**Staff Orientation Record**

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| **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
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| * 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
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| * 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.

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 Signature of Employee/Volunteer Date