the **Territorial Limits**.

3) **Employees who also Control the Working Environment**

If **You** have:

- a) taken out the Policy on behalf of the person receiving assistance, and
- b) control the working environment then We will not cover **Your** liability as an employer to **Yourself** as an **Employee**.

## Employers' Liability Insurance for Nanny Employers

## PUBLIC LIABILITY

### COVER

Where an **Event** during the **Period of Cover** and within the **Territorial Limits** accidentally causes the following:

- 1) **Bodily Injury** to any person, or
- 2) **Damage** to **Property** not belonging to **You** or **Your Family**, or
- 3) obstruction, trespass, nuisance or interference with any right of way

**We** will cover **Your** liability for:

- 1) compensation; and
- 2) claimants' costs and expenses

### LIMIT OF LIABILITY

The **Limit of Liability** applies to each **Event**.

**We** will not pay more compensation than the **Limit of Liability** for each **Event** even if there are several claims or people claiming against **You**. The amount of Compensation **We** pay will include claimants' costs and expenses. **Your Schedule** tells **You** the amount of the **Limit of Liability**.

If **We** agree to pay any costs in connection with the claim under this Section **We** will pay them as well as the **Limit of Liability**.

### EXCLUSIONS

**We** will not cover the following liabilities:

- 1) **Bodily Injury** to any **Employee** arising from employment by **You** and while in employment by **You**
- 2) for **Bodily Injury** to **You**
- 3) for any outcome of war, invasion, act of foreign enemy hostilities (whether war be declared or not civil war, rebellion, revolution, insurrection or military or usurped power

4) for **Damage to Property** while **You** or any **Employee** have possession or control of the **Property**. However **We** will cover **Personal Effects** (including vehicles and their contents) belonging to:

- a) **You**
- b) **Your Employee** or
- c) a visitor

**We** will only cover loss directly related to provision of **Support Duties**.

- 5) caused by or arising from **Your** ownership, possession or use by or on behalf of **You** of any
  - a) aircraft, aero, spatial device or hovercraft
  - b) watercraft, or
  - c) mechanically propelled vehicle if the law requires insurance or security for its use
- 6) caused by or arising from any **Product Supplied** when **You**, a member of **Your Family** or any **Employee** no longer possess or controls the **Property**, except food or drink for consumption on **Your** premises.
- 7) arising from **Pollution** or **Contamination** except as follows — **We** will cover **Pollution** or **Contamination** caused by a sudden, identifiable, unintended and unexpected **Event** provided that:
  - a) all **Pollution** or **Contamination** which arises out of that **Event** will be deemed to have occurred at the time that **Event** takes place, and
  - b) the most **We** will pay for all **Pollution** or **Contamination** which is deemed to have occurred during the **Period of Cover** is the amount stated in the **Schedule** as **Limit of Liability** for Public.

## Employers' Liability Insurance for Nanny Employers

## EXTENSIONS

1) **Work Overseas**

- We** will provide cover elsewhere in the world when:
- any **Employee** is on a **Temporary** visit to provide **Support Duties** to **You** and
  - if the **Employee** is normally resident within the **Territorial Limits**

2) **Leased or Rented Premises**

Public Liability Exclusion 4 on page 10 will not apply to this section.

**We** will cover liability for **Damage** to premises (including their fixtures and fittings) leased or rented to **You**.

**We** will not provide cover against **Contractual Liability**.

3) **Buildings Temporarily Occupied**

Public Liability Exclusion 4 on page 10 will not apply to this section.

**We** will also cover liability for **Damage** to buildings (including contents) **Temporarily** occupied by **You**. This is subject to the following:

- the buildings must not be leased or rented by **You** and
- Your** occupation must be for the maintenance, alteration, extension, installation or repair

4) **Overseas Personal Liability**

**We** will, within the terms of this Section, cover liability incurred by the following people whilst on a **Temporary** visit to a country outside the **Territorial Limits** to provide **Support Duties** to **You**:

- You**
- any **Employee** of **Yours**, and
- any spouse or child of **Yours** or **Your Employee** who are accompanying **You** or **Your Employee**

Provided that:

- We** will not pay more than the **Limit of Liability** even though several people claim to be covered under this Extension
- We** will not cover **You** (or anyone else mentioned under Overseas Personal Liability above) against:
  - Contractual Liability**.
  - Liability** covered by any other insurance.
  - Liability for Damage to Property** belonging to, possessed or controlled by anyone covered under this Section Extension.
  - Liability in respect of **Bodily Injury** to anyone entitled to cover under this Section Extension.
  - Liability caused by or arising from:
    - ownership or occupation of land or buildings
    - any business, profession, trade or employment except providing **Support Duties** to **You**, and
    - owning, possessing or using animals other than horses or domestic cats or dogs.

## Employers' Liability Insurance for Nanny Employers

### EXCLUSIONS TO BOTH YOUR EMPLOYERS' LIABILITY COVER AND PUBLIC LIABILITY COVER

The following exclusions apply to **Employers' Liability Compulsory Insurance** that exceeds any financial limit required by law.

#### 1) Radioactivity

**We** will not pay for any liability or expense involving:

- a) ionising radiations or radioactive contamination from any nuclear fuel or nuclear waste
- b) the radioactive, poisonous, explosive or other hazardous properties of any explosive nuclear equipment.

#### 2) Terrorism

Any direct or indirect consequence of terrorism as defined by the Terrorism Act 2000 and an amending or substituting legislation.

#### 3) Dangerous Dogs

**We** will not pay for any loss, liability or expense caused by **You** having or owning a **Dangerous Dog**.

#### 4) Defamation

**We** will not pay for any loss, liability or expense resulting from alleged or actual defamation by **You**.

#### 5) Fines and Penalties

**We** will not cover **You** for any:

- a) fines and penalties
- b) punitive or exemplary awards

#### 6) Deliberate and Malicious Acts

**We** will not cover **You** against **Bodily Injury**, loss or liability resulting from:

- a) a deliberate or
- b) malicious act or
- c) failure to act (omission)

by any person entitled to cover under this Policy if, taking into account the circumstances above, the resulting injury could reasonably have been expected.

#### 7) Contractual Liability

**We** will not cover **You** for any liability that only exists because of a contract or agreement.

#### 8) Any consequence, howsoever caused, including but not limited to Computer Virus in Electronic Data being lost, destroyed, distorted, altered, or otherwise corrupted.

#### 9) War

Any direct or indirect consequence of war; civil war; invasion, acts of foreign enemies (whether war be declared or not), rebellion, revolution, insurrection, military or usurped power; or confiscation, nationalisation, requisition, destruction of or damage to property by or under the order of any government, local or public authority.

## Employers' Liability Insurance for Nanny Employers

## GENERAL POLICY CONDITIONS

(that apply to the whole Policy except where indicated)

1) **Your Duty of Care**

**You** must take all reasonable care to:

- a) prevent any **Damage, Event** or **Accident** which may cause a claim under this Policy;
- b) properly maintain the premises, equipment and everything used for **Support Duties**,
- c) fix any defect or danger quickly and take all extra precautions as necessary
- d) carefully select and supervise **Employees**, and
- e) comply with all obligations and regulations imposed by any authority.

2) **Cancellation**

If **You** decide that for any reason, this policy does not meet **Your** insurance needs then please contact the **Administrator** within 14 days from the day of purchase or the day on which **You** receive **Your** policy documentation, whichever is the later. On the condition that no claims have been made or are pending, the **Administrator** will then refund Your premium in full.

If **You** wish to cancel **Your** Policy after 14 days **You** will be entitled to a return of premium for each complete month, providing no claims have been made, or are pending.

**We** shall not be bound to accept renewal of any insurance and may at any time cancel any insurance document by giving 30 days notice in writing where there is a valid reason for doing so. A cancellation letter will be sent to **You** at **Your** last known address. Valid reasons may include but are not limited to:

- a) Fraud
- b) Non-payment of premium
- c) Threatening and abusive behaviour
- d) Non-compliance with policy terms and conditions
- e) **You** have not taken reasonable care to provide accurate and complete answers to the questions the **Administrator** asked.

If **We** cancel the policy and/or any additional covers **You** will receive a refund of any premiums **You** have paid for the cancelled cover; less a proportionate deduction for the time **We** have provided cover.

Where **Our** investigations provide evidence of fraud or misrepresentation, **We** may cancel the policy immediately and backdate the cancellation to the date of the fraud or the date when **You** provided **Your Administrator / Your** agent with incomplete or inaccurate information. This may result in **Your** policy

being cancelled from the date **You** originally took it out and **We** will be entitled to keep the premium.

If **Your** policy is cancelled because of fraud or misrepresentation, this may affect **Your** eligibility for insurance with **Us**, as well as other insurers, in the future.

3) **Your Duties for Us to Cover You**

For **Us** to provide cover:

- 1) **Your Proposal** information must be truthful and full, and
- 2) **You** must comply with all terms and conditions of:
  - a) this Policy and
  - b) any endorsements

If **You** do not comply, and especially if **You** fail to do something required by the terms and conditions, **We** will not be liable to pay **You** under **Your** Policy.

4) **Fraud**

**You** must not act in a fraudulent way. If **You** or anyone acting for **You**:

- \* fails to reveal or hides a fact likely to influence whether **We** accept **Your** proposal, **Your** renewal, or any adjustment to **Your** policy;
- \* fails to reveal or hides a fact likely to influence the cover **We** provide;
- \* makes a statement to **Us** or anyone acting on Our behalf, knowing the statement to be false;
- \* sends **Us** or anyone acting on Our behalf a document, knowing the document to be forged or false;
- \* makes a claim under the **Policy**, knowing the claim to be false or fraudulent in any way;
- \* makes a claim for any loss or damage **You** caused deliberately or with **Your** knowledge; or
- \* If **Your** claim is in any way dishonest or exaggerated, **We** will not pay any benefit under this policy or return any premium to **You** and **We** may cancel **Your** policy immediately and backdate the cancellation to the date of the fraudulent claim. **We** may also take legal action against **You** and inform the appropriate authorities.

5) **Claims – What You Must Do**

For Claims Under Sections 1 and 2:

**You** must also immediately write to **Us** about any impending:

- 1) prosecution
  - 2) inquest, or
  - 3) fatal inquiry
- connected with the possible claim.

## **Employers' Liability Insurance for Nanny Employers**

When **You** receive court papers and other documents:

If **You** receive any document **You** must not answer it. **You** must send it to **Us** immediately. Such documents might include:

- 1) a claim
- 2) a notice
- 3) a letter or
- 4) any other document served on **You**.

### **6) Claims – What You Must Not Do**

**You** (or anyone acting on **Your** behalf) must not:

- 1) negotiate
- 2) admit liability
- 3) offer or
- 4) promise payment or
- 5) agree someone is not responsible unless **We** have given **You Our** written consent.

### **7) Claims – Conduct and Control by Us**

**We** can choose to take control of **Your** claim, including starting or conducting a claim in **Your** name for **Our** benefit.

If **We** take control of **Your** claim **We** will choose how to conduct and how to settle any proceedings against **You**.

**You** must give **Us** all the information and assistance **We** require.

### **8) Claims – Other Insurance**

If there is an **Event** covered under the Employers Liability or the Public Liability where:

- a) any other insurance covers **You, We** will only pay under this Policy beyond the amount that would be payable under the other insurance if **You** had not taken Policy. However, if that other insurance deals with other policies in the same way as this Policy, then **We** will pay **Our** share only.
- b) **You** have a joint agreement with others to employ any person to provide **Support Duties** to **You**, then **We** will treat any Employers' Liability or Public Liability arising from an **Event** as joint and several liability. In this case **We** will only pay **Our** share based on the cover provided under **Your** Policy. Any such joint agreement should be in writing and **You** must give us a copy if **We** request it.

### **9) Claims (Discharge of Our Liability)**

The following applies separately to the Employers' Liability and the Public Liability: If **We** choose, instead of covering **Your** liability, at any time **We** may pay to **You**:

- a) the Limit of Liability, less any amounts already paid and less other costs and expenses already paid or incurred prior to the payment, or
- b) any lesser sum for which the claim or claims against **You** can be settled.

**We** will then not have any further liability for the claim(s) except for other costs and expenses incurred prior to the payment for which **We** may be responsible.

If a claim or series of claims under Public Liability results in **You** being liable to pay a sum in excess of the Limit of Liability, **Our** liability for costs and expenses will not exceed **Our** share. **Our** share will be **Our** payment to **You** divided by the total payment made by or on behalf of **You** in settlement of the claim or claims.

### **10) Joint Insureds**

If there is more than one Insured on **Your** Policy, **We** can choose to take instructions from the first person named. **We** may treat them as acting for all other persons named.

### **11) Your Representatives**

**We** recognise that **You** may wish a representative to handle matters on **Your** behalf. However, **We** may choose to treat any representatives and their actions and omissions as though they were **You**.

### **12) Others Covered Under Your Policy**

All cover **We** provide to others under **Your** Policy is subject to the same terms, exclusions and conditions that apply to **You**, as much as possible.

### **13) People not involved in Your Policy**

Subject to the terms and Conditions of **Your** Policy, only **You** and **We** have any rights under it. No one else can enforce any rights or remedies except those they have in law.

### **14) Liability of the Individual Insurers**

Each of the insurers named in **Your** Policy is only responsible for their own part of the cover and not for any other. This is even if any other insurer does not satisfy all or part of its obligations for any reason. Each insurer's liability under this Policy will not exceed the part and amount of the risk shown against that insurer's name in the table forming part of the **Schedule**.