

Staff training checklist

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Use one checklist for each staff member. Check each item when it's done and add the date and the trainer's initials. Keep this checklist and any certificates in the staff file. New staff finish [child protection, emergency procedures and pickup procedures] before working with children.

Staff member

Name _____

Position _____

Start date _____

Trainer or supervisor _____

Orientation

- ☐ Mission, program schedule and daily routines
- ☐ Tour of the site, including exits, meeting spots and first aid kits
- ☐ Staff handbook received and signed
- ☐ Job description reviewed
- ☐ Dress code, phone use and social media rules
- ☐ Who to ask for help and how to call in sick

Date and trainer's initials _____

Child protection

- ☐ Child protection policy, including no one-on-one time out of sight of other adults
- ☐ Appropriate touch, language and boundaries, including phones and social media
- ☐ Signs of abuse and neglect
- ☐ Supervision: headcounts, transitions, bathrooms and field trips

Background check cleared (date) _____

Date and trainer's initials _____

Mandated reporting

- ☐ Who must report suspected abuse or neglect under our state's rules
- ☐ What to do when a child tells you something (listen, don't promise secrecy and don't investigate)
- ☐ How, where and how fast to report: [state hotline or website]
- ☐ Our internal steps: [who to tell and what to write down]

Date and trainer's initials _____

Emergency procedures

- ☐ Fire and evacuation routes, meeting spots and drills
- ☐ Severe weather and shelter areas
- ☐ Lockdown and shelter in place
- ☐ Missing child steps
- ☐ Medical emergencies and when to call 911

- ☐ Reunification site and how children are released

Date and trainer's initials _____

Medication

- ☐ Medication policy and where medicine is stored
- ☐ Giving and recording medicine, with the five checks: right child, medicine, dose, time and way
- ☐ Epinephrine auto-injectors and inhalers
- ☐ Allergy roster and food safety

Date and trainer's initials _____

First aid and CPR

- ☐ First aid kit and AED locations
- ☐ Gloves and cleaning up blood and body fluids
- ☐ Incident and accident reports

First aid certified (date and expiration) _____

CPR certified (date and expiration) _____

Date and trainer's initials _____

Behavior guidance

- ☐ Code of conduct and the steps when rules are broken
- ☐ Positive guidance: clear expectations, praise and redirection
- ☐ Helping an upset child calm down
- ☐ Never allowed: physical punishment, shaming, threats or withholding food
- ☐ When to call the director

Date and trainer's initials _____

Pickup procedures

- ☐ Sign-in and sign-out sheet
- ☐ Authorized pickup lists and checking photo ID
- ☐ Court orders and adults who may not pick up
- ☐ Late pickup steps
- ☐ What to do if an adult seems impaired or unsafe to drive

Date and trainer's initials _____

Confidentiality

- ☐ Keeping children's health and family information private
- ☐ No photos or details of children on personal social media
- ☐ The photo release list and which children can't be photographed
- ☐ Where records are kept and who can see them

Date and trainer's initials _____

Other training for your program

Swimming and water safety (if offered) and date

Driving and transportation (if staff drive) and date

Other topic and date

Other topic and date

Sign-off

I've completed the training checked above, and I'll follow these policies.

Staff printed name

Staff signature and date

Supervisor signature and date

Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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