



## **Musical Connections Contractor Recruitment Policy**

Musical Connections empowers vulnerable and socially isolated people to lead happier, healthier lives through participating in music. As a small charity, we use freelance musicians and artists to deliver our weekly music groups and choirs. It is crucial that we employ only those people who can offer the necessary skills to ensure that our service is delivered to the highest possible standard and with due regard to the fact that our beneficiaries are vulnerable adults.

In order to ensure that potentially vulnerable people are safeguarded the following actions will be in place to ensure that individuals who are contracted to work on our project understand what is expected of them and the responsibilities they will take on.

- Potential contractors will be interviewed by the Project Director and a trustee
- A full CV and 2 referees will be required
- The potential contractor must provide all necessary documentation for a DBS check to be run as soon as possible
- If the contractor is likely to undertake transport of participants to and from sessions a check will be made of their driving licence and insurance documents. Copies will be taken at this time and held on file
- Training and information will be provided for successful contractors. This will cover a variety of issues relating to working with vulnerable adults, and also children taking part in our intergenerational work, taking into account the role they are undertaking.
- Expenses will be paid on a case by case basis, after consultation with the trustees
- Contractors handling cash must do so by adhering to the Musical Connections financial procedures as explained by the Project Director or Treasurer
- The contractor will remain under the supervision of the Project Director. Depending on how long they are contracted to work with us, they will receive a review after 6 months, and then yearly after that.

### **Summary of Contractor Recruitment Process**

1. The potential contractor registers interest in joining our pool of musicians/artists
2. An optional informal meeting is offered with the Project Director
3. Request for CV and 2 referees, 1 professional, 1 personal
4. If worth following up, an interview will take place with the project director and a trustee, after following up referees

5. If successful, one month's paid trial will be offered after successful DBS check and induction – this will involve providing them with copies of all of our policies and our Code of Conduct
6. After one month trial, the contractor will be assessed and offered a contract or not