**Creating and maintaining staff files:**

1. **Creating Staff Files:**

a. Obtain necessary personal information and documentation from each staff member, including their full name, contact information, CV, qualifications, work experience, and references.

b. Create an electronic and/or physical file for each staff member.

c. Include the necessary documentation and information in the appropriate sections of the staff member’s file.

1. **Maintaining Staff Files:**

a. Ensure that all information and documentation in each staff member’s file is up-to-date and accurate.

b. Regularly update each staff member’s file with new qualifications, work experience, and references as necessary.

c. Maintain confidentiality and security of all staff files.

d. Keep staff files in a secure location with limited access to authorized personnel only.

e. Develop a system for archiving and disposing of staff files in accordance with local laws and regulations.

1. **Using Staff Files:**

a. Ensure that all relevant staff members have access to their own file, and that they are aware of the information and documentation contained within it.

b. Use staff files to make informed decisions about staff assignments, promotions, and compensation.

c. Use staff files to document any disciplinary actions, complaints, or grievances against staff members.

d. Use staff files to demonstrate compliance with local laws and regulations, as necessary.

1. **Reviewing Staff Files:**

a. Regularly review all staff files to ensure that they are complete, accurate, and up-to-date.

b. Use staff file reviews as an opportunity to identify areas for staff development and training.

c. Conduct periodic audits of staff files to ensure that they are in compliance with local laws and regulations.

**Note:** This template is intended as a guide and should be customized to meet the specific needs of each TEFL school.