



STAFF RECORDS CHECKLIST

Use this checklist to ensure you have everything you need in each of your CNC staff files.

For each staff member or volunteer who works directly with the children, the SPO must have on file:

	Health Proof of immunization and tuberculosis status based on local public health requirements.
	Background Check Criminal Records Check for those working with the vulnerable sector that is not more than five years old, and a Child Abuse Registry Check (where available), as well as a yearly declaration that there has been no changes to status.
	Orientation Record stating that CNC staff and those responsible for the CNC program have received applicable orientations
	Education and Experience Proof of education and experience required for level of duty (SDR/CNC Staff Level 1/ CNC 2)
	Behaviour Guidance and Abuse Reporting Signature of the CNC Staff indicating that they have received and reviewed a copy of the Behaviour Guidance Policy and Abuse Reporting Policy, and has read and understood them. The document must also include the signature of the person conducting the review, and must be updated annually.
	Professional Development A record of staff professional development hours.
	First Aid Proof of first aid training, including anaphylaxis response and CPR for all paid CNC Staff.

Name of CNC Staff member/volunteer: _____

