



Glan-Ilyn



Gwasanaeth
Awyr Agored

URDD GOBAITH CYMRU

Terms and Conditions – Freelance Staff

GWASANAETH AWYR AGORED YR URDD

Name:

Address:

Contact number or email:

WORKING ON BEHALF OF : **Gwasanaeth Awyr Agored (GAA) yr Urdd, Glan-Ilyn**

1. AGREEMENT DETAILS

This document is relevant to any freelance work you agree to undertake on behalf of the Gwasanaeth Awyr Agored (GAA) yr Urdd. These conditions are relevant for when you undertake activities in a leader or assistant role, which will include responsibility for the quality of the activity and the welfare and safety of the participant/s.

This document is not a formal work contract and does not provide any employment rights to you (apart from those which you have a right to.) By signing this document it does not commit you to work for the Urdd, nor does it mean that the Urdd have to offer work to you.

Every period of work offered is treated as separate work periods. If you are offered more than one period of work this does not mean you have the right to treat it as permanent or continuous work.

2. PAY

You must send an invoice to Urdd Gobaith Cymru once a work period is completed. You will only be paid for the period worked. As a self employed freelancer, you are responsible for declaring your income to the HMRC. The Urdd have the right to take back any sum of money that it is owed.

You must always discuss pay before agreeing to any work. The pay rate is dependant on experience, qualifications, responsibilities and activity. See guidelines below:

- Day of work as a leader / responsible for a session / group **£150**
- Day of work as a leader / assisting a session where there is not full responsibility: **£125**
- Overnight allowance if responsible for a group: **£45**
- Session depending on qualifications: **£10-15 the hour** depending on activity

You do not have the right to claim any extra expenses such as food or petrol without prior agreement

Invoices for any GAA work should be sent to sionlloyd@urdd.org or emmarichards@urdd.org



3. **WORKING HOURS**

If the GAA offers any work to you, we will endeavour to contact at least a week before the activity date. You do not have to commit to any work offered, but you should let us know if you cannot accept the work as soon as possible.

The Urdd has the right to terminate any work offered at any time, without providing an explanation. We will always try to honour any work offered, so type of activity and location may change at short notice. Hours of work will be shared with you, and can vary depending on activity and at the discretion of the GAA.

Because of the nature of the role, there is no right to a formal rest within the period of work. However, there will be times during the working day where a rest will be possible and to be taken.

Dependent on qualifications and experience, you may be asked to work without a member of GAA staff present. You should follow all relevant guidelines and discuss any responsibilities before agreeing to any work. If you are lone working, you will have a member of the GAA staff 'on call' should you need any support or guidance. (Please see the GAA emergency procedures).

4. **HOLIDAY**

You have no right to any holiday entitlement

5. **SICKNESS**

If you are offered and accepted any work, but cannot complete due to sickness, you should let us know as soon as possible. You will not have the right to be paid for any work missed due to sickness

6. **SHORT NOTICE**

We have the right to terminate any work without notice for any negligent act that endangers the safety of the participants or staff, or an act that damages the company's reputation.

7. **OTHER**

- Your duties of work will match the requirements of the GAA. The content will be agreed and confirmed by the GAA officers.
- You are responsible for the safe provision of group activity sessions, including but not limited to group management, learning content and where necessary, transporting the group to and from locations using the organisations vehicle or vehicles hired by the organisation.
- You will provide a service to the best of your ability and skills, within your qualifications, in a professional manner.



- You will be responsible for providing, checking and maintaining your own personal equipment / clothes (PPE) including any first aid equipment.
- You will hold an up-to-date 16 hour first aid qualification and provide a copy of your certificate every 3 years.
- You do not have the right to spend or incur any costs on behalf of the GAA, without prior permission.

8. **DISCLOSING AND BARRING SERVICE (DBS)**

Any period of work agreed with a freelancer is dependant on receiving a satisfactory DBS check by the Urdd. We have the right to terminate any agreement if there is any issues with the DBS check.

9. **INSURANCE**

Any freelance staff working for the GAA are covered during their period of work under Urdd Gobaith Cymru's public liability Insurance under the condition that they do not earn more than 15k annually when working for the Urdd.

All equipment that is taken offsite is covered by the Urdd's insurance provided it is locked and out of sight when not in use. The equipment is insured under the policy's 'general equipment'.

If you are driving your personal Vehicle during the period of work, it is your responsibility to ensure you have suitable insurance cover.

10. **HEALTH AND SAFETY**

All health and safety guidelines set by the GAA must be followed. You are not entitled to change or modify any guidelines relating to the work you provide. You have a duty to keep your qualifications, certificates and membership of appropriate governing bodies up to date.

You must present evidence of the following:

- Certificates of relevant qualifications
- Relevant governing body membership number
- Drivers license with relevant rights (if driving Urdd Vehicles is part of the work)
- DBS check



You must show you have read and understood the guidelines above: (✓)

Current GAA / Glan-Ilyn risk assessment and guidelines	
GAA Emergency procedures	

If you accept the terms and conditions of this agreement, please sign below:

Signed: Date:

Signed: Date:
(on behalf of the Urdd)

Once both parties have signed, a copy will be sent to you for your records