

SUMMARY OF SAFE ENVIRONMENT REQUIREMENTS FOR ALL CLERGY, RELIGIOUS SISTERS AND BROTHERS, CANDIDATES FOR ORDINATION, LAY EMPLOYEES, LAY VOLUNTEERS, PARENT VOLUNTEERS, INDEPENDENT CONTRACTORS, VENDORS & TENANTS

The Safe Environment programs include all Full-time, Part-Time, Substitutes and Per-diem roles and positions throughout the Diocese. VIRTUS training and Background checks are required of all adult employees and volunteers who work in direct contact with children as well as those who do not have scheduled contact with children.

STEP 1. ATTEND *VIRTUS PROTECTING GOD'S CHILDREN* LIVE AWARENESS TRAINING ON CHILD SEXUAL ABUSE PREVENTION. THIS IS REQUIRED BEFORE WORKING OR VOLUNTEERING AND INCLUDES VENDORS, RENTERS & INDEPENDENT CONTRACTORS (ages 18+)

Begin by pre-registering on-Line at www.virtusonline.org. Select the word **REGISTRATION**. Select **Bridgeport Diocese** as your organization. Please store the VIRTUS USER ID and PASSWORD that you created in a secure location. This information is necessary for VIRTUS re-certification and background check renewals in the future. If you do not have internet access, call the Safe Environment Office to pre-register (203) 416-1406/1407 or The VIRTUS helpdesk at 1-888-847-8870. Once you complete *Virtus (approximately 3 hours)* In- Classroom Training, please return a copy of your signed certificate to all of the locations in the Diocese where you work or volunteer. If you lost your card, please call Safe Environments (203) 416-1406/1407. Independent Contractors may be eligible for an abbreviated VIRTUS course. Please contact Safe Environments for more information. (203) 416-1406.

STEP 2. BACKGROUND CHECKS (ages 18+) The criminal background check is part of the online registration through VIRTUS. If you did not see this option on the VIRTUS website when you registered, please provide the background check authorization form to the school or parish office where you work or volunteer, and not necessarily where you attended your VIRTUS class. A background check must be completed before working or volunteering. The M.Y.B. authorization and release form may be found at www.bridgeportdiocese.com under Safe Environments and under the heading Background checks.

STEP 3. SAFE ENVIRONMENT POLICIES (PLEASE READ AND SIGN) Go to: www.bridgeportdiocese.com **Offices/Department** and go to Offices/Departments and select **SAFE ENVIRONMENTS**. Select 2015 Safe Environment Handbook. Please download, sign and return the Executive Summary which applies to your ministry to each location where you work or volunteer in the Diocese.

RE-CERTIFICATION Live (In-Person) attendance at VIRTUS training is required for all first time applicants. The Criminal Background check and VIRTUS training is renewed online every (5) years for adults who have scheduled contact with children. Adult Volunteers and Independent Contractors who do not have any scheduled contact with children, the renewals are required every (10) years. Annual continuing education opportunities for adults who work with children and vulnerable adults will be listed at www.bridgeportdiocese.com under Safe Environment. Please complete the DCF Mandated Reporting on an annual basis if you work with children.

TRANSFER OF RECORDS: If you attended VIRTUS in another diocese within the past (5) years, you must submit proof of attendance to: The Diocese of Bridgeport Office of Safe Environments, 238 Jewett Avenue, Bridgeport, CT 06606 and you must call VIRTUS at 1-888-847-8870 to have your record transferred. A criminal background check authorization form and the Executive Summary of the Safe Environment Handbook must be submitted to the school or parish office. Background checks and Policy Receipts may not be transferred.

Further Questions: Contact your school or parish safe Environment coordinator or Erin Neil, Director of Safe Environments (203) 416-1406/1407 eneil@diobpt.org.