

STAFF ORIENTATION CHECK-OFF

Name: _____ Position: _____

Place a check mark in the space, as each item is covered.

- | | |
|---|--|
| <input type="checkbox"/> the location of the telephone and emergency numbers | <input type="checkbox"/> handwashing procedures |
| <input type="checkbox"/> the location of each child's emergency form | <input type="checkbox"/> the center's discipline policy |
| <input type="checkbox"/> the center's emergency evacuation procedures | <input type="checkbox"/> the requirements and procedures for reporting suspected child abuse and neglect |
| <input type="checkbox"/> which staff members have first aid and CPR training | <input type="checkbox"/> the signs and symptoms of abuse and neglect |
| <input type="checkbox"/> which staff member(s) is (are) in charge of the center when the director is absent | <input type="checkbox"/> the content of the most current edition of the child care center regulations |

I received an orientation and was informed in writing about the above items on _____
date

Signature of staff person receiving orientation

Handwashing is the single most important line of defense in preventing the transmission of disease-causing organisms.

When Should Hands Be Washed?

Adults:

- Adults shall wash hands upon arrival at Preschool.
- Immediately before handling food.
- After handling food.
- Before handling clean utensils or equipment.
- After using the toilet or assisting a child in using the toilet.
- After handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, pustulant discharge).
- After handling soiled items such as garbage, mops, cloths, and clothing.
- Whenever hands are visibly soiled.
- After removing disposable gloves.

Children:

- Children shall wash hands upon arrival at school.
- After each visit to the toilet.
- Immediately before eating meals or snacks.
- Before and after water activity.
- After playing on the playground.
- After handling animals or animal cages.
- Whenever hands are visibly soiled.

How to properly wash hands:

1. Always use warm, running water and a mild, preferably liquid soap;
2. Wet the hands and apply a small amount of liquid soap to the hands (dime to quarter size);
3. Rub the hands together vigorously with the soap and tempered water for 15 seconds;
4. Be sure to wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, and between fingers;
5. Rinse hands well for 10 seconds, leaving the water running;
6. Dry hands with a paper towel;
7. Turn off the faucet with the paper towel.

CHILD ABUSE AND NEGLECT

Know Your Responsibility

In Maryland the child abuse law requires that anyone who **SUSPECTS** a child is being mistreated report the matter to Protective Services or the Police. In cases of child neglect anyone may report the suspected neglect but professionals are required to do so. And, any person who in good faith makes a report of abuse or neglect is immune from any civil liability or criminal penalty.

The following information is provided so that you will be familiar with the physical and behavioral indicators of child abuse and neglect. Please note that the presence of any of these indicators does not necessarily mean a child is being abused or neglected. They may, however, lead you to suspect abuse or neglect and therefore to report it.

PHYSICAL ABUSE

Physical Indicators

Bruises: on any infant; facial bruises; in unusual patterns; clustered in one area of the body; in various stages of healing; both eyes "blackened" with no injury to the nose.

Burns: caused by immersion in hot liquid; cigarette burns usually on palms of hands (leaving "crater" shaped burns); caused by hot implement such as electric iron or curling iron (leaving burn marks in the shape of implement).

Welts, cuts, abrasions and fractures may also indicate abuse. Since these injuries may occur through normal childhood experiences they should only cause concern when coupled with some other physical or behavioral indicator. You should also be concerned if the injury does not seem likely, given the child's age and physical development.

Behavioral Indicators

Child: overly compliant, or shy, or aggressive behavior; avoids parents; inhibited crying hyperactive; avoids physical contact; low frustration tolerance; distrustful.

Parent: holds unrealistic expectations for the child's physical or emotional development; "immature"; dependent; belligerent; aggressive; low sense of self-esteem.

NEGLECT

Physical Indicators

Child: Extremely dirty and unkempt; clothes inadequate for the weather; medical problems left untreated; inadequately supervised; undernourished.

Behavioral Indicators

Child: Withdrawn; shy; passive; always tired; developmentally slow.

Parent: Apathetic; shows little concern for the child; angers when questioned about child's care; impulsive in decision making; inconsistent disciplinary practices.

SEXUAL ABUSE

Physical Indicators

Child: Difficulty in sitting or walking; repeated symptoms of medical problems with the genitals, or digestive system; venereal disease; pregnancy.

Behavioral Indicators

Child: Unusual sexual behavior or knowledge; nightmares; poor peer relationships; few social skills; extremely isolated; repeated "runaways".

Parent: Extremely overprotective; overly interested in child's social and sexual life; sees child as highly sexualized.