

Safe Environment Handbook 2020

Dear Safe Environment Coordinators,

We pray that this message finds each one of you happy and healthy.

The office of Safe Environment has released the revision 2020 of the Handbook, which is available in English and Spanish through our Diocesan Website <http://www.bridgeportdiocese.org/wp-content/uploads/2020/11/Safe-Environment-decree-final.pdf>.

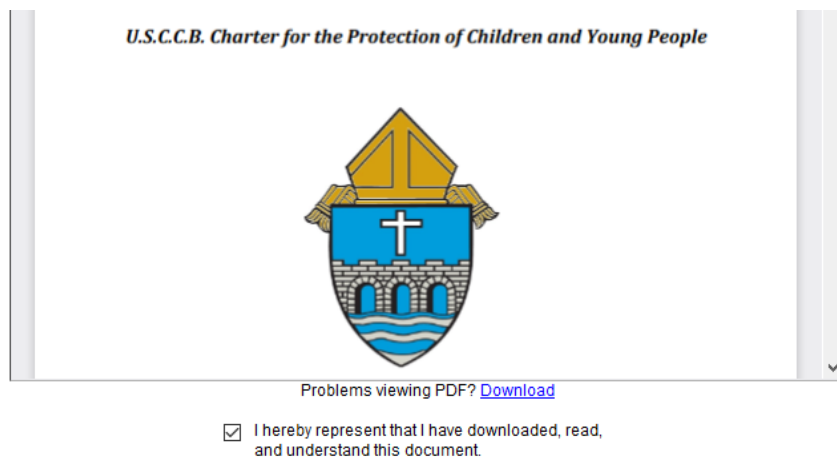
Same as the prior version, the acknowledgement of the handbook is made by signing and dating the “Executive Summary” which is the one-page review of what is expected by the user according to their role; the executive summaries are found on the Handbook pages 68-73 (English Version).

We will require that by December 15, 2020 every Clergy and Employee of our Diocesan sites print out the one-page paper Executive Summary that applies to their role and return it to the local Safe Environment Coordinator who will (1) record receipt of the acknowledgement page on the VIRTUS database (under the user’s account on the “required documents” tab, click on “record a required document for this user”) (2) permanently file it on the Safe Environment onsite.


Please send the Executive Summaries for Clergy to the Office of Clergy Personnel (for filing) Schools – After the local Safe Environment coordinator has recorded the reception of the form on VIRTUS (as described on step #1 above), Principals please mail all School personnel forms to Human Resources at the Catholic Center for filing on or before December 15, 2020.

In regards to volunteers/contractors/tenants the requirement is that they acknowledge the 2020 Handbook electronically by logging into their VIRTUS accounts where they will be presented with the file right at login, as per screenshot below. If the user is not computer-comfortable it would be completely acceptable to have them sign the one-page paper “Executive Summary 2020” and record on the database and then file it permanently onsite.

User view of the Safe Environment Handbook 2020 on their VIRTUS account



U.S.C.C.B. Charter for the Protection of Children and Young People



Problems viewing PDF? [Download](#)

I hereby represent that I have downloaded, read, and understand this document.

Full Name (first, middle and last)*: (John D. Smith)
Today's Date*: (mm/dd/yyyy)