<TRUST ADDRESS>

<DATE>

**PRIVATE & CONFIDENTIAL**

**PLACEMENT HONORARY CONTRACT**

Dear,

**RE: T Level Industry Placement**

I am instructed by <TRUST> (the Trust) to offer you an Honorary Contract in respect of your T level industry placement from <COLLEGE NAME>, commencing on <START DATE> until <END DATE>.

The title and status of this Honorary Contract does not create an employment relationship between you and the Trust. As you are attending the Trust as a part of an educational course, the placement attracts no salary or any other payment including expenses whatsoever, from the Trust. <IF STUDENT WILL BE REMUNIRATED INSERT DETAILS HERE AND DELETE ABOVE CLAUSE>

You must always act in accordance with the Trust’s policies and procedures, copies of which are available on the <RELEVANT INTRANET SITE/POLICY LOCATION>. It is your responsibility to ensure you familiarise yourself with these and any other relevant <TRUST> Policies and Procedures.

Your Supervising Manager is <INSERT NAME>. In the event of sickness or unavoidable absence you must notify your Supervising Manager immediately. <INSERT CONTACT DETAILS>

You are required, when on duty to wear an identification badge at all times and any other personal protective equipment (PPE) as required and instructed. <INSERT ANY RELEVANT DRESS CODE OR UNIFORM REQUIREMENTS>

1. **SCOPE OF THE ROLE**

The scope of your role is set out in your T Level Industry Placement Agreement.
<[FURTHER INFORMATION AND EXAMPLE TEMPLATE CAN BE FOUND HERE](https://assets.publishing.service.gov.uk/media/5efcb34f3a6f4023c52b803b/IP_Development_Objective_Template_-_Health_and_Science_.pd)>

During the period of your placement and Honorary Contract, you are only permitted to undertake tasks outlined to you by your Supervising Manager.

The Placement Agreement and this Honorary Contract permits you to participate in patient care only whilst being supervised by your Supervising Manager or designated supervisor.

<HOURS OF ATTENDANCE AND PLACE OF ADDRESS>

<END OF PLACEMENT DETAILS AND REQUIREMENT TO RETURN ANY TRUST PROPERTY>

1. **DUTY OF CARE**

We expect you to undertake the typical activities, achieve the learning objectives and meet the responsibilities and standards set out in the Placement Agreement.

Whilst undertaking the typical activities set out in the Placement Agreement, you are normally covered by the relevant trust insurance.

1. **HEALTH AT WORK**

You are responsible for meeting the responsibilities and standards set out in the Placement Agreement. This includes being responsible for ensuring your own health and safety in the workplace and must avoid contact with blood, body fluids and sharps (needles, blades (such as scalpels) and other medical instruments that are necessary for carrying out healthcare work and could cause an injury by cutting or pricking the skin). It is important that you self-declare to the Trust, in confidence, any health condition that may prevent you from undertaking or completing the placement or pose risk to patients or colleagues.

Should you require any reasonable adjustments to undertake the duties outlined in the Placement Agreement, please inform your supervising manager who will contact your education provider to agree a way forward. This may involve seeking Occupational Health or HR advice.

1. **TERMINATION OF CONTRACT**

During the placement, any issues regarding poor behaviour will be addressed through the further education providers’ behaviour policy. The Trust expects you to meet the responsibilities and standards set out in the Placement Agreement. A failure to maintain such standards may lead to termination of your placement and this Honorary Contract with immediate effect.

Either party, or the provider, without prior notice, may terminate the placement and this Honorary Contract at any time where reasonable grounds exist.

Should you fail to follow Occupational Health instruction then the placement and your Honorary Contract shall be terminated.

1. **HEALTH AND SAFETY**

You are required to observe all Health and Safety policies and instructions on Trust premises. Your supervising manager will advise of any safety rules, pertaining to your specific work area. Furthermore, it is your responsibility to bring to the immediate attention of your supervising manager, any aspect of your work or the conditions in which you work, which you do not consider to provide the degree of safety rules pertaining to your specific work area. This includes any part of your work, which you consider may constitute a health or fire hazard.

You must report any accident or injury, however minor, arising out of or in the course of your activities in the Trust to the supervising manager and make appropriate records and statements as required.

<INSERT ANY RELEVANT TRUST STIPULATIONS HERE, FOR EXAMPLE DBS, HEALTH CHECKS, VACCINATION REQUIREMENTS OR PRIOR TRAINING>

1. **CONFIDENTIALITY**

During and after your industry placement you have an obligation not to disclose any information of a confidential nature concerning patients, employees or contractors unless legally required to do so. Any such disclosure, other than to members of NHS Staff immediately and properly concerned through your industry placement will give immediate reasonable cause to terminate the honorary contract. Therefore, when asked for information always seek advice if you are in any doubt whatsoever regarding disclosure.

The Data Protection Act 2018 regulates the use of all information relating to any living identifiable individual that the Trust may hold regardless of the media in which it is held. This information may be as basic as name and address. Unauthorised disclosure of any of this information may be deemed a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

You must not, whether during your industry placement with the Trust, or after the end of it, unless expressly authorised by the Chief Executive of the Trust, make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust. This includes any detail about the Trust's clients and employees, actual, potential or past and all details relating to information on any of the Trust's databases ensuring that printouts are treated carefully**.**

In accordance with the Trust’s privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data.  The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation.

The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks).

The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records.  The privacy notice sets out the Trust’s legal basis for processing your personal data.  Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust’s data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation.  You must comply with the Trust’s Information Governance polices at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation.   The Trust will consider a breach of its Confidentiality Policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal.  You should also be aware that you could be criminally liable if you disclose personal data outside the Trust’s policies and procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust’s Data Protection Officer or your supervising manager.

1. **ACCEPTANCE OF GIFTS**

You must refuse to accept any gift, favour or hospitality which might be interpreted as seeking to apply influence, or to obtain preferential treatment. You are also required to ensure that the interests of the patients remain top priority at all times, and to be impartial and honest at all times.

1. **LOSS/DAMAGE OF PERSONAL EFFECTS**

The Trust accepts no responsibility for damage to or loss of personal property on its premises by fire, theft or otherwise. You are required to insure yourself as far as you think appropriate against personal property risks.

1. **HEALTHCARE ASSOCIATED INFECTION**

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the ‘naked below the elbow’ approach, use of personal protective equipment and safe disposal of sharps.

Comprehensive guidance may be found in the following Trust policies and it is your responsibility to ensure you are aware of, understand and comply with the contents:

* Infection Prevention and Control Policy
* Norovirus Management Guidance
* Hand Hygiene Policy
* Dress code and uniform Policy
1. **SAFEGUARDING**

The Trust has in place a Safeguarding Policy (Children, Young People and Adults at Risk) in line with national legislation.

The Safeguarding Policy places a duty upon every member of staff who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should contact your supervising manager immediately or in their absence your Assistant Divisional Director <INSERT CONTACT DETAILS>. Out of hours contact should be made with the on-call manager through the switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through the switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

* Safeguarding Policy
* Managing Safeguarding Allegations against Staff in a Position of Trust Procedure
* Supervision Framework for Safeguarding Team
* Domestic Abuse Management Guidance
* Female Genital Mutilation (FGM) Guidance

 **ACCEPTANCE**

Please sign and return one copy of this Honorary Contract to <ADDRESS>, or by email to <EMAIL ADDRESS>. Please keep one copy for your records.

**Acceptance of the above Honorary Contract:**

I have read and agree to the above conditions.

Full name:

Signed:

Date:

**Signed on behalf of the Trust:**

Full name:

Position:

Signed:

Date: