

# **Eastford Readiness Council**

## **Staff & Volunteer Orientation Policy**

All staff, substitute teachers, volunteers and other adults working or assisting in the Eastford Readiness Program are given a preliminary orientation to the fundamentals of the program on or prior to their first time in the classroom. The orientation will include health, safety and emergency procedures, management techniques, child abuse and neglect report procedures and any regulatory requirements. These items are compiled in the Orientation Manual that is located in the classroom. The items of primary importance are marked with a red tab\* and should be read first. The items marked with a red tab\* should be read prior to working in the classroom.

During any subsequent visits to the classroom we ask the substitutes and regular volunteers to read additional portions of the Readiness Program Orientation Manual to become increasingly familiar with the program's operations. A sign off sheet will be provided to record the orientation process. Regular staff members and volunteers should make every effort to complete the orientation process within the first month of serving in the program.

All volunteers and visitors are to be accompanied by or work under the direct supervision of a qualified staff member at all times.

\*Or some other indicator, identifying the importance.