

# Freelancer and Volunteer Policy

## Purpose

This document outlines Move Free CIC's expectations for Freelance Instructors and Volunteers when engaged in activities organised by Move Free CIC.

## Freelancers

### Expectations

1. Before starting any work with Move Free CIC, we expect freelancers to:
  - a. Have in place public liability insurance with a minimum cover of £1 million
  - b. Have an Enhanced DBS check less than 3 years old
    - i. If necessary we will provide a DBS check. You will not be eligible for reimbursement of this cost.
2. Before you start any work with Move Free CIC, we will:
  - a. Give you a copy of our relevant policies
  - b. Agree any payments due to you per class
3. During any work carried out for Move Free CIC, we expect freelancers to:
  - a. Agree with the aims and ethos of Move Free CIC
  - b. Comply with existing policies and procedures
  - c. Undertake work at the agreed times
  - d. Inform Chris Colville if unable to attend
  - e. Raise any issues of concern with one of the directors
4. During any work carried out for Move Free CIC, we will:
  - a. We always agree fees and payment in advance
  - b. Support you in the delivery of the sessions
  - c. Consult you on decisions that affect you

## Payments

1. Move Free CIC prioritises paying freelancers as quickly as possible, and definitely within 30 days of receipt of invoice.
2. We do not require freelancers to fill out supplier forms but will make payments provided an invoice, with the following information, is received at least seven days before payment is due:
  - Contact details including email and phone number
  - Date, nature of work undertaken and agreed fee
  - Bank or building society account details, to enable electronic payments
3. We request that invoices are sent to us on a regular basis, monthly or termly. This will be agreed with you in advance.

Created by	Approved by	Issue No	Date Approved	Date to review	Page
Hannah Gleed	Erin Blyth	1	August 2023	August 2025	1 of 2

## Volunteers

### Expectations

1. Before starting any work with Move Free CIC, we expect volunteer to:
  - a. Have an Enhanced DBS check less than 3 years old
    - i. If necessary we will provide a DBS check. You will be eligible for reimbursement of this cost
2. Before you start any work with Move Free CIC, we will:
  - a. Give you a copy of our relevant policies
  - b. Put adequate insurance in place
3. During any work carried out for Move Free CIC, we expect volunteers to:
  - a. Agree with the aims and ethos of Move Free CIC
  - b. Comply with existing policies and procedures
  - c. Undertake work at the agreed times
  - d. Inform Chris Colville if unable to attend
  - e. Raise any issues of concern with one of the directors
4. During any work carried out for Move Free CIC, we will:
  - a. Support you in the delivery of the sessions
  - b. Consult you on decisions that affect you

### Expenses

1. Out of pocket expenses will be reimbursed, however this will only be the case if:
  - a. A tax receipt is provided
  - b. The expense has been pre-approved by a director

Created by	Approved by	Issue No	Date Approved	Date to review	Page
Hannah Gleed	Erin Blyth	1	August 2023	August 2025	2 of 2