**Staff Orientation Record**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee/Volunteer Name:** |  | | | | |
| **Date of Hire:** |  | | | | |
| **Position:** |  | | | | |
| **ORIENTATION TOPIC** | | **Date of Training** | **Name of Trainer** | **Employee’s Initials** |
| Purpose, policies, procedures, and training on: | |  |  |  |
| * Behavior supports: | |  |  |  |
| * De-escalation skills | |  |  |  |
| * Crisis prevention and management skills | |  |  |  |
| * Disciplinary techniques (non-punitive and focused on helping children build positive personal relationships and self-control) | |  |  |  |
| * Trauma-informed treatment | |  |  |  |
| * Suicide prevention | |  |  |  |
| * Applicable job duties | |  |  |  |
| * Emergency procedures: | |  |  |  |
| * Location of emergency exits, emergency equipment, and first aid kits | |  |  |  |
| * Calling in additional staff | |  |  |  |
| * Securing assistance of law enforcement or emergency personnel | |  |  |  |
| * Assigning roles in response to an emergency | |  |  |  |
| * Current disaster plan: | |  |  |  |
| * Evacuation locations (nearby and out of area) | |  |  |  |
| * List of items to take if evacuated including medication, medical equipment, and other necessities | |  |  |  |
| * Role in client service delivery and the protection of children | |  |  |  |
| * Delaware child abuse and neglect law and reporting requirements | |  |  |  |
| * Applicable federal or State laws or regulations: | |  |  |  |
| * Title IV (non-discrimination) | |  |  |  |
| * *DELACARE: Regulations for Residential Child Care Facilities and Day Treatment Programs* | |  |  |  |
| * Applicable regulations for position | |  |  |  |
| * Location at facility or program | |  |  |  |
| * Cultural awareness, responsiveness, and sensitivity | |  |  |  |
| * Sex trafficking signs, symptoms, prevention, and supports | |  |  |  |
| * Reasonable and prudent parent standard training (designated staff) and age-appropriate and developmentally appropriate activities for a child in care | |  |  |  |
| * Procedures for complaint investigations | |  |  |  |

I have been given orientation training with the opportunity to ask questions and receive clarification.

|  |
| --- |
|  |

Signature of Employee/Volunteer Date