



## FREE ONLINE TRAINING AVAILABLE

We encourage you to include training as an important part of your SafeConduct™ policy. Training is an area often neglected and only mentioned in policies. As a result, training is seldom adequate. We feel strongly that specific knowledge is needed in the matter of abuse prevention. You cannot rely on intuition. Your training program is yours to define and execute. Through the online training service, Praesidium Academy, we provide you the tools through a variety of courses directed at employees and volunteers who may work in situations involving children, the elderly, and vulnerable adults. You may learn more about signing up for this valuable service, which is provided for free, by reviewing the Administrator Guide on our SafeConduct™ Workbench.

These are the Praesidium Academy course offerings, and what you will learn. \*Available in Spanish ^Available in French

### Preventing Bullying\*

What is bullying, why it's a problem, the different types of bullying, how it happens, and how to prevent it.

### Meet Sam\*^

The types of molesters and the methods and how they use to manipulate everyone to meet their own needs. Also, how to spot potentially dangerous interactions between adults and children.

### It Happened to Me\*^

Children and adults describe the devastating effects abuse had on their lives and the specific characteristics that may put some children at higher risk.

### Preventing Sexual Activity \* Between Young Children

Children and sexual curiosity, what is normal, how to prevent it, and how to respond. *Spanish only.*

### Preventing Sexual Activity Between Adolescents

Peer pressure and bullying and what it can do to influence sexual behavior in adolescents.

### Preventing Sexual Harassment: Employee Edition

How to prevent, detect, and report sexual harassment.

### Keeping Your Camp Safe\*^

Shows you where and when abuse is most likely to happen in a camp setting and steps you can take to keep kids safe.

### Abuse Risk Management for Volunteers\*^

Shows how molesters operate, the devastating effects of abuse, and the specific steps volunteers can take to prevent abuse and false allegations of abuse.

### Keeping Your Church Safe\*^

Five specific ways your actions can keep children safe, the importance of a watchful eye, what to do in the case of suspicious situations, and how to respond to inappropriate behavior.

### Abuse Prevention Refresher\*^

New information about how sexual abuse occurs, and how to use red flags, prevent false allegations, prevent sexual activity, and apply what you know.

### Supervising for a Positive Work Environment

(Supervisors only) What constitutes workplace discrimination, harassment, and retaliation and legal requirements and concepts.

### Duty to Report Mandated Reporter\*^

Why reporting abuse and neglect is critical, legal responsibilities, what types of conduct must be reported, and how to report it.

### Recognizing Abuse and Exploitation\* in Elder-Serving Programs

Facts about elder abuse and neglect, steps to keep residents safe, reporting abuse, and how to protect oneself from false allegations.

### Preventing Abuse Against Adults with Disabilities

Facts about abuse of people with disabilities, characteristics of potential victims, and steps to keep clients safe.

### Preventing Abuse and Exploitation\* in Pastoral Ministry

Facts about the effects of sexual abuse, types of offenders, red flags, and how to prevent and respond to abuse within the church.

### Social Media Safety

Facts about increased opportunities for sexual abusers to communicate with their intended victims.

### Bloodborne Pathogens

Learn how to reduce the risk of contracting a blood-borne disease.

# BACKGROUND CHECK SERVICES & PRICING

Your first line of defense against sexual offenders is to keep them out of your church! Deciding who has access to those you serve is one of the most serious decisions you make. Insurance Board provides discounted background screening services through Praesidium to help ensure your employees and volunteers haven't been convicted of criminal offenses. Industry best practices recommend that organizations check the backgrounds of any employee or volunteer (including parents) who will work closely with children, teens, and vulnerable adults on a regular basis.

	<b>IB Program Participants</b>	<b>IB Program Member (non-participant)</b>
<b>ON-LINE TRAINING</b> Subsidy 100%	<b>On-Line Training - \$0.00 Free!</b> <i>Praesidium Academy</i> suite of courses including: "Meet Sam," "How to Keep Your Church (Camp) Safe" and additional courses.	<b>On-Line Training - \$0.00 Free!</b> <i>Praesidium Academy</i> suite of courses including: "Meet Sam," "How to Keep Your Church (Camp) Safe" and additional courses.
<b>Background Checking</b> Subsidy 50% to IB Participants	<b>High Access Volunteer/Employee</b> <i>Multi-state criminal &amp; sex offender database check with Alias;</i> <i>Seven year county criminal records search, current county of residence;</i> <b>\$11.00</b>  <small><i>Criminal records found in Multi-state database check are subject to verification at the source, additional costs may apply.</i></small>	<b>High Access Volunteer/Employee</b> <i>Multi-state criminal &amp; sex offender database check with Alias;</i> <i>Seven year county criminal records search, current county of residence;</i> <b>\$22.00</b>  <small><i>Criminal records found in Multi-state database check are subject to verification at the source, additional costs may apply.</i></small>
<b>a la Carte</b> Subsidy 50% to IB Participants	<b>MVR Search - \$2.50 Participants; \$5.00 Members, plus applicable state fees</b> <b>Employee Verification (1 position) - \$5.00 Participants; \$10.00 Members</b> <b>Education Verification (1 degree) - \$5.00 Participants; \$10.00 Members</b> <b>Personal Reference (1 reference) - \$6.25 Participants; \$12.50 Members</b> <b>Professional Reference (1 reference) - \$6.75 Participants; \$13.50 Members</b> <b>Professional License Verification (1 license) - \$6.00 Participants; \$12.00 Members</b> <b>International Criminal Search (1 jurisdiction) - \$25.00 Participants; \$50.00 Members*</b>  <small>*An in-country acquisition fee will apply to all international criminal record searches.</small>	

## Eligibility–

**Participating Church or Camp** – An entity which currently is insured under the Insurance Board package property and liability insurance program. Each has a unique Insurance Board Number (IB#) shown on its Memorandum of Insurance after the policy number.

**Member Entity** – A church/camp/governing body of the United Church of Christ, Christian Church (Disciples of Christ), Alliance of Baptists, Presbyterian Church(USA), Evangelical Lutheran Church in America, or Reformed Church in America currently insured by an insurance company other than IB.

Insurance Board is pleased to offer these services through our partner:

# PRAESIDIUM

For more information on Insurance Board's abuse prevention services call 800.437.8830 or visit [www.InsuranceBoard.org](http://www.InsuranceBoard.org) and go to SafeConduct™ Workbench.

Our insurance serves you so you can serve God.



1468 West 9th Street, Suite 350  
Cleveland, OH 44113  
PH: 800.437.8830 | FAX: 216.736.3239  
[www.InsuranceBoard.org](http://www.InsuranceBoard.org)



# PRAESIDIUM RECOMMENDATIONS

Church Role	Recommended Background Checks	Training Year 1	Training Year 2	Training Year 3
Clergy Supervisors & Officers	<ul style="list-style-type: none"> <li>Clergy Package</li> </ul>	<ul style="list-style-type: none"> <li>Meet Sam</li> <li>Keeping Your Church Safe</li> <li>Duty to Report: Mandated Reporter</li> <li>Preventing Sexual Harassment: Employee Addition</li> <li>Supervising for a Positive Work Environment</li> </ul>	<ul style="list-style-type: none"> <li>It Happened to Me</li> <li>Preventing Abuse and Exploitation in Pastoral Ministry</li> <li>Preventing Abuse Against Adults with Disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Abuse Prevention Refresher</li> <li>Recognizing Abuse and Exploitation in Elder-Serving Programs</li> </ul>
Employees General	<ul style="list-style-type: none"> <li>High Access Package</li> <li>References</li> <li>Verification of Employment and/or Employment History if relevant to the position</li> <li>Motor Vehicle Records Search if relevant to the position</li> </ul>	<ul style="list-style-type: none"> <li>Meet Sam</li> <li>Preventing Sexual Harassment: Employee Edition</li> <li>Keeping Your Church Safe</li> </ul>	<ul style="list-style-type: none"> <li>It Happened to Me</li> <li>Duty to Report: Mandated Reporter</li> <li>Recognizing Abuse and Exploitation in Elder-Serving Programs</li> </ul>	<ul style="list-style-type: none"> <li>Abuse Prevention Refresher</li> <li>Preventing Abuse Against Adults with Disabilities</li> </ul>
Youth Program Leaders	<ul style="list-style-type: none"> <li>High Access Package</li> <li>References</li> <li>Motor Vehicle Records Search if relevant to the position</li> </ul>	<ul style="list-style-type: none"> <li>Meet Sam</li> <li>Duty to Report: Mandated Reporter</li> <li>Preventing Sexual Harassment: Employee Edition</li> <li>Supervising for a Positive Work Environment</li> </ul>	<ul style="list-style-type: none"> <li>It Happened to Me</li> <li>Keeping Your Church Safe</li> <li>Preventing Sexual Activity Between Young Children</li> </ul>	<ul style="list-style-type: none"> <li>Abuse Prevention Refresher</li> </ul>
Elder/Vulnerable Adult Program Leaders	<ul style="list-style-type: none"> <li>High Access Package</li> <li>References</li> <li>Motor Vehicle Records if relevant to the position</li> </ul>	<ul style="list-style-type: none"> <li>Keeping Your Church Safe</li> <li>Recognizing Abuse and Exploitation in Elder-Serving Programs</li> </ul>	<ul style="list-style-type: none"> <li>Preventing Sexual Harassment: Employee Edition</li> </ul>	<ul style="list-style-type: none"> <li>Abuse Prevention Refresher</li> </ul>
Day Care Employees	<ul style="list-style-type: none"> <li>High Access Package</li> <li>References</li> <li>Motor Vehicle Records if relevant to the position</li> </ul>	<ul style="list-style-type: none"> <li>Meet Sam</li> <li>Preventing Sexual Activity Between Young Children</li> <li>Duty to Report: Mandated Reporter</li> </ul>	<ul style="list-style-type: none"> <li>It Happened to Me</li> <li>Preventing Sexual Harassment: Employee Edition</li> </ul>	<ul style="list-style-type: none"> <li>Abuse Prevention Refresher</li> <li>Keeping Your Church Safe</li> </ul>
Camp Employees	<ul style="list-style-type: none"> <li>High Access Package</li> <li>References</li> <li>Motor Vehicle Records if relevant to the position</li> </ul>	<ul style="list-style-type: none"> <li>Keeping Your Camp Safe</li> <li>Duty to Report: Mandated Reporter</li> <li>Preventing Sexual Harassment: Employee Edition</li> </ul>	<ul style="list-style-type: none"> <li>Meet Sam</li> <li>It Happened to Me</li> <li>Preventing Sexual Activity Between Young Children</li> </ul>	<ul style="list-style-type: none"> <li>Abuse Prevention Refresher</li> </ul>
Youth Volunteers (16 and over)	<ul style="list-style-type: none"> <li>High Access Package</li> <li>References</li> </ul>	<ul style="list-style-type: none"> <li>Keeping Your Church Safe</li> <li>Abuse Risk Management for Volunteers</li> <li>It Happened to Me</li> </ul>	<ul style="list-style-type: none"> <li>Preventing Sexual Activity Between Young Children</li> </ul>	<ul style="list-style-type: none"> <li>Abuse Prevention Refresher</li> </ul>
		Some youth may not be mature enough to handle this sensitive topic. Praesidium recommends that churches let parents know of the content and get their permission.		
Youth Volunteers (Under 16)	<ul style="list-style-type: none"> <li>References</li> </ul>	Praesidium does not recommend Academy courses for youth under age 16. It is recommended that churches meet with youth and go over the <b>Code of Conduct</b> . A representative Code of Conduct is included in the Insurance Board <b>"Safe Conduct Policy Template"</b>		

*\*None of these screening recommendations should take place of state licensing requirements for background screening*

Our insurance serves you so you can serve God.



1468 West 9th Street, Suite 350

Cleveland, OH 44113

PH: 800.437.8830 | FAX: 216.736.3239

[www.InsuranceBoard.org](http://www.InsuranceBoard.org)



**INSURANCE BOARD**  
Partners in Protection

# WHY INSURANCE BOARD?

As a financial ministry and your ecumenical partner,  
we understand your ministry and we work hard to protect it.

Our goal at Insurance Board is protecting your ministry, by providing insurance and loss control solutions for your church. Insurance Board is dedicated to you as an ecumenical partner. We understand and take the time to visit your ministry; we know your stories, and we are with you in the event of an unexpected loss to help you through the claim process.

## Church-Tailored

As a non-profit organization, our mission at Insurance Board is to support and protect churches and their ministries with superior property and casualty risk and insurance management services. We understand your unique needs for insurance: stained glass windows, pipe organs, ornate architecture and more.

## Prevention First

We strive to help churches become safer places for ministry. Insurance Board offers programs and services aimed at reducing the likelihood and magnitude of a loss. Reducing the risk of claims can lower the cost of insurance for all participants. Examples of some of our programs include:

- Abuse Prevention through SafeConduct™ Workbench
- AIG EPL Pak® Premier: Employment Practices Training and Resources
- Boiler Inspections
- Property Valuation
- Support for Boundary Training for churches
- TULIP (Tenants & Users Liability Insurance Program)
- Water Sensor Program

## Comprehensive Coverage

Insurance Board offers a comprehensive suite of coverage unsurpassed by others including, but not limited to: Custom Property, General Liability, Abusive Acts Liability, Pastoral Counseling Liability, Hired & Non-Owned Auto Liability, and Directors & Officers Liability including Employment-Related Practices Liabilities such as sexual harassment, wrongful termination & discrimination. Other coverage includes: Employers' Liability, Employee Benefits Liability, Cemetery Professional Liability, and Crime (Employee Dishonesty).

## Covenantal Relationship

All our programs have been developed for the unique needs of ministries. Insurance Board's program was designed to make available specialized property and liability insurance solutions to congregations of ecumenical partners formally aligned with United Church of Christ. Denominations we serve include: **United Church of Christ**: Insurance Board is a recognized Financial Ministry of United Church of Christ; **Christian Church (Disciples of Christ)**: Insurance Board is a Recognized Ministry Partner for the Christian Church (Disciples of Christ); **Presbyterian Church (USA)**: Insurance Board is recognized by the Presbyterian Church (U.S.A) Office of Risk Management Services as one of only three insurance companies that meet their guidelines for their churches; **Alliance of Baptists**: Insurance Board is endorsed by the Alliance of Baptists faith; **Evangelical Lutheran Church in America**; and **Reformed Church in America**.

*Insurance Board offers two property programs: IBpropertyFLEX and IBpropertyCLASSIC. Check with your agent to see which one will best meet your church's needs. Some coverages and limits vary.*

Our insurance serves you so you can serve God.



1468 West 9th Street, Suite 350  
Cleveland, OH 44113  
PH: 800.437.8830 | FAX: 216.736.3239  
[www.InsuranceBoard.org](http://www.InsuranceBoard.org)

