

Step by Step can provide copies of the following Policies and procedures by contacting the Preston office on 01772 713819 or requesting via email at: admin@stepbystepeducation.co.uk

1 [Recruitment Selection and Vetting](#)

- Recruitment, Selection and vetting policy
- Diversity Policy
- Equal Opportunities Policy
- Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information, Data Protection
- Safeguarding Policy

2 [Recruitment and Interview](#)

- Recruitment and Interview Policy
- Advertising Policy

3 [Terms of Engagement](#)

- Terms of Engagement Policy

4 [Referencing](#)

- Referencing Policy

5 [Recruitment, Selection and Vetting for Overseas Teachers](#)

- Recruitment, Selection and Vetting for Overseas Teachers Policy

6 [Feedback](#)

- Feedback Policy

7 [Monitoring Performance](#)

- Monitoring of teachers performance Policy

8 [Management of Misconduct](#)

- Management of Misconduct Policy

9 [Continuing Professional Development](#)

- CPD Policy

10 [Resources](#)

- Resources Policy

11 [Information about Assignment](#)

- Policy of Relevant Information about Assignment

12 [Recording CPD Policy](#)

- Policy on recording CPD

13 [Maintaining Knowledge in Education](#)

- Policy on Maintaining Knowledge in Education

14 [NTQ's AND OTT](#)

- Policy on Newly Qualified Teachers

15 [Provision of Information to Client](#)

- Policy on the Provision of Information to the Client

16 [Communicating to Client](#)

- Policy on Communicating Recruitment to Schools

17 [Fees and Charges](#)

- Policy on Fees and Charges

18 [Complaints](#)

- Complaints policy and procedure