

Global-CPD Public Liability Insurance Policy

1. Purpose

This policy affirms Global-CPD's commitment to protecting the safety and wellbeing of all individuals who participate in, attend, or are affected by our training events and services. It outlines our approach to maintaining adequate Public Liability Insurance (PLI) coverage for face-to-face and off-site activities, including school-based training, conferences, and institutional visits.

2. Scope

This policy applies to:

- All CPD activities delivered in physical settings (e.g. workshops, in-school trainings, educational conferences)
- All participants, trainers, observers, and host institution personnel attending such activities
- All locations in which Global-CPD delivers on-site services, whether in France or internationally
- Global-CPD administrative and operational events that involve members of the public or third parties

3. Global-CPD Context

While a large part of Global-CPD's services are delivered online and remotely, we also regularly conduct:

- In-school institutional assessments and training days
- Multi-school face-to-face CPD workshops and seminars
- Public events such as teacher summits and education conferences

Given these operational realities, we ensure proper PLI coverage is in place when required by law, venue policy, or good practice.

4. Insurance Coverage

Global-CPD maintains Public Liability Insurance that:

- Covers injury, damage, or loss arising from our professional activities
- Applies to France and other countries where Global-CPD delivers face-to-face services
- Complies with insurance thresholds and requirements of venues, clients, or host institutions
- Is renewed annually and kept up to date with changes in operations or geographic scope

Proof of insurance can be provided upon request by institutions, regulators, or event organizers.

5. Trainer and Partner Responsibility

Where a training activity is conducted in partnership with a third-party trainer or consultant:

- Global-CPD will verify that the external party holds their own PLI coverage if they operate independently.
- In cases where trainers act under Global-CPD's supervision and are covered by our policy, they must still follow our health and safety guidelines at all times.

6. Risk Management

Prior to all face-to-face or hybrid events:

- A risk assessment is carried out by the Global-CPD team or designated coordinator
- Insurance coverage terms are reviewed to ensure alignment with planned activities and attendance levels
- Participants and staff are informed of emergency contacts and on-site procedures

7. Policy Review

This policy is reviewed every **two years** by the Internal Quality Assurance Team or earlier if required by changes in delivery format, technology, or stakeholder needs.

For questions or concerns related to this policy, please contact:

Global-CPD Administrative Office

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 Website: www.global-cpd.org

Document Control

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Policy Owner: Academic Coordinator, Global-CPD

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Revision History:

Version	Date	Author	Description / Changes
1.0	04.09.2008	Osman Bedel	Initial policy draft and approval
2.0	01.09.2010	QA Team	Defined minimum PLI scope for onsite workshops
3.0	03.09.2012	QA Team	Linked insurance verification with trainer agreements
4.0	02.09.2014	QA Lead	Added reference to international events
5.0	01.09.2016	Osman Bedel	Aligned insurance review with event planning cycles
6.0	03.09.2018	QA Team	Included risk assessment and venue coordination
7.0	01.09.2020	QA Team	Added digital/hybrid delivery considerations
8.0	02.09.2022	Policy Officer	Updated insurance certificate access process
9.0	04.05.2024	Osman Bedel	Full revision and formatting under new Document Control