

Shaken Baby Syndrome Training Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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- I. Policy: In compliance with the State of WI and any governing bodies associated with St. Joseph Academy, all Early Childhood Education Center (ECEC) employees must be trained on the subject of Shaken Baby Syndrome. It is our policy that all ECEC staff members working with or around children in the Early Childhood Education Department successfully complete Shaken Baby Syndrome Training.
- II. Procedures:
 - A. The ECEC Director and/or ECEC Asst. Director will administer a Shaken Baby Syndrome Training within the first week of employment for all new ECEC staff members.
 - B. Successful completion of the Shaken Baby Syndrome Training is mandatory and considered a contingency for continued employment at St. Joseph Academy.
 - C. Failure to successfully complete Shaken Baby Syndrome Training within two weeks of employment may result in termination of employment.
 - D. Refresher training on Shaken Baby Syndrome will be administered as needed in compliance with the State of WI and/or any governing bodies associated with St. Joseph Academy.
 - E. Any updates and changes to the requirements of the successful completion of Shaken Baby Syndrome will be communicated to the employee from the ECEC Director and/or ECEC Asst. Director as soon as possible.

Approved by: _____

President/CEO

Date

2/9/2021