

# Independent, Charter, and Public K-12 Schools Sexual Abuse Supplemental Application for New and Renewal General Liability Policies

## INSTRUCTIONS

### Instructions for the **Educational Institution** (Applicant)

- § Please complete all portions of this Supplemental Application completely, truthfully, and accurately.
- § To save a partially-completed PDF application and send it someone else, save it as PDF to your hard drive or desktop and attach it to an email, or use the “send” function in Adobe Reader. Be sure to include any attachments.
- § Email the completed and signed application with all necessary attachments to your broker.
- § If you do not understand a question, please have your broker contact United Educators for clarification.

### Submitting Broker

Please complete the broker information below. Confirm that all application questions are answered and that the application is signed before submitting it to UE.

| Submitting Broker Must Complete | Send Completed Supplemental Application to:   |
|---------------------------------|---|
| Person to Contact:              | applications@ue.org<br>OR<br>Fax: 301-907-8620<br><br>United Educators<br>7700 Wisconsin Avenue<br>Suite 500<br>Bethesda, MD 20814<br>Phone: 301-907-4908 |
| Address:                        |   |
| Phone Number:                   |   |
| Email:                          |   |
| License Number:                 |   |

## APPLICATION

| Full Legal Name and Address of the Educational Institution |        |      |
|--|--------|------|
| Institution Name:  |        |      |
| Address 1:   |        |      |
| Address 2:   |        |      |
| City:  | State: | Zip: |

The undersigned is an authorized representative of the **Educational Institution** and all persons or concerns applying for liability coverage. The undersigned declares that all information provided is complete, truthful, and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

The signing and submission of this application does not bind United Educators to issue, or the **Educational Institution** to purchase, any specific policy or coverage. The information provided in this application is for underwriting purposes only, and does not constitute notice to United Educators of a claim or potential claim under any policy.

## QUESTIONS

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1. Does the educational institution have a written policy addressing sexual abuse of minors?

Yes       No

If NO, explain:

If YES:

- a. Does the policy apply to?

All employees, including those with a lengthy tenure, those in positions of power, and highly paid staff (e.g., faculty, coaches, doctors)?  
 Some employees  
 Volunteers  
 Third-party contractors  
 Other: \_\_\_\_\_

- b. Does the policy require reporting to the educational institution any sexual abuse of a minor?

Yes       No

- c. Does the policy require timely reporting of sexual abuse of a minor to law enforcement, child protective services, or similar agency?

Yes       No

- d. Does failure of any employee to timely report suspected sexual abuse of a minor result in discipline, including up to termination?

Yes       No

- e. Does the educational institution train on the reporting obligations contained in its policy which protects minors from sexual abuse?

Yes       No

If YES, who receives the training?

Employees                       Third-party contractors  
 Volunteers                       Other: \_\_\_\_\_

2. Does the educational institution provide an anonymous option for reporting alleged sexual abuse of minors?

Yes       No

If YES, describe the reporting options:

3. Once a report of alleged sexual abuse of a minor is received, who does the educational institution report the incident to?

Select all that apply:

Local (non-campus) police                       United Educators, for occurrence or claims reporting  
 State or local child protection services                       None of the above  
 Minor's parents or guardians                       Other: \_\_\_\_\_

4. Does the educational institution investigate every report of alleged sexual abuse of a minor?

- Yes       No

If NO, explain:

5. Do the educational institution's investigations of alleged sexual abuse of a minor continue even if the allegations are denied by the alleged perpetrator or victim?

- Yes       No

6. What departments or positions are designated to receive reports of alleged sexual abuse of minors?

7. Which position(s) at the educational institution has/have responsibility to review reports of sexual abuse of minors for trends, patterns, or repeat offenders? Select one:

- No position  
 The following listed position(s): \_\_\_\_\_

8. Which leader(s) or administrator(s) of the educational institution is/are notified of alleged sexual abuse by one perpetrator against more than one minor?

- Human resources                       None of the above  
 Board of trustees                       Other: \_\_\_\_\_  
 President/Head of School

9. Does the educational institution have a dispensary, clinic, infirmary, student health center, athletic facility, or similar facility maintained by the institution principally for use by its students?

- Yes       No

If YES:

a. Does the educational institution have a sexual abuse prevention policy that applies to medical personnel working at the dispensary, clinic, infirmary, student health center, athletic facility, or similar facility?

- Yes       No

b. Does the educational institution have a policy regarding two medical professionals in the room for medical assessments or procedures involving intimate contact with a student?

- Yes       No

c. Does the educational institution have a qualified person whose role is to ensure medical personnel are following the applicable sexual abuse prevention policy?

- Yes       No

If YES, provide that position's title(s): \_\_\_\_\_