



DIOCESE OF BRIDGEPORT

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Safe
Environment

TO: New Employees
FROM: Erin Neil, L.C.S.W. Director of Safe Environment & Victim Assistance
Coordinator
DATE: April 15, 2015
SUBJECT: Safe Environments

Welcome to the Diocese of Bridgeport. We have a number of safeguards in place that all employees must successfully complete to ensure a safe environment and to comply fully with the U.S.C.C.B. Charter for the Protection of Children and Young People.

All new applicants must first register with the Diocese of Bridgeport VIRTUS database and attend a live 3-hour course called **VIRTUS Protecting God's Children for adults**. During your VIRTUS class you will receive information on the Diocese of Bridgeport Code of Conduct and Policies relating to the Safe Environment Programs of the Diocese of Bridgeport. These policies are contained within the Safe Environment Handbook. Your VIRTUS class will include training on Connecticut Mandatory Reporting Procedures and information on early detection and prevention of child sexual abuse.

Begin by visiting the website www.virtusonline.org select the word **REGISTRATION** and select **BEGIN REGISTRATION**. You will need to remember your USER ID and PASSWORD for future reference. Please be sure to update your VIRTUS record if your information changes in the future. Be sure to select **BRIDGEPORT DIOCESE** as your organization. A criminal background check is required of all employees of the Diocese and you will be asked to authorize a criminal background during your registration. VIRTUS training and the criminal background check will expire after (5) years. Once you reach your (5) year anniversary, you will be required to renew your criminal back and complete online re-certification. Employees are expected to remain current on various subject areas that expand upon the VIRTUS training. Information on the annual continuing education requirements may be found at www.bridgeportdiocese.com under SAFE ENVIRONMENT.

Prior to your start date, download and read the Diocese of Bridgeport Safe Environment Handbook <http://bridgeportdiocese.com/safeenvironments/handbook> . Sign and return the Executive Summary for Lay Employees to your supervisor.

If you completed VIRTUS training in another Diocese in the past (5) years, you may request to have your VIRTUS account transferred to the Diocese of Bridgeport by contacting the VIRTUS helpdesk 1-888-847-8870. If you already have a VIRTUS account with the Diocese of Bridgeport, contact the Safe Environment office to update your account (203) 416-1406 /1407

Thank you