



## DIOCESE OF BRIDGEPORT

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OFFICE OF THE  
SUPERINTENDENT  
OF SCHOOLS

HUMAN RESOURCES  
FOR SCHOOLS

# **SAFE ENVIRONMENT HANDBOOK** **Executive Summary for Educators and Administrators**

**As an Educator or Administrator,** I promise to strictly follow the rules and guidelines in this Safe Environment handbook when ministering to children and youth. I promise to conduct myself transparently and professionally both in person and while using any form of technology.

**As an Educator or Administrator. I will:**

- At all times avoid even the appearance of impropriety in person and while using technology
- Avoid situations where I am alone with a child or youth at School or Church activities.
- Be transparent and avoid the appearance of impropriety when giving and receiving gifts.
- Treat everyone with respect, patience, integrity, courtesy, dignity and consideration
- Report any suspected abuse or risk of harm involving a minor, including child pornography, to my supervisor and to the DCF Care-line and to the Victim Assistance Coordinator of the Diocese of Bridgeport within (12) hours of becoming aware of the information whether the abuse is alleged to have occurred recently or in the past.
- Cooperate fully in any investigation involving abuse of children, youth or in any investigation of adult to adult misconduct.
- Uphold the standards of the USCCB Charter and the Safe Environment Policies of the Diocese of Bridgeport.
- Document and report all bullying involving peer to peer threats (in person or electronically) to the Police, Victim Assistance Coordinator & Superintendent.

**As an Educator or Administrator. I will not:**

- Be under the influence of alcohol at any time while ministering to minors.
- Use, possess, or be under the influence of illegal drugs at any time.
- Strike, spank, shove, shake, push, or slap others.
- Humiliate, ridicule, threaten, or degrade others.
- Touch a minor and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.

I have read the Safe Environment Handbook and I am aware of the sections of that handbook which may apply to my specific ministry, including but not limited to, the sections on Mandatory Reporting; The Code of Conduct and Guidelines for Trips, Events and Electronic Communication involving Minors. I agree to conduct myself accordingly.

Print Name: \_\_\_\_\_ Signature / Date: \_\_\_\_\_

School Name: \_\_\_\_\_ Town: \_\_\_\_\_

**This page must be returned to the Office of the Superintendent. This document must be stored permanently in the employee's personnel file.**