



Freelancer Policy

Last approved: June 24
Approved by: Quality Committee
Next review due: June 26

Policy Statement

This policy has been developed to provide a framework for engaging self-employed workers (hereafter referred to as 'freelancers'). It seeks to ensure managers are aware of the differences in approach when appointing employees and freelancers, and understand the process to be followed when engaging a freelancer for their services. Every effort will be made to ensure each policy is reviewed and reissued in response to future changes in the law. In the event that legal requirements supersede the content of this policy, legal requirements will be followed. This policy does not form part of the contract of employment and may be deviated from, amended or replaced in future from time to time at the Company's discretion.

Contents

1. Defining a Freelancer
2. Recruiting Freelancers
3. Onboarding
4. Exceptions

1. Defining a Freelancer

1.1 A 'Freelancer' is a person who is engaged by BN1 Arts as a self-employed worker and agrees to work under a contract for service.

1.2 BN1 Arts must comply with employment and tax laws when engaging all workers, including freelancers. The rules to determine a worker's status are complex. As a general guide, a person is likely to be self-employed (a freelancer) if the following are true:

- They are in business for themselves, are responsible for the success or failure of their business and can make a loss or a profit.
- They can decide what work they do and when, where, or how to do it.
- They can hire someone else to do the work.
- They are responsible for fixing any unsatisfactory work in their own time.
- Their client agrees to a fixed price for their work - it does not depend on how long the job takes to finish.
- They use their own money to buy business assets, cover running costs, and provide tools and equipment for their work.
- They can work for more than one client and are responsible for their own tax and NIC on a self-employed basis (i.e., complete a Self-Assessment Tax Return).

1.3 A worker must meet self-employment criteria to be engaged as a freelancer. Please contact the People team if you have any doubts about an individual's status.

2. Recruiting Freelancers

2.1 The College Principal is ultimately accountable for ensuring there is sufficient staffing to deliver their services in line with their allocated budget. It is recognised that responsibilities for staffing may be delegated as appropriate. All staff involved in the engagement of Freelancers should be familiar with the provisions of this policy.

2.2 Freelancers may be sourced by a number of formal or informal routes including, but not exclusively: advertisements, publications, professional networks, recommendations, and speculative enquiries.

2.3 BN1 Arts seeks to appoint suitable freelancers with relevant knowledge, skill, and experience in their respective fields. Although not directly transferable, the key principles of the Staff Recruitment Policy apply, specifically:

- There should be an opportunity to assess suitability for the role. In the case of Freelancer Lecturers, this will include a micro-teach.

Safer recruitment processes, including:

- Reinforcement of BN1 Arts commitment to safeguarding during the recruitment processes to deter unsuitable candidates.
- Scrutinising gaps in their CV.
- Assessing attitudes towards safeguarding during the recruitment process.

- Conducting full onboarding processes as outlined in section
- Recruitment process should be inclusive and anti-discriminatory. Where possible, positive action should be taken to actively engage staff with characteristics that are under-represented in BN1 Arts and/or the relevant college/department.

3.Onboarding

3.1 Upon confirmation of the Freelancer Engagement, the Senior Leadership team will commence onboarding processes, including

- Creating an Arbor profile and google account
- Verification of ID documents
- Confirmation of Right to Work in the UK.
- Conducting a DBS and Child Barred List check.
- Signing to confirm receipt of KCSIE Part One and Annex A.
- Self-declaration of any unspent convictions or non-filtered cautions or convictions.

3.2 When all onboarding processes are complete, the Senior Leadership team will confirm that a start date can be agreed. In no circumstances should a freelancer begin work unless and until the required checks have been completed.

4.Exceptions

4.1 There are occasions where freelancers are required for a one-off activity or complete very short-term/ad-hoc work, e.g., guest lecturers. Where this is the case, we recognise that full freelancer engagement processes are not viable. In these instances, the following apply:

4.1.1 The commissioning manager must:

- Verify the individual's ID;
- Confirm that they have received, read, and understood BN1 Arts Visitor's Notice.
- The individual must be accompanied by a member of staff who has a DBS check at all times.