

 Policy #: HRM -7	Page #: 1 of 2
Ref #: # 1302.92(a)	Policy Council Approval Date: 06/21/2022

COMPONENT: PROGRAM DESIGN AND MANAGEMENT – HUMAN RESOURCE

SUBJECT: NEW STAFF ORIENTATION

PERFORMANCE OBJECTIVE: To provide an orientation to all new staff, consultants and volunteers which includes, at a minimum, the goals and philosophy of Highland Rim Head Start and the ways in which they are implemented.

POLICY AND PROCEDURE:

All Highland Rim Head Start staff participate in new staff orientation that includes, at a minimum:

- The goals and philosophy of Head Start and the ways in which they are implemented by Highland Rim Head Start;
- The Agency Mission Statement;
- An introduction to the Head Start Program Performance Standards and program Policies and Procedures, including Standards of Conduct;
- Methods and policies for prevention, identifying and reporting child abuse and neglect that comply with applicable State and Local laws;
- Duties outlined in the Job Description;
- Emergency procedures;
- Policies regarding discipline of children;
- Policies for receiving and dismissing children;
- Parent-Center information;
- Disease control and health promotion;
- Overview of licensing requirements;

- Information on risks of infection to female employees of childbearing age;
- TNELDS – Before You Begin

During New Staff Orientation training, staff are provided handouts and information, receive virtual training and in-person training as well as provided 2 days of shadowing.