

SUMMARY OF SAFE ENVIRONMENT REQUIREMENTS

For 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. VIRTUS TRAINING

Protecting God's Children for Adults

Adults (age 18+) required to complete Safe Environment training must complete the appropriate **VIRTUS training before beginning their ministry, employment, or volunteer service and includes vendors, renters and independent contractors.**

To create a VIRTUS account:

1. Go to www.virtusonline.org
2. Select **Registration**.
3. Select **Diocese of Bridgeport**.
4. Create your account and select your appropriate role and primary location.
5. Keep your **VIRTUS User ID and password** in a secure place.

Your VIRTUS account is used to maintain your Safe Environment compliance records, including training and background check information.

STEP 2. BACKGROUND CHECK

Adults (age 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 HANDBOOK

All individuals required to comply with the Diocese's Safe Environment policies must review the current **Safe Environment Handbook** and complete the required acknowledgment.

Please:

1. Review the current Safe Environment Handbook.
2. Complete and sign the required **Summary Page**.
3. Return the signed Summary Page as instructed by the Safe Environment Office.

STEP 4. RE-CERTIFICATION & RENEWALS

Individuals are responsible for completing their required renewals before their current requirements expire.

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.

TRANSFER OF VIRTUS RECORDS

If you previously completed VIRTUS training in another Diocese, please contact the **Diocese of Bridgeport Safe Environment Office** before creating a new account.

The Safe Environment Office will determine whether your previous training can be recognized and what additional requirements may be necessary.

Please note:

VIRTUS training records may be transferable when applicable. However, background checks and Safe Environment policy acknowledgments are not automatically transferable and may require completion through the Diocese of Bridgeport.

SAFE ENVIRONMENT OFFICE

DIOCESE OF BRIDGEPORT

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VIRTUS Online:

www.virtusonline.org