

Livewell Southwest

**Honorary Contracts, Visitors Declarations &
Contracts for Services**

Version No 1.4

Review: September 2017

Notice to staff using a paper copy of this guidance

The policies and procedures page of LSW intranet holds the most recent version of this document and staff must ensure that they are using the most recent guidance.

Author: HR Manager

Asset Number: 810

Title	Honorary Contracts, Visitors Declarations & Contracts for Services. V.1.4
Information Asset Register Number	810
Rights of Access	Public
Type of Formal Paper	Guidance
Category	HR & CS
Subject	Honorary Contracts, Visitors Declarations & Contracts for Services processes and appendices.
Document Purpose and Description	The purpose of this protocol is to ensure that the Honorary Contracts, Visitors Declarations & Contracts for Services process is fair and consistent and ensuring that the necessary pre-attachment checks are in place.
Author	HR Manager
Ratification Date and Group	16 Oct 2013. JCCN
Publication Date	24 th March 2017
Review Date and Frequency of Review	30 th April 2017
Disposal Date	The Policy Ratification Group will retain an e-signed copy for the database in accordance with the Retention and Disposal Schedule; all previous copies will be destroyed.
Job Title of Person Responsible for Review	HR Manager
Target Audience	LSW Managers
Circulation List	Electronic: Livewell Southwest (LSW) intranet and website (if applicable) Written: Upon request to the PRG Secretary on ☎ 01752 435104. Please contact the author if you require this document in an alternative format.
Consultation Process	Discussion with Head of Employee Relations, Recruitment & Resourcing Manager, Clinical Training & Development Manager, HRM, Workforce Strategy Group, JCCN
Impact Assessment	No
References/Source	- Jo D'Arcy, Honorary Contracts Policy and Procedure, NHS Brent, Version 1.0, September 2009, - Alex Cudmore, Honorary Contracts Policy, Royal United Hospital, Bath NHS Trust, Version 1, June 2011 - JCC, Employees Working in Other Organisations and Employees of Other Organisations Working in the organisation, Gateshead Health NHS Foundation Trust, Version 4.0, 1 October 2006 - NHS Careers, Enabling Work Experience in the NHS, March 2008 - A Reward & Recognition Policy for Service Users & Carers engaged with Mental Health & LD Services

	(Expenses & A Service Contract Payments Policy for Service Users & Carers) Version No 0:3 Draft: 17 th September 2007 - DRAFT 'Mentorship Standards and Placement Guidance for Learners and Students: Clinical Education'.
Associated Documentation	Volunteering Policy (Healthnet), Work Experience Policy (Draft)
Supersedes Document	v.1.2
Author Contact Details	By post: Local Care Centre Mount Gould Hospital, 200 Mount Gould Road, Plymouth, Devon. PL4 7PY. Tel: 0845 155 8085, Fax: 01752 272522 (LCC Reception).

Document Review History

Version No.	Type of Change	Date	Originator of Change	Description of Change
0.1	First draft		Employee Relations	N/A
0.2	Update	October 2013	N Dodd	Review / Update / Amendments
1	Ratified	October 2013	JCCN	Agreed / Formatted
1.1	Update	March 2015	HR Manager	Appendix B & C updated
1.2	Extended	March 2016	HR Manager	Extended and updated to LSW.
1.3	Extended	August 2016	HR Manager	Extended
1.4	Extended	March 2017	HR Manager	Extended

Contents		Page
1	Introduction	5
2	Purpose	5
3	Duties	5
4	Definitions	5
5	Responsibilities of Livewell Southwest	6
6	Summary of Honorary Contracts	7
7	Principles	8
8	Celebrity or VIP Visits and subsequent Volunteer activity	8
9	Student placements	9
10	School Work Experience placements	9
11	Contracts for Services	10
12	Payment of Expenses to Honorary Contract Holders	10
13	Monitoring Compliance and Effectiveness	11
Appendix A	Honorary Contracts Flowchart	12
Appendix B	Honorary Contracts application form	13
Appendix C	Honorary Contract Template	16
Appendix D	Visitor's Declaration	21
Appendix E	Visitor's Declaration Monthly Return	24
Appendix F	Placement Job Description Template	25
Appendix G	Risk Assessment Template	26

Honorary Contracts, Visitors Declarations & Contracts for Services

1 Introduction

- 1.1 Livewell Southwest (LSW) recognises the contribution that all those on Honorary Contracts) make in the direct and indirect provision of care provided to patients, and is committed to equal opportunities. LSW will seek to ensure the health, safety and welfare of all volunteers by providing robust organisational and management arrangements.
- 1.2 This protocol describes the overarching principles associated with Honorary Contracts, at LSW, and describes where an Honorary Contract is applicable, where it is not, and where it would be more appropriate to use a Visitor's Declaration or Contract for Services.
- 1.3 Please refer to the Volunteer Policy and Handbook for further guidance about the Volunteer process within Livewell Southwest.

2 Purpose

- 2.1 The purpose of this protocol is to ensure that the HR & CS Department issues Honorary Contracts in a way that is consistent and fair, whilst ensuring that those who are attached to LSW under an Honorary Contract have received the necessary pre-attachment checks.

3 Duties

The **Chief Executive** is ultimately responsible for the content of all policies, implementation and review.

- 3.1 The **Head of HR & Corporate Services Department** is responsible for assuring the content and implementation of this protocol.
- 3.2 **Locality Managers and Deputy Locality Managers are responsible for** implementing and monitoring this protocol within their locality
- 3.3 **Team leaders (Managers) are responsible for** following the process described in this protocol to ensure that the appropriate agreement/contract is offered to identified individuals and that all appropriate checks are completed.
- 3.4 The **HR Manager** is responsible for the coordination of requests for honorary contracts and visitor declarations and for facilitating the process.

4 Definitions

- 4.1 **Honorary contract (HC)** = a written agreement between the organisation and an individual where the holder of the contract is unpaid, and is required to perform a particular function within a specified remit.
- 4.2 **Visitor's Declaration (VD)** = a written agreement between the organisation and

an individual (or a supervised group) who visit to observe or 'shadow', and where the duration of the visit is no longer than a 2 week block or 12 consecutive visits.

- 4.3 **DEBP**= Devon Education Business Partnership who provide the link between schools and employers regarding work – based placements.
- 4.4 **DBS**= Disclosure & Barring Service
- 4.5 **HRM** = HR Manager
- 4.6 **HR&CS** = HR & Corporate Services Department
- 4.7 **LSW**= Plymouth Community Services Community Interest Company

5 Responsibilities of Livewell Southwest

- 5.1 Livewell Southwest will adopt and review the implementation of this policy.
- 5.2 The Chief Executive retains overall responsibility and will make all final decisions, which relate to this policy.
- 5.3 The Head of HR & Corporate Services is responsible for reviewing and updating this policy.
- 5.4 Service Managers are responsible for the implementation of this policy within the workplace
- 5.5 All staff and Volunteers will comply with this policy.

6 Summary of Honorary Contracts

- 6.1 The **HRM** and relevant manager will normally determine the suitability for an Honorary Contract or Volunteer Agreement.
- 6.2 The following list, though not exhaustive, describes some of the groups where it may be relevant to issue an Honorary Contract:
 - 1. Graduate Counsellors who require work experience for accreditation.
 - 2. Individuals who will treat LSW patients i.e. medical staff who are employed by host organisations. Honorary Contracts for this group of staff will be issued by the Medical Staffing Team.
 - 3. Private contractors, such as hairdressers (where the financial transaction is between the patient and the hairdresser).
 - 4. People employed by other organisations but doing work for LSW usually on secondment.
- 6.3 An Honorary Contract does not normally apply to students on undergraduate Placements, or school pupils on work experience placements. Other arrangements are in place for undergraduate students (*i.e. a Workplace*

Agreement between the University and LSW) (see 8 below), and school pupils will normally be issued with a Visitor's Declaration (see Appendix D).

6.4 **Note:** Commissioned services, who have statutory obligation to provide services for LSW will normally be covered by a Service Level Agreement (SLA).

6.5 **Researchers**

Researchers are not covered by this protocol. Arrangements are in place where researchers are covered separately under the research passport policy which is governed by the Research team, although there may be instances where research includes treatment of LSW patients, in which case an Honorary Contract may be required.

7. **Principles**

7.1 No person can work within LSW either paid or unpaid without an Honorary Contract, Visitor's Declaration or Contract for Services.

7.2 Honorary Contracts are issued to people who are not LSW employees but who will, in the course of their attachment with LSW, have access to LSW patients.

7.3 Honorary Contracts are issued to people who will remain with LSW for a duration that exceeds 2 weeks or twelve visits within a three consecutive month period. People who are attached to LSW for less than 2 weeks will sign a visitor's declaration form and will be supervised at all times – that is, they will be working alongside an allocated supervisor for the duration of their placement and will not be allocated work independently.

7.4 Where those on work experience placement are required to be supervised at all times, a risk assessment of the work environment will enable the manager to determine whether it is possible to provide the necessary supervision. A Job description will also be issued by the manager prior to the start of the placement.

7.5 LSW will not issue an Honorary Contract without this first being agreed by an appropriate manager. Where there is any discrepancy, the matter will be referred to a HR Manager.

7.6 The flow - chart in Appendix 1 describes the process undertaken for issuing an Honorary Contract. Honorary Contracts and Visitor's Declarations will be administered by the **HRM**. Contracts for Services will be administered and issued by the Recruitment team.

7.7 No Honorary Contract will be issued until LSW has received satisfactory background checks. The background checks include Staff Health & Well Being clearance, two references and DBS clearance (if required).

- 7.8 Please note that the DBS **do not charge** the organisation for a DBS check if the applicant is a 'free of charge volunteer' (subject to the DBS' definition of a 'free of charge volunteer')
- 7.9 The appointee will be required to complete a LSW induction in line with the role they will be undertaking. This will be agreed by the supervising manager and the **HRM** and booked through Professional Training & Development prior to the start of the placement.
- 7.10 The duration of the Honorary Contract will be determined before being issued. This will normally be no longer than one year initially. Subsequent extensions, at yearly intervals, will be at the discretion of the line manager in consultation with the **HRM**, and will be subject to recruitment checks and mandatory training updates.
- 7.11 A line manager will be appointed to each Honorary Contract holder will be responsible for supervising or allocating a supervisor. Within the line-management relationship, arrangements will be made to review their performance, conduct, attendance and Mandatory training updates.
- 7.12 The line manager, in conjunction with their respective HR Manager, has the right to end an Honorary Contract without notice, for the following reasons:
- 7.13 Concerns raised about the Honorary Contract holder's conduct, and where relevant, attendance or reliability
- 7.14 Where there is sufficient doubt as to the relevance of continuing the Honorary Contract.
- 7.15 Where staff from other NHS organisations attend workshops or study within LSW, which involves treatment of our patients, the decision about what process should be followed, will be made at the time in consultation with HR & CS and each case will be assessed on its own merits.

8. Celebrity or VIP Visits and subsequent Volunteer activity

- 8.1 On occasion, celebrities or VIPs are invited to visit wards or departments within Livewell Southwest, to undertake official duties, such as opening a new facility or promoting new services.
- 8.2 During such visits, the celebrity or VIP must be escorted at all times, by a senior member of staff and they will not, under any circumstances, be left alone, unsupervised on LSW premises with patients, for the duration of their visit.
- 8.3 Following such a visit, a celebrity or VIP may express an interest in continuing their contact with LSW, over a period of time. In this case, they will be required to apply for a Volunteer role that is approved by the Board of LSW, whereby they will be subject to recruitment checks and induction, in accordance with the LSW Volunteer policy. Their activity within LSW will also be in line with this policy and due to their celebrity or VIP status; they will not be granted any access to people who use our services, or their health and personal details.

9. Student placements

- 9.1 Student nurses and Allied Health Professionals from Plymouth University (PU) (i.e., student Podiatrists, Occupational Therapists, Physiotherapists, Paramedicine and Clinical Psychologists), Open University Paramedic students on secondment from South West Ambulance Service Training (SWAST) and Learning Disability student nurses from University of West of England (UWE) will not be issued with Honorary Contracts.
- 9.2 This is because they are covered by Workplace Agreements between the PU (Faculty of Health, Education & Society) SWAST, UWE and LSW, whereby all recruitment checks including DBS and Staff Health & Well Being are undertaken prior to the start of their placement.
- 9.3 The placement area will also ensure that any additional training required for the placement is identified and booked as necessary, in consultation with Professional Training & Development.
- 9.4 Students from any other Higher Educational Institutes, where a Workplace Agreement does not exist, are also required to apply for an honorary contract, undertaking full recruitment checks and LSW induction.
- 9.5 All team managers should not accept students without prior consultation with the Placement & Development Manager.
- 9.6 For complementary guidance to this section (8), please see the 'Mentorship Standards and Placement Guidance for Learners and Students: Clinical Education'.

10. School Work Experience placements

- 10.1 Pupils on workplace experience placements from school and other educational establishments will be supervised at all times – that is, they will be working alongside an allocated supervisor for the duration of their placement and will not be allocated work independently. The pupil and their supervisor will complete and sign a Visitor's Declaration for the duration of their placement.
- 10.2 The following process applies to Devon Education Business Partnership (DEBP), who arrange Work Experience placements for students on behalf of the schools and colleges:
 1. The **HRM** will contact Managers to see if they can accommodate the students during the dates given by DEBP.
 2. The Manager will be asked to complete a Job description and this will be sent to DEBP to check over, along with the dates that have been offered.
 3. A representative from DEBP will visit the site to Risk Assess the suitability of the placement and the environment, including Health and Safety.
 4. Pupils will apply for placements via their school to DEBP, who will then give the **HRM** their details.

5. The **HRM** will ensure that the supervising manager has a copy of the Visitor's Declaration form to complete.

10.3 Occasionally, people will request to undertake work placements where their school is not involved with DEBP or where they are not attached to a school or educational establishment. The request for their placement may come from a relative or friend who works within LSW. In these circumstances, the same principle concerning supervision applies (*see above), however, the **HRM** will arrange for a Visitor's Declaration form, a Job Description template (where the placement will be more than one day in duration) and Risk Assessment form to be sent directly to the responsible manager to complete. Where the person is under 18, and in full time education, the educational establishment will be required to participate in the Risk Assessment with the placement manager. The **HRM** will issue students with a Placement Pack, a Job Description and a letter to confirm the placement.

11. Contracts for Services

11.1 Occasionally, work will be undertaken by an independent clinician (or other professional, including Consultants and audit / reviewers) on behalf of another body such as an Educational Institution, Audit Commission or General Practice, which may involve access to LSW patients, although the work undertaken will not necessarily directly benefit LSW. Nevertheless, because of the nature of the work undertaken, LSW will act as a conduit to facilitate the contract and the financial transaction. In these circumstances, it may be appropriate to issue a Contract for Services, which will be administered and issued by the Recruitment team.

11.2 The decision to issue a Contract for Services will be made by the relevant Locality Manager in consultation with their HR Manager, Recruitment Manager and the Director of Finance.

11.3 Workers on a Contract for Services may be required to undertake pre-attachment checks. If a worker on a Contract for Services has direct contact with LSW patients, they will be required to provide evidence of Staff Health & Well Being and DBS clearance. If a worker does not have the means to achieve these checks, LSW recruitment team, may undertake these on behalf of the worker and recharge them accordingly.

11.4 In other circumstances, advice may be sought from HR & CS with respect to which pre-attachment checks would be appropriate.

12. Payment of Expenses to Honorary Contract Holders

12.1 Honorary Contract holders can access E-Expenses in order to claim travel expenses, incurred by them, if they are required to undertake travel during the course of their honorary role. This does not include home to base travel.

12.2 Travel expenses will be paid in line with the current E- Expenses rates payable for travel.

13 Monitoring Compliance and Effectiveness

- 13.1 This policy will be reviewed as per all Livewell Southwest policies.
- 13.2 The HR Manager is responsible for reviewing and updating this policy as per Livewell Southwest policy review guidance in consultation with the Head of HR & Corporate Services.

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

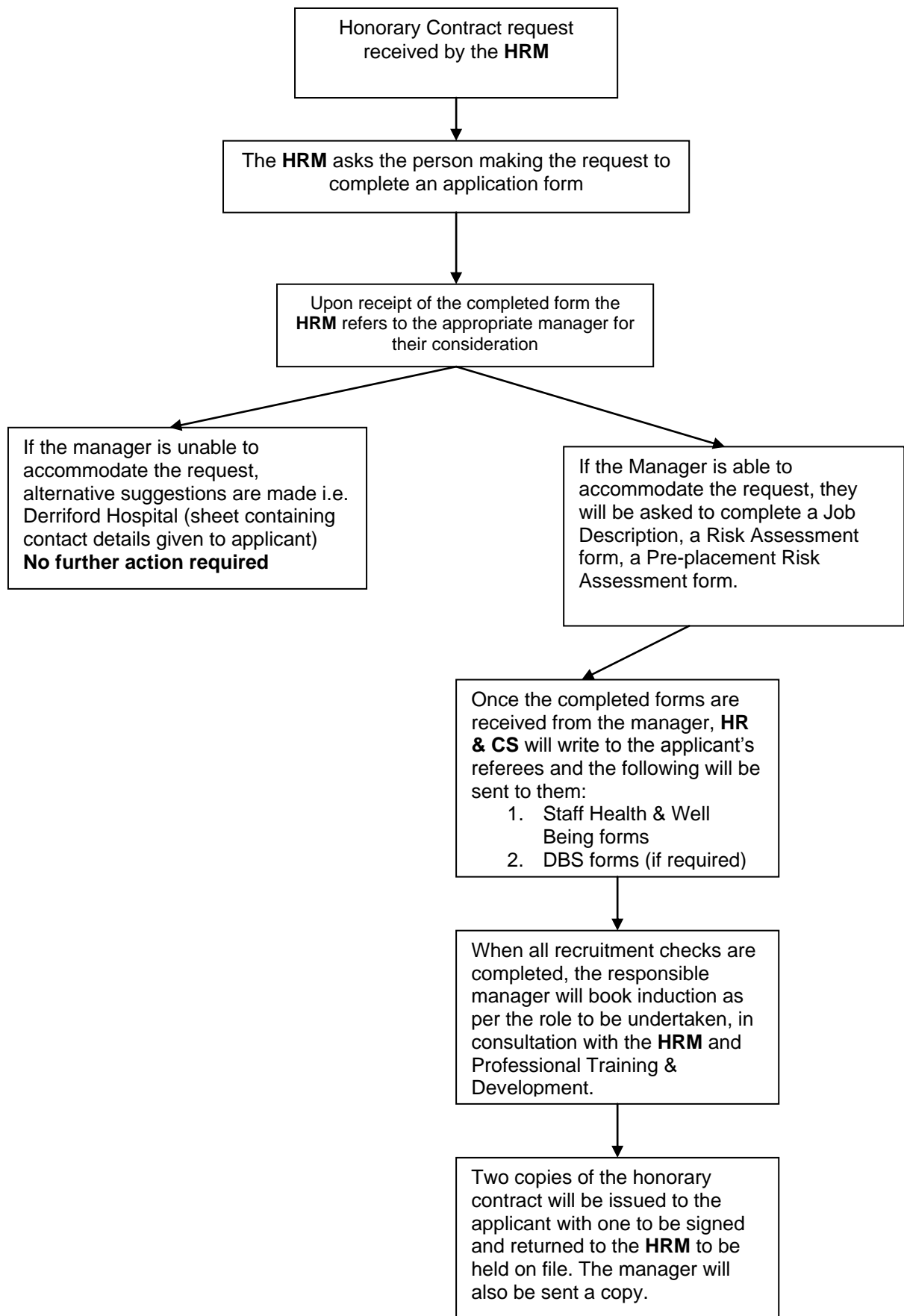
The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed:

Date:

Appendix A Honorary Contracts Flowchart





Honorary Contract Application Form

PLEASE COMPLETE IN BLOCK CAPITALS

Title:	First Name(s):	Surname:	
Home address:		Term time address (if applicable):	
Postcode		Postcode	
Tel No		Tel No	
Email address (only complete if checked regularly)			
Date of Birth:		National Insurance No:	
Occupation (if applicable):			
Employer Details			
Professional Registration No			
Is this placement part of a training course? Please specify			
Please state the reason for this application and include any relevant experience:			
Expected duration of placement/start/end dates and frequency: (i.e. one day per week for 6 months starting June 2011)			

Has this placement already been discussed / agreed with the relevant manager? *(Please tick whichever is applicable)*

Yes <i>(if yes, please supply details below)</i>		No	
---	--	-----------	--

--

***To be completed by the responsible LSW Manager**

Name	
Base	
Contact No	
Team	
Locality	
Cost Centre No	

Is it anticipated that the applicant will receive any form of payment/expenses whilst undertaking this work? *(Please tick whichever is applicable)*

Yes		No	
------------	--	-----------	--

If YES, please note that the rate of expenses to be paid should be agreed by your Management Accountant before the start of the placement and will be payable from your budget via the E-Expenses system

Please give details of anticipated expenses:

--

Signature		Date	
------------------	--	-------------	--

Please give details of two referees: *(aged over 18, and not family or partners)*

Referee 1 – please complete in full		Referee 2 – please complete in full	
Name		Name	
Address		Address	

Postcode		Postcode	
Email		Email	

Those applying for Honorary Contracts/Volunteer Agreements/Contracts for Services are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You are not, therefore, entitled to withhold information about convictions which for other purposes 'have expired' under the provisions of the ACT. Failure to disclose such information could result in the termination of your honorary or voluntary service. All information will be treated in the strictest confidence and will only be taken into account when absolutely necessary.

Have you ever been prosecuted, convicted, cautioned or bound over? *(Please tick whichever is applicable)*

Yes

No

If answered 'yes', please give details below:

Signature

Date

Once form is completed, please return to either:

- **General Staff:**
Nita Dodd, HR Manager, Admin Block, Mount Gould Hospital, Mount Gould Road, Plymouth, PL4 7QD
(Tel: 01752 435183 Email: nita.dodd@nhs.net)
- **Medical & Dental Staff:**
Medical Staffing Team, Admin Block, Mount Gould Hospital, Mount Gould Road, Plymouth, PL4 7QD
(Tel: 01752 434611 Email: LSWcic.medical-staffing@nhs.net)



Honorary Contract

THIS IS A STATEMENT OF THE TERMS AND CONDITIONS UPON WHICH YOU ATTEND.

PLEASE READ CAREFULLY

NAME:	
JOB TITLE:	
ACCOUNTABLE TO:	
COMMENCEMENT DATE:	
EXPECTED TERMINATION DATE:	
HOURS OF ATTENDANCE:	

Confidentiality

Your attention is drawn to the confidential nature of this placement. Disclosure of confidential information, or disclosures of any data of a personal nature, can result in prosecution for an offence under the Data Protection Act 1984, or an action for civil damages under the same Act, in addition to any action taken by LSW which might include termination of your placement.

Matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, or personal details of staff or patients, should in no circumstances be passed on to any unauthorised person or persons. Should your conduct in this or any other aspect of your work give any cause for concern, LSW reserves the right to terminate your contract immediately.

Accountability

You are responsible for your actions. It is therefore necessary that you do not undertake any procedures and practices which are outside the scope of your capability.

Performance

Continuation of your Honorary Contract is subject to satisfactory performance. Your LSW line manager will review your performance and your progress. The primary

objective of this will be to help you achieve the best possible level of performance, but unsatisfactory performance/conduct may be regarded as grounds for action including the termination of the Honorary Contract.

Sickness Absence

If you are sick or absent, for any reason, you must notify your LSW line manager as soon as possible on your first day of absence. LSW reserves the right to require you, if requested, to be examined by appropriately qualified staff from the Staff Health & Wellbeing Department or by a nominated Medical Practitioner.

LSW have absolute discretion to apply the Managing Sickness Absence Policy if your attendance is not at an acceptable level. LSW will also have discretion to cease your Honorary Contract.

Information Governance

LSW takes seriously the importance of handling personal information in a legal, secure, efficient and effective way and requires us to have processes and procedures in place for dealing with corporate information.

All employees are accountable for the safeguarding of information that they send and receive as part of their role and responsibilities within this organisation.

The following list (although not exhaustive) provides examples of where breaches in respect of information governance can occur and for which action may be pursued and could result in termination of your Honorary Contract.

- Use of unencrypted devices (e.g. memory sticks, laptops).
- Sharing of passwords.
- Inappropriate email usage.
- Breaches of confidentiality (e.g. where information is made available or disclosed to unauthorised individuals).
- Using non-work computers or electronic devices for sensitive business issues or clinical data.
- Accessing your own details or those of family and friends on any system used by LSW.
- Sharing information in response to telephone calls where the caller's identity has not been verified.
- Inappropriate use of social networking sites that bring into question the reputation of colleagues, teams, the work environment or the organisation.
- Ensuring that data contained within LSW information systems is secured at all

times.

If in any doubt regarding the appropriateness of sharing potentially confidential data you should contact either the Caldicott Guardian or the Senior Information Risk Officer of the organisation.

Health and Safety at Work

You are reminded that in accordance with Health and Safety at Work legislation, you have a duty to take reasonable care to avoid injury, harm or hazard to yourself and to others by your work activities, and that you are to co-operate with the LSW and others in meeting statutory requirements.

The Working Time (Amendment) Regulations 2003

You are required to comply with LSW's policy on implementation of the Working Time Regulations, including declaration of hours worked and breaks taken, completing written records if required and reporting any instances where your pattern of working hours may constitute a health and safety risk to yourself, the public and other LSW staff. You have the right not to be subjected to any unlawful detriment by reporting any concerns under the regulations.

Policies and Procedures

LSW policies and procedures will apply throughout the duration of the honorary contract and you must abide by these. It is your responsibility to ensure that you read and understand these. Failure to abide by these policies may be regarded as grounds for action including the termination of your Honorary Contract.

Safeguarding Children and Adults

All Honorary Contract holders have a duty to safeguard and promote the welfare of children and adults and are required to act in such a way that at all times safeguards their health and wellbeing. Familiarisation with and adherence to national and local safeguarding adults and children policies is an essential requirement upon all employees. LSW has specific safeguarding policies and in addition, Honorary Contract holders also have a responsibility to practice and work within the multi-agency policy developed by the Safeguarding Adults Board and the Safeguarding Children Board. Honorary Contract holders are also required to participate in related mandatory/statutory training.

No Smoking Policy and Alcohol Policy

LSW takes an exemplar role in promoting progressive policies and a healthy working environment and has adopted the following **No Smoking** and **Alcohol** policies for all its staff:

Staff of LSW are not permitted to consume alcohol:

- At least six hours prior to commencing duty.

Staff and people on Honorary Contracts are not permitted to smoke or consume alcohol:

- While on duty.
- In any LSW premises, including grounds.
- While wearing a uniform of the LSW or displaying a LSW ID Badge
- In any vehicle, which is clearly identifiable by a sign or writing as being the property of LSW.

Additionally, staff that drive LSW vehicles or their own vehicles on LSW duties, should not drink at least six hours before coming on duty or during breaks in a period of duty.

Identification

Staff are required to wear an identification badge (ID) at all times whilst on attachment. Therefore could you please make arrangements with your manager to visit the HR Department in the Mount Gould Admin Block, to have your photograph taken in order that an ID badge can be issued to you. On completion of your time with LSW **YOU MUST** return your ID badge to either your manager or the HR Department.

Loss of/Damage to Personal Effects

You will appreciate and understand that should you incur loss or damage to any personal property during the period of your Honorary Contract by burglary, fire, theft or otherwise LSW can accept no liability. You are, therefore, advised to provide your own insurance cover.

Equal Opportunities

LSW is committed to equal opportunities and the elimination of unfair discrimination on the grounds of gender, race, disability, ethnic origin, religion, age, marital status, sexual orientation, Aids/HIV infection, Trades Union/Staff Organisation membership, political persuasion, employment status and membership of associations.

Training

You have personal responsibility to ensure that you undertake mandatory training as identified by your manager in consultation with Professional Training & Development prior to commencing work under your Honorary Contract. You should arrange to attend subsequent annual updates as required, in line with your role.

Expenses

If it is anticipated that you will be required to travel or are likely to incur out of pocket expenses as part of your work, please discuss this with your manager before the start of your placement. Expenses will be claimed via the E- Expenses system.

Acceptance of Gifts

Your attention is drawn to the LSW policy on the Acceptance of Gifts and Hospitality Policy (including Declarations of Interest) which is available on the Intranet. It is emphasised that the conduct of staff in public service should be scrupulously impartial and honest. If in doubt you should seek the advice of your manager.

Indemnity

LSW agrees to indemnify you in relation to any agreed work that you undertake on behalf of the organisation, although you are strongly advised to ensure that you also have adequate insurance cover for activities relating directly or indirectly to this appointment, if required.

You will recognise that during the period of your Honorary Contract with LSW, you will not be regarded as an employee of the organisation except as outlined in the above terms and conditions.

LSW, in consultation with the HR Department, reserves the right to end the placement without notice and each case will be assessed on its own merits.

*** Please note that during the period of your Honorary Contract, your details will be held on the Electronic Staff Record system (ESR).**

***At the start of your honorary contract, you may receive a letter from HMRC (Her Majesty's Revenue & Customs), informing you of a change to your tax code. If this happens, you are advised to phone HMRC and inform them that you are on an honorary contract and therefore do not receive payment. They will then amend their records and reinstate your original tax code.**

***You may also receive a P45 when your honorary contract expires. This is automatically generated by the ESR system and will have no impact on you, as this is specifically related to your unpaid honorary role within Livewell Southwest and as such, will require no further action on your part.**

Honorary contract issued by:

Signed:

Date:

Name: Nita Dodd

Form of Acceptance

I confirm that I have read and accept the terms and conditions of the Honorary Contract detailed above. (Please sign and return the complete document).

Signed:

Date:

Name (print):



Visitor's Declarations

People who request to undertake an observational placement / visit or within Livewell Southwest may do so by completing a Visitor's Declaration, under the following conditions:

1. The manager will be given the opportunity to meet with the applicant prior to any offer of placement.
2. The manager will be asked to complete a Job Description template and a Risk Assessment prior to the start of the placement (*see attached*)
3. The duration of the placement will be no longer than a two week block or twelve sessions / visits *i.e. 1 visit per week for twelve weeks*. The twelve visits should be taken within one three month period and the exact dates should be specified on the Visitor's Declaration, when it is completed and signed by both parties, on the first day.
4. **The visitor will be fully supervised at all times – that is, they will be observing alongside a nominated supervisor for the duration of their placement and will not be allocated work to be undertaken independently.**
If in a clinical area, the supervising manager will ensure that the visitor will not have hands – on patient contact, and will not be left unsupervised with patients at any time during the placement.

Where the placement is expected to exceed the timescale as stated above, an Honorary Contract or Volunteer Agreement can be applied for and issued (subject to the necessary pre-attachment checks).

Visitors Declaration

(This form should be completed fully on the first day of the placement).

Name:

Organisation / Educational Establishment:

Ward/Department:

Purpose of Visit:

Please specify exact dates and times of attendance:

Approval Given by:

Supervised / Accompanied by:

In signing below I agree that will be fully supervised at all times by a nominated supervisor and will not be allocated work to be undertaken independently, for the duration of their placement.

If in a clinical area, the supervising manager will ensure that will not have hands – on patient contact, and will not be left unsupervised with patients at any time during the placement.

I agree to provide details of what action to take in the event of a fire and other Health and Safety rules relevant to the area of work.

Signed (Placement Supervisor):

Print Name:

Date:

CONFIDENTIALITY & INFORMATION GOVERNANCE

LSW takes seriously the importance of handling personal information in a legal, secure, efficient and effective way and requires us to have processes and procedures in place for dealing with corporate information.

Matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, or personal details of staff or patients, should in no circumstances be passed on to any unauthorised person or persons along with any other information covered by the Data Protection Act. You must not disclose information to an unauthorised person, under any circumstances.

LOSS OF/DAMAGE TO PERSONAL EFFECTS

You will appreciate and understand that should you incur loss or damage to any personal property during the period of your placement by burglary, fire, theft or otherwise Livewell Southwest can accept no liability. You are therefore advised to provide your own insurance cover.

HEALTH AND SAFETY/FIRE ALARMS

You will abide by the instructions given to you by your placement manager in the event of a fire.

You are reminded that in accordance with Health and Safety at Work legislation, you have a duty to take reasonable care to avoid injury, harm or hazard to yourself and to others by your work activities, and that you are to co-operate with Livewell Southwest and others in meeting statutory requirements.

I agree to provide details of what action to take in the event of a fire and other health and safety rules relevant to the area of work.

I have read and understood the above and agree to abide by the same.

Signed (Visitor):

Print Name:

Date:

Please return completed form to: ***Nita Dodd, HR Contracts Manager, Admin Block, Mount Gould Hospital, Mount Gould Road, Plymouth, PL4 7QD***

****Once completed, please keep a copy of this form in a designated file within your department and use for reference when completing your monthly Visitor's Declaration Return. (See Appendix F)***

Appendix E Visitor's Declaration Monthly Return



Department:

Locality:

***Please email completed form on the 1st of each month to: nita.dodd@nhs.net**

Visitor's Name	Date of Visit	Start / Finish times	Fire / Emergency procedures explained YES / NO	Purpose of Visit	Name of Supervisor	Comments / Notes

Name of person completing return:

Job Title:

Date:

Appendix F
Placement Job Description

Name of applicant:	
Placement Job Title:	
Placement Base:	
Tel:	
Dates of placement:	
Name of Supervisor:	
Tel:	
Main Tasks of post: <i>(Please List)</i>	1. 2. 3. 4.
Start / Finish times: Details of breaks:	
Any special requirements for this placement? <i>(Please state)</i>	
Dress Code <i>(Please state)</i> Will uniform be provided if necessary?	
Own Transport Required? <i>(Other than to & from placement)</i>	Yes / No
Interview Required?	Yes / No
Risk Assessment / JD completed?	Yes / No
Skills that may be gained from this placement <i>(Please List)</i>	1. 2. 3. 4. 5.

RISK ASSESSMENT FOR PERSONS UNDERTAKING AN HONORARY CONTRACT

The Management of Health and Safety at Work Regulations require persons undertaking an Honorary Contract to have a suitable and sufficient assessment of the risks to their Health and Safety.

The assessment of the risks to the Health and Safety must take into account their inexperience and lack of awareness of existing or potential risks.

The risk assessment must be carried out before the person starts their volunteering role.

The extent of the risk will determine any restrictions which may be necessary during the placement.

Please note that risk assessments should be undertaken by a trained risk assessor in the relevant service.

	Hazards	Y/N	Details / Comments
1	Are there any of the following hazards present in the workplace?		
	a. Hazardous substances		
	b. Machinery		
	c. Extreme temperatures		
	d. Noise		
	e. Vibration		
	f. Ionising radiation		
	g. Biological agents		
	h. Manual handling		
	i. High voltage electricity		
2	If the answer to any of the above is YES, what precautions are in place to prevent the person coming into contact / being exposed to hazards?		
3	Could any task be reasonably considered to be beyond the person's capacity / ability?		
4	What measures are in place to ensure that the person is not given work that is beyond their capacity / ability?		
5	Are there any risks in the workplace which could pose a threat to the person's health & safety due to their lack of experience and awareness of existing risks?		
6	If so, what precautions are in place to protect them?		
7	Are there arrangements for protective clothing if necessary?		

8	Who will be responsible for the health, safety and welfare of the person while they are in your workplace?		
	Hazards	Y/N	Details / Comments
9	Are there any factors which might adversely affect the health & safety of the person?		
10	If so, what protective measures have you employed? What precautions are in place?		
11	Have you taken all necessary reasonable practicable steps to ensure that the person is not exposed to any work that could adversely affect their health & safety?		
12	IMPORTANT NOTICE No activity involving Manual Handling, working at heights over two meters, work with power tools, driving any vehicle or any activity where patient privacy could be compromised should be allocated to the person.		
13	Details of person completing assessment		Name: Job Title: Contact No.: Base: Date: