Risk Management Services and Resources From EduRisk

Browse this booklet or visit EduRiskSolutions.org to learn about our offerings for faculty, staff, and students.
United Educators’ (UE) mission to protect members goes beyond providing education-specific insurance. Through EduRisk, members have access to a comprehensive suite of risk management resources which address safety, compliance, and liability risks at schools. In addition, personalized attention is available from our risk management team via telephone and email.

EduRisk can enhance your risk management efforts by helping you address a wide range of important topics, such as:

- Concussion and traumatic brain injury management
- Data security
- Enterprise Risk Management (ERM)
- Preventing sexual abuse and molestation
- Study abroad program safety
- Title IX compliance
- Workplace harassment prevention
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Publications

Access our complete library of EduRisk publications on EduRiskSolutions.org. Resources for K–12 schools are continuously developed and updated to address topics such as sexual abuse, concussion management, travel abroad safety, data privacy, bullying, security, and more. Publications include:

- **Claims studies**: Information about trends based on detailed analyses of member claims
- **Bulletins**: In-depth studies and risk advice
- **Checklists**: Practical actions for institutions to address challenges
- **Insights Blog**: Guidance on timely issues faced by institutions
- **Learning Link Blog**: News and tips for training administrators using EduRisk online courses

Podcasts

*Prevention and Protection*, UE’s risk management podcast, offers advice from UE and other experts on how to protect students, staff, and faculty at your school. Episodes are available on EduRiskSolutions.org and on iTunes.

School Spotlight Newsletter

Keep up with all that EduRisk has to offer with *School Spotlight*—a weekly email newsletter that highlights the latest EduRisk resources and timely topics.
Risk Advice

When confronted with an issue that requires personalized advice, research, or authoritative resources, we understand the immediate need for credible information. Curious to know what other schools are doing, need a sounding board, or looking for general advice or data to support your needs on campus? Email risk@ue.org and a risk management consultant will reach out.

Risk Management Connect

Learn about the resources available to your institution by participating in a Risk Management Connect demonstration. During this virtual session, a risk management consultant will discuss your most pressing risk management concerns and share resources to address your short- and long-term needs.

New members should take this opportunity to learn about the many resources available to them while renewing members will benefit from a discussion of new materials and suggestions for expanding use of available resources. The meeting will include a personalized, interactive demonstration of EduRiskSolutions.org.

Training administrators may preview courses on EduRiskSolutions.org to determine which learning programs may be most appropriate for their school. Successful course completions will only be recorded for courses taken through the EduRisk Learning Portal at Learn.UE.org.

Risk Management Premium Credit

UE provides eligible members* with the opportunity to earn a risk management premium credit of up to six percent by engaging in qualifying activities. Although premium savings is an outcome of this program, the ultimate purpose is to improve the risk profile of your institution and keep faculty, staff, students, and visitors safe. Visit www.ue.org/rmpc for a list of qualifying activities.

*Members who carry a general liability (GL) or educators’ legal liability (ELL) policy with UE are eligible to earn an RMPC. The program does not apply to public K-12 schools or members with only a limited professional liability (LPL) policy.

Webinars

On a regular basis, EduRisk hosts webinars that feature UE and national experts discussing best practices for risk management challenges and managing real-life scenarios. Invite others at your school to participate in these webinars to learn how to navigate current challenges. Interactive question and answer sessions are included. Webinars are recorded and available on EduRiskSolutions.org for those who cannot participate during the live event.

Learning Programs

EduRisk blended learning programs enable institutions to deliver cost-effective online learning to students, faculty, supervisors, and other staff. UE’s comprehensive offerings include online courses as well as supplemental resources such as risk assessments, publications, blogs, videos, and learning games. Some institutions use these courses as a key component of meeting federal or state training requirements on issues such as workplace harassment prevention, sexual assault awareness and prevention, and data security. A member of the risk management staff can work with you to assist in building an implementation strategy.
Multimedia Resources

EduRisk learning programs incorporate a variety of formats to address the diverse learning styles that adults and students bring to school. These include:

- Media-rich, interactive online courses
- Articles
- Job aids
- Facilitator-led training materials

Education-Specific Scenarios

Education-specific scenarios form the basis for EduRisk learning programs. These realistic examples and simulations immerse the learner and aid in retaining information. Scenarios on topics such as workplace harassment and crisis response are based on analysis of situations that have been reported to UE over our 32 years of managing claims. When individuals are aware of high-risk situations, they are more likely to avoid them or respond in a manner that would prevent an incident.

Measuring Success

The greatest measure of success is identifying behaviors that have changed as a result of training. Effectiveness means that users are learning the content presented and are able to apply the knowledge and skills in their day-to-day interactions.

To collect immediate feedback, a survey is emailed to learners after course completion. The survey quantifies the level of learning and requests feedback on course content. To gauge the long-term value of the course, learners are sent a second survey 90 days after course completion to assess whether skills or lessons from the course have been applied.
Accessing Courses

Learners at your school—students, faculty, and staff—can register to access online courses on the Learning Portal using the custom training URL provided to your institution as part of the Learning Launch process. UE can also upload learner data in bulk for you.

Learning Launch

When ready to initiate a training initiative, training administrators should visit our Learning Launch service to discover and follow the steps and best practices for technical implementation. This is where administrators will submit their training plan to UE for review. We offer bulk upload and self-registration options. Visit www.EduRiskSolutions.org/learning-launch to learn more.

EduRisk Custom Services

Through EduRisk Custom Services, UE members are able to customize the EduRisk Learning Portal and online learning experience to integrate with other training initiatives, better fit the campus culture, and improve training rollout, implementation, and completion rates.

Because these initiatives are custom to your school, there are fees associated with making these changes to the learning portal. Contact risk@ue.org for more information or visit www.EduRiskSolutions.org/edurisk-custom-services.

Round-the-Clock Assistance

■ For help initiating your institution’s use of the EduRisk Learning Portal, contact launch@ue.org.

■ Learners and administrators may visit portalhelp.ue.org to browse our catalog of self-help articles and access 24x7 live support.
LEARNING PROGRAM TOPICS
Available on Learn.UE.org

Alcohol and You

This course is designed to reduce adolescent alcohol use and risk-taking behaviors by correcting unhealthy attitudes and false perceptions; demonstrating alcohol’s adverse consequences to health, academic performance, and social relationships; and offering strategies on how teens can protect themselves against the use and abuse of alcohol.

Alcohol and You

Online course  🕒  60 minutes  🗣️  Students

Topics covered:
- Challenging beliefs about alcohol use by peers
- Recognizing why delaying alcohol use is a smart choice
- Developing strategies for reducing stress
- Supporting friends that abuse alcohol
Avoiding Supervisory Pitfalls

Aimed to benefit supervisors in K-12 settings, this learning program arms both new and experienced supervisors with useful knowledge to help recognize good supervisory practices while providing examples of common pitfalls to avoid.

Avoiding Supervisory Pitfalls

Online course  🕒 Approximately 45 minutes  ⌱️ Supervisors

Topics Covered:

- The importance of documenting performance issues and addressing them with employees promptly
- Conducting timely and accurate performance evaluations
- Recognizing when to seek help from Human Resources

Legal Literacy for Supervisors

Publication  🕒 N/A  ⌱️ Supervisors

This publication provides a basic overview of key employment laws to help supervisors handle situations on their own or recognize when to get help for complex matters. Use this guide to help clarify areas of confusion when troublesome situations arise.
Contracting Fundamentals

Good contracting practices and understanding of indemnification and insurance will help protect your institution’s bottom line. This learning program includes introductory and advanced online courses as well as resources such as *A Guide for Reviewing Contracts* and *A Checklist for Effective Releases*.

### Contracting 101: Contracting Fundamentals

| Online course | 60 minutes | Faculty, Staff, and Supervisors |

**Topics covered:**

- What is a binding contract?
- What are core provisions in written contracts?
- Why are contracting policies important?
Crisis Response Planning

Are you prepared to address incidents such as a sexual assault during a school-sponsored study abroad trip or embezzlement involving a staff member? Any incident, large or small, can negatively impact your institution’s reputation or financial strength.

This learning program was developed to help your institution prepare, improve, and test your plan for responding to a wide range of potential internal crises. Through a mini-course and an online game, staff will learn how to compose an effective crisis response team and plan, test, and train others on responding to a crisis. Game scenarios are college-based, however, K–12 staff will advance their knowledge through the lessons. Administrators will benefit from the interactive Best Practices Checkup, sample tabletop exercises, and a video demonstrating how to facilitate tabletop exercises.

Crisis Response Planning

| Online course | 20 minutes | Faculty, Staff, and Supervisors |

Topics covered:

- Defining internal crises
- Involving key stakeholders
- Preparing a crisis response plan
- Communicating throughout a crisis

Crisis Within: The Game

Trouble at Dangerous Creek College

| Learning Game | 20–30 minutes | Faculty, Staff, and Supervisors |

Practice your reaction when faced with the following scenarios:

- Bedbug infestation
- Flu outbreak
Data Security

As news media continue to report data breaches involving sensitive information, the need for educational institutions to have a strategy to protect their student and staff data is essential. This learning program provides learners with a high-level overview of data security issues and practical steps institutions can take to avoid data breaches.

Malware

| Online course | 🕒 10 minutes | ⚑ All Employees |

Topics covered:
- Why academia is a target of malware attacks
- The different types of malware
- Ways that malware can reach employees
- How to seek help when encountering a malware attack

Mobile Devices and Third-Party Websites

| Online course | 🕒 10 minutes | ⚑ All Employees |

Topics covered:
- The importance of keeping mobile device software up-to-date
- How to avoid phishing schemes on mobile devices
- The benefits of using multifactor authentication
- Using cloud services that comply with school policies

Passwords

| Online course | 🕒 10 minutes | ⚑ All Employees |

Topics covered:
- What makes a good password and best practices for using them
- The importance of creating a unique password for each website
- What password managers are and how they work
- The basics of multifactor authentication
Data Security (continued)

**Phishing**

Online course  🕒 10 minutes  ⬅️ All Employees

Topics covered:
- What motivates scammers to deploy phishing emails
- How to stay vigilant when using school email
- How to seek help when encountering a phishing attack

**Physical Security and Unintended Disclosures**

Online course  🕒 10 minutes  ⬅️ All Employees

Topics covered:
- The risk of allowing physical access to physical files and electronic devices
- Types of sensitive data at academic institutions that can be exposed
- The importance of preventing unauthorized access to secured buildings and locking unattended physical files and electronic devices
- How to avoid inadvertent disclosures
- The risks of device theft while traveling
Driver Safety

Driving on school business and transporting passengers is a serious responsibility and drivers must be ready for the unexpected. Proper preparation for trips, minor adjustments to driving habits, and elimination of distractions can help reduce risks on the road. The Driver Safety online course will help those driving on or off-campus for school business to identify and mitigate those risks and learn specific strategies for handling emergency situations.

Driver Safety Training

| Online course | 45 minutes | Faculty, Staff, and Supervisors |

Topics covered:

- Baseline knowledge of safe driving behaviors
- Driver safety training such as trip preparation, defensive driving, traveling with passengers, and long distance driving
Mosaic: Prevent Discrimination and Harassment Together

*Mosaic: Prevent Discrimination and Harassment Together* trains employees on how to prevent workplace discrimination, retaliation, and harassment. It features content and scenarios specific to K-12 institutions that help people understand their role in maintaining a safe and unbiased work environment.

**Prevent Discrimination and Harassment Together**

| Online course | 40 minutes | Faculty, Staff, and Supervisors |

This course, which is available in both supervisor and non-supervisor versions, can help learners:

- Identify supervisory events which can lead to allegations of unfair treatment
- Distinguish between the different types of discrimination that can occur in the workplace
- Describe who is and who is not protected from discrimination under federal law
- Recognize common workplace harassment situations, including retaliation
Protecting Children From Sexual Misconduct

Educators have a responsibility to protect the well-being of minors. This learning program describes good practices for preventing incidents of sexual misconduct and responding properly when allegations are made.

Training administrators will have additional materials to support the learning program including case study videos, a policy and audit guide, and employee background check resources.

Protecting Children: Identifying and Reporting Sexual Misconduct

Online course 30 minutes Faculty, Staff, and Supervisors

Topics covered:
- Predators
- Warning signs
- Danger areas
- Boundaries
- Codes of Conduct
- Reporting

Protecting Children: Hiring Staff Who Work With Minors

Online course 30 minutes Faculty, Staff, and Supervisors who serve as hiring managers.

Topics covered:
- Hiring practices and background checks
- Investigations
- Discipline
Short-Term International Programs

Short-term international programs lasting a few weeks or less deserve the same vetting, preparation, and planning associated with more traditional semester-long study abroad programs. This learning program can help institutions prepare students and staff for safe and rewarding educational experiences around the world.

Topics covered:

- Developing policies for program review and approval
- Preparing and orienting trip leaders and students prior to departure
- Managing the trip by monitoring participant activities, enforcing policies, and responding to emergency situations
- Evaluating the program to identify lessons learned and improve future trips

Note: this training is geared towards higher education members. However, K-12 members may also find portions of the course helpful and are encouraged to review the training to decide if appropriate.
Show Some Respect! Prevent Harassment

Students who feel that they are part of a respectful learning environment are more engaged at school, and have a better self-concept and physical well-being. Harassment by peers, on the other hand, can interfere with students’ learning—negatively affecting the capability to pay attention in class, concentrate on studies, or worse. This course will help students identify, report, and prevent harassment.

Show Some Respect! Prevent Harassment

Online course  🔔 30 minutes  ⚽️ Students

Topics covered:

- The types of behaviors that can be considered harassment
- How to address and report harassing behaviors
Teaching Science Safely

Careless handling of materials and equipment in the science laboratory can have serious, even deadly, consequences. This learning program helps institutions manage and reduce risks by establishing comprehensive lab safety policies. Administrators and lab instructors can use the Teaching Science Safely online course to reinforce existing knowledge.

Teaching Science Safely

- Online course
- 60 minutes
- Faculty, Staff, and Supervisors

Topics covered:

- How to establish and implement policies to protect students and others in a lab
- Safety measures while conducting experiments
- Use of personal protective equipment
- How to ensure that students follow procedures so that safety is second nature
Workplace Harassment Prevention

A workplace free from harassment fosters a positive work environment, builds a sense of community, and reinforces the shared mission that is unique to educational institutions. This learning program offers an online course to help learners recognize and prevent unlawful harassment. UE recommends that faculty, staff, and supervisors complete at least one course each year.

Resources for this learning program include *Overview of the Law on Harassment* and *Preventing Unlawful Harassment—Tips for Employees*. Instructor-led workshop materials are available for training administrators to use in implementing the learning program onsite. These include a facilitator’s guide, PowerPoint presentation, and case studies.

### Workplace Harassment: Fundamentals*

| Online course | 40–50 minutes | Faculty, Staff, and Supervisors |

**Topics covered:**
- Definition of types of harassment and protected groups
- How to recognize and report incidents of harassment and retaliation

**The supervisor module also covers:**
- Responding to an incident reported to you
- Preventing retaliation against an employee who has made a complaint

**The faculty module also covers:**
- Academic freedom as it relates to harassment complaints

*Also available in Spanish*
Youth Athletics

School sports provide an enriching experience to complement students’ academic learning. The large number of students participating in athletic programs calls for growing attention to player safety.

This learning program will help students, parents, and coaches recognize and respond to common hazards in sports programs including concussions and heat illness. These resources may help your school meet mandatory state concussion and/or heat illness education requirements.

**Heat Illness Prevention**

| Online course | 20 minutes | Faculty, Staff, Supervisors, and Students |

Topics covered:
- Recognizing signs and symptoms of heat illness
- Implementing an athlete emergency action plan

**Concussion Recognition & Response**

| Online course | 20 minutes | Faculty, Staff, Supervisors, and Students |

Topics covered:
- Seriousness of concussion injuries
- Signs and symptoms of concussions
- Importance of reporting signs and symptoms

**Best Practices Checkup**

| Assessment Tool | 18 questions | Staff |

Topics covered:
- Athlete medical issues
- Crisis response
- Coach training
- Transportation
EduRisk is your destination for education-specific risk management on topics that are relevant to your institution.

Have a topic you’d like us to cover next? Email risk@ue.org and let us know.

What UE members are saying about EduRisk Learning Programs:

“The scenarios were well done. I have had many opportunities for training in workplace harassment over the years and I feel this was one of the best.”

“The message was clearly communicated and gave the student many opportunities to practice handling situations in a safe virtual setting.”

“I love being able to do this training online at my desk, when it fits my schedule. That is such a big gift, and I am grateful that it minimizes disruption to my workflow and responsibilities.”
EduRisk™ provides education-specific risk management resources to colleges and schools and is a benefit of membership with United Educators (UE). As a member-owned company, UE is committed to helping educational institutions by offering stable pricing, targeted insurance coverage, extensive risk management resources, and exceptional claims handling.

To learn more, please visit www.UE.org. Follow UE on Twitter: @UnitedEducators

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