

## Sessional Staff Policy

Rochdale Connections Trust facilitate delivery of many programmes and projects for children, young people, families and adults. We operate in accordance with the guidelines laid out in this policy document to ensure all participants are safe, supported and the sessions are inclusive. There are general ground rules that are relevant to the delivery of all group work sessions and enhanced guidelines that relate to the delivery of Domestic Violence and Abuse group work sessions, where there must always be 2 facilitators.

### DEFINITION OF A SESSIONAL WORKER

A sessional worker is defined as a person not employed under a contract of employment. He/she/they are paid for undertaking work or a service on the basis of an agreed range of hours to be worked. This has to be within a specified period, or on an ad hoc arrangement to meet varying need.

For the purposes of this document "Sessional Staff" are temporary staff employed for the duration of a project to deliver specific sessions for that project. The term 'Project Worker' refers to 'Sessional Staff'

Rochdale Connections Trust is committed to ensuring that:

1. Project Workers can expect the same quality of treatment as permanent staff.
2. Project Workers are provided with opportunities to undertake roles of real value.
3. Project Workers have a defined place in the structure of the organisation
4. Project Workers feel supported and valued in their role
5. The individual skills and abilities of each Project Worker is recognized

Rochdale Connections Trust seeks to recruit Project Workers from a diverse range of backgrounds that reflect the make-up of the local community. All applicants for Project Worker roles will be dealt with in a fair and equitable manner in accordance with Rochdale Connections Trust Equal Opportunities Policy. A copy of this policy is available. Rochdale Connections Trust will design clear role descriptions for all Project Worker opportunities.

### SESSIONAL STAFF

All potential new Sessional Staff, including any existing volunteers, will be required to;

1. Complete a short enrollment form. Help can be provided to complete the form if this is needed. Each applicant will be invited for an interview conducted by the relevant Service Manager, HR Representative and a member of the Senior Management Team
2. Once Sessional Staff members have completed a project to the standards required, they are included on the 'Sessional Staff and Volunteers List' which is held by the HR Department. Those who appear on the list can volunteer on any future projects, without further interviews being necessary.
3. Existing Sessional Staff will be re-employed in their previous position to support the Service Users need for continuity.

4. Any sessional staff members who are not successful in securing a paid role may still volunteer and will be kept on the "Sessional Staff and Volunteers List" to be considered for a paid role for future projects.

## **SUPERVISION**

1. Project Workers will be supervised by the Project Coordinator throughout the course of any project, with regular 1-2-1 reviews conducted by the HR Manager. When conflict arises between supervisor and supervisee which cannot be resolved, the supervisor should raise the matter of concern with the HR Manager. If the situation remains unresolved this should be referred to a member of the Senior Management Team.
2. The Project Coordinator will be supervised by The Chief Executive. When conflict arises between supervisor and supervisee which cannot be resolved, the supervisor should raise the matter of concern with a member of the Trustee Committee.

Any breach of this policy will be addressed by the Management Staff and reported to the Chair.

## **Confidentiality and data protection**

Participants, facilitators and possibly the administrative staff will inevitably get to know certain sensitive information about participants of the group. The facilitator needs to know the legal requirements relating to mandatory reporting and disclosure, and the obligations of staff/others if they become aware of ongoing Service User abuse.

Participants, the facilitator and administrative staff all need to be clear about their rights and obligations regarding sensitive data and confidentiality.

## **REVIEW SCHEDULE:**

The Volunteer and Sessional Staff Policy is formally reviewed on an annual basis.

**Date of last review:** August 2023

**Reviewed by:** Lizl Donnelly

**Job Role:** Business Support Manager

**Date of next Review:** August 2024