

Mercer County Head Start Policies and Procedures

P/P Topic:	Staff Training Requirements	P/P #:	035
Part:	1304	PC Approval Date:	10/23/2008
Subpart:	Program Design and Management	Last Reviewed Date:	10/23/2008
Section Title(s):	Human Resource Management	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1304.52(k)(1)-(3)	Monitoring Responsibility:	File Check, Management Team

(A) Policy	All staff will be required to acquire and maintain the following (but not limited to) trainings or knowledge as developed for the agency.
(B) Responsibility	All Staff
(C) Procedure	<p>All employees of MCHS/CPSPS</p> <ul style="list-style-type: none"> ▪ Agency Orientation Program and Annual Preservice Training ▪ Blood borne Pathogen and Universal Precautions ▪ Identify methods for identifying and reporting child abuse and neglect that comply with State and Local laws. ▪ Transition to and from Head Start program. ▪ In addition, the following positions require training as detailed below: <ul style="list-style-type: none"> • Secretarial Staff <ul style="list-style-type: none"> ▪ Child Abuse and Neglect Recognition and Prevention • Cafeteria Staff <ul style="list-style-type: none"> ▪ First Aid • Family Advocate <ul style="list-style-type: none"> ▪ First Aid ▪ Communicable Disease ▪ Child Abuse and Neglect Recognition and Prevention • Teacher, Teaching Assistant, Daycare Provider and Aide, Home Base Visitor and Transportation Staff <ul style="list-style-type: none"> ▪ CPR for adult/child ▪ First Aid ▪ Communicable Disease ▪ Child Abuse and Neglect Recognition and Prevention • Ancillary Services (Speech Therapist...etc.) <ul style="list-style-type: none"> ▪ Child Abuse and Neglect Recognition and Prevention

