COMPLIANCE MANUAL

1. Send out offer of employment
   1. **Offer of employment template:** Records- Staff- Contract/ Job des. Off. employ- Offer of Employment – Admin/ teacher
   2. **Send list of blank forms:** Records- Staff- Staff Recruitment & Induction- Blank forms
   3. **Use the email template** in Blank forms folder
   4. **Employment manual:** Records- Staff- Employment Manual
   5. **Staff handbook:** Records- Staff- STAFF.hbook.teeach.admin
   6. **Reference requests:** Records- Staff- Staff Recruitment & Induction- Recruitment docs- References
2. Obtain all pre-employment checks documents & offer of employment. Ensure references are requested and obtained
3. Issue contract
   1. **Contract template:** Records- Staff- Contract/ Job des. Off. employ- Offer- Contracts – Templates – Contract proforma docs- Blank contracts
4. OFSTED policy:

These policies are saved according to the year. Location: Records- OFSTED- OFSTED 15.16

When add the tutor in 16/17: Add the Name initials & Make Current Tutor: Yes

& de registration