

## WORK PLACEMENT STUDENT AGREEMENT

<b>Student name:</b>	
<b>Work Experience dates:</b>	
<b>Department:</b>	
<b>Educational Body:</b>	
<b>Placement Supervisor:</b>	

### 1. Criminal Convictions

You declare you have no criminal convictions as Kettering General Hospital (KGH) NHS Foundation Trust is unable support work experience placement for students with criminal convictions.

### 2. Confidentiality

During the course of your work experience placement, you will have access to information of a confidential nature including (but not exclusively) patient and staff information. This information must be treated as strictly confidential at all times. Disclosures of confidential information or disclosures of data of a personal nature can result in prosecution under the Data Protection Act or an action for civil damages under the same Act.

You must undertake information governance mandatory training and be aware of the obligations Information Governance Policy places on you. A breach of confidentiality will result in appropriate action, which may include termination of your work placement with immediate effect.

### 3. Health, Safety, Fire and Security

You are reminded when working on Trust premises, of your duty under the Health and Safety at Work Act to comply with the Trust's policy (D.1) and any departmental procedures or rules which may be brought to your attention. To take reasonable care to avoid injury to yourselves and others; to officially report all accidents and hazards; to use safety equipment provided for protection and to co-operate in meeting statutory requirements. Copies of the policy, any departmental procedures and/or rules are available for inspection with line managers at any reasonable time.

In the event of an accident occurring to a student in the course of their placement, the facts should be immediately reported to your placement supervisor who will decide on the arrangements for any necessary medical treatment. In the event of an accident, an accident report form must be completed by the injured party and any witnesses and be signed by the supervisor.

It should be noted that Trusts and individuals are not exempt from statutory enforcement procedures and will be subject to prosecution for failure to discharge their

duties under the Health & Safety Act 1974. Should appointees not comply with health, safety and hygiene regulations, appropriate action will be taken.

**a. Investigation of Untoward Incidents**

All students are expected to assist management fully in the investigation of incidents by supplying written statements and, where appropriate, acting as a witness.

**b. Fire Precautions**

It is your responsibility to make sure that you are aware of the procedure to be followed on discovering a fire or hearing a fire alarm. Students should complete Fire eLearning as part of their work placement

**c. Personal Indemnity**

The Trust has Public Liability Insurance which will cover you while you are on Trust premises, on Trust business or working for the benefit of the Trust against accidental injury.

**e. Identification Badges**

If you are issued with an identity badge, it should be worn visibly all the time you are on duty or on site. If you are issued with an identity badge, it must be returned should you leave the Trust. If you lose the badge at any time, this must be reported to your supervisor.

**g. Property Disclaimer**

The Trust cannot accept responsibility for money/property lost or damaged on Health Service premises and strongly recommends appointees to consider taking out insurance policies to cover themselves against such a loss. Whilst lockers may be provided, these are intended for the convenience of students and no responsibility can be accepted for money, jewellery or similar valuables stolen from these lockers. Appointees providing their own tools or equipment belonging to them should take out their own insurance policies against theft or fire.

**4. Standards of Business Conduct**

If you become aware that the Trust has entered into a contract or is proposing to enter into a contract in which you have a financial interest, whether direct or indirect, you should declare such an interest to the Trust.

**5. Grievance Procedures**

If you have a grievance during the course of your placement you should raise this with you work placement supervisor or the learning and development department

**6. Disciplinary Matters**

Wherever possible, any issues relating to conduct, competence and behaviour should be identified and resolved without recourse to formal procedures. However, should we consider that your conduct, behaviour or competence may be in breach of the standards expected by this Trust, this will be raised in association with your placement supervisor, the Trust reserves the right to terminate your work placement:

- where your behaviour or conduct, breaches and does not meet the standards expected by this Trust;
- for any other reason whatsoever as would be deemed reasonable and proportionate in the circumstances.

**7. Personal Property**

The Trust will not normally accept any responsibility in respect of theft, loss or damage to personal property. You are recommended to insure yourselves as far as you think proper against all such risks and to take advantage of any local facilities there may be for the safe keeping of property.

**8. Safeguarding Children & Vulnerable Adults**

KGH is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All work placement students are therefore expected to behave in such a way that supports this commitment.

You supervisor is responsible for safeguarding your interests and who you come into contact during your work. To fulfil these duties, you will be required to complete eLearning to recognise the signs and symptoms of abuse or individuals at risk. If you are concerned about a safeguarding issue you should contact the Head of Learning and Education immediately.

**9. Acceptance**

Please sign both copies of the Work Placement Student Agreement as Student and return one signed copy to [staff.development@kgh.nh.uk](mailto:staff.development@kgh.nh.uk) , Kettering General Hospital NHS Foundation Trust, Rothwell Road, Kettering, Northants NN16 8UZ, keeping the remaining copy for yourself.

I hereby confirm that I agree to undertake the work placement on the stated terms outlined above.

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**Student**

**Signed:**

**Date:** .....

**Print**

**Name:**

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**Placement Supervisor**

**Signed:**

**As per email**

**Date:**

**Print**

**Name:**

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