Balogun Bassey
Community Interest Company

Balogun Bassey CIC - Recruitment Policy

1. Policy Statement

Balogun Bassey CIC is committed to a fair, transparent, and inclusive recruitment process for all contractors engaged in delivering our services. As a community organisation working with children, families, and vulnerable adults, we prioritise safety, competence, and alignment with our values in all our recruitment decisions.

2. Scope

This policy applies to the recruitment and engagement of all **contractors**, **freelancers**, **agency staff**, and **self-employed individuals** who provide services on behalf of Balogun Bassey CIC. This includes roles such as:

- Workshop facilitators
- Youth workers
- Trainers and educators
- Support workers
- Creative or project-based contractors

This policy does not cover the recruitment of permanent employees or volunteers, which are subject to separate internal procedures.

3. Recruitment Objectives

We aim to:

- Ensure equal access to opportunities for all potential contractors.
- Select individuals based on merit, suitability, and safeguarding considerations.
- Engage individuals who support our mission and meet the needs of our service users.
- Meet all legal and regulatory obligations in our hiring processes.

4. Methods of Recruitment

Balogun Bassey CIC primarily recruits contractors through the following methods:

- **Referrals and word-of-mouth** within trusted networks.
- **Direct contact** from interested contractors via email or enquiry.
- **Partnerships with trusted agencies** or professional platforms.
- **Targeted recruitment** via community groups, websites, or professional forums (when needed).

We maintain flexibility in sourcing contractors based on project needs, timelines, and community priorities.

5. Contractor Selection Process

All contractors are subject to a selection process which may include:

1. **Initial enquiry or application** – via email, online form, or phone.
2. **Informal interview or discussion** – to assess suitability, experience, and alignment with our values.
3. **Reference checks** – typically from two recent and relevant referees.
4. **Verification of qualifications** – especially for roles involving children or specialist skills.
5. **Right to work in the UK** – documentation must be provided.
6. **Safeguarding and DBS checks** – Enhanced DBS required for anyone working directly with children or vulnerable adults.

6. Safeguarding & DBS Requirements

As part of our safeguarding commitment:

- Contractors working with children or vulnerable groups must hold a current **Enhanced DBS certificate**.
- Where necessary, Balogun Bassey CIC may carry out its own DBS check or request a copy of a recent certificate.
- Contractors must complete **safeguarding training** (or provide proof of recent completion).

7. Equal Opportunities

We are committed to equality, diversity, and inclusion. We welcome applications from all backgrounds and do not discriminate based on race, ethnicity, gender, religion, disability, age, sexual orientation, or any other protected characteristic.

Reasonable adjustments will be made for applicants with disabilities during the recruitment process, where requested.

8. Contractor Agreements

All successful contractors will receive a **Contractor Agreement or Service Level Agreement (SLA)** outlining:

- Scope of work and responsibilities
- Duration and schedule
- Fees or payment terms
- Data protection and confidentiality clauses
- Safeguarding obligations
- Termination terms

Contractors are expected to comply with all Balogun Bassey CIC policies, including safeguarding, health and safety, and data protection.

9. Record Keeping

We maintain records of:

- Contractor agreements
- DBS checks

- Qualifications and references
- Contact details
- Right to work evidence

All records are stored securely and in compliance with our Data Protection Policy and UK GDPR.

10. Policy Review and Approval

This policy has been approved by the Board of Directors and undergoes an annual review.

Last Review Date: 1 March 2026

Signed by:

Samiat Balogun
Director

Amy Meite
Director