

ECONOMIC SECURITY CORPORATION HEAD START (PRENATAL-5)

STANDARDS OF CONDUCT & ORIENTATION POLICY

Policy Number: AD1514	Revised 3.14.17	Policy Council Review Date: 3.28.17 Effective Date: 8.1.17
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PERFORMANCE OBJECTIVE: The program must ensure that all staff, consultant/contractors, and regular volunteers receive orientation training and instruction on program policies and Head Start regulations regarding standards of conduct, confidentiality, child abuse/neglect, safe-sleep, and active supervision ((CFR 1302.90 (c))).

The following items must be completed with staff, regular parent and community volunteers, and program consultants/contractors in order to meet requirements of the Head Start Program Performance Standards in relation to Standards of Conduct and volunteer participation:

STAFF	PARENTS	COMMUNITY VOLUNTEERS	CONSULTANTS/ CONTRACTORS
Prior to having direct contact with a participant:	Once 60 hours of volunteer time has been completed the following will be conducted:	Once 60 hours of volunteer time has been completed the following will be conducted:	Prior to having direct contact with a participant:
Fingerprint screening and background checks through HR Department.	Background screening through Missouri Case.net and National Sex Offender Registry **Only available to obtain on persons over age 18 years	Background Screening through Missouri Case.net and National Sex Offender Registry **Only available to obtain on persons over age 18 years	Fingerprint screening and background checks through HR Department.
Completed Physical & TB Risk Assessment	Complete TB Risk Assessment	Complete TB Risk Assessment	Complete TB Risk Assessment
Training within 90 days on: *Confidentiality Requirements *Child Abuse/Neglect & Reporting *Safe-sleep & SIDS *Active Supervision	Review of Parent Calendar Handbook Volunteer Orientation section which contains: *Confidentiality Requirements *Child Abuse/Neglect Information *Safe-Sleep Information *Active Supervision Requirements	Review of Parent Calendar Handbook Volunteer Orientation section which contains: *Confidentiality Requirements *Child Abuse/Neglect Information *Safe-Sleep Information *Active Supervision Requirements	Review of Parent Calendar Handbook Volunteer Orientation section which contains: *Confidentiality Requirements *Child Abuse/Neglect Information *Safe-Sleep Information *Active Supervision Requirements
Sign Off on Standards of Conduct for Staff, Volunteers, and Consultants form	Sign Off on Standards of Conduct for Parents form	Sign Off on Standards of Conduct for Staff, Volunteers, and Consultants form	Sign Off on Standards of Conduct for Staff, Volunteers, and Consultants form
Annually reviewed with staff and new form signed	Annually reviewed with parents and new form signed	Annually reviewed with volunteer and new form signed	Annually reviewed with consultant/contractor and new form signed