**HONORARY CONTRACT FOR STUDENTS UNDERTAKING PLACEMENTS AND REQUIRE DBS AS CONDITION OF ENROLMENT.**

**COURSE**

This contract is for students for enrolling on one of the following:

Early Childhood Studies BA (Hons)

Social Care and Community Practice BA (Hons)

Special Educational Needs and Inclusion BA (Hons)

Sport Development and Physical Education BA (Hons)

**2. RULES AND REGULATIONS**

You will be subject to and required to abide by the Rules and Regulations currently in force and as amended from time to time, relevant to your course e.g:-

a) Rules and Regulations including Course Regulations

b) Rules as determined by the University of Northampton Student Handbook

c) Statutory and European Community requirements

d) Local rules and regulations of the participating organisations providing your placement.

University and Course regulation and procedures, student handbook and Student Partnership Agreement with the Student Union is part of pre-enrolment and are available at [Student & Academic Regulations](http://www.northampton.ac.uk/about-us/governance-and-management/university-policies-procedures-and-regulations).

**3. EQUAL OPPORTUNITIES POLICY**

University of Northampton is committed to an Equal Opportunities Policy. Students are required to adhere to this Policy, and any breach of which will be dealt with under the Student Disciplinary Procedures.

**4. INDEMNITY DURING PLACEMENTS/HEALTH AND SAFETY**

During placements students are indemnified by the host authority in respect of industrial injuries and insurance cover aspects, with regard to any act, neglect or default whilst engaged in placement. Students are reminded that, in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and others through your work activities and that you are to comply with the Health and Safety Rules operating within each placement organisation and at University of Northampton. Please note that voluntary placements taken within annual leave time are not covered by the University Indemnity Insurance.

**5. TRAVEL TO PLACEMENTS**

If you are using a car to travel to placement, it is your responsibility to ensure your car is road worthy, that you hold a current UK driving license and that adequate insurance is in place (Typically Business Insurance) for using your car for placement travel.

**6. DBS**

It is your responsibility to ensure timely submission of required documentation in response to DBS. All students who have not received their DBS disclosure by the time of their first placement will result in a delay in starting placement and risk their programme enrolment being terminated.

**7. STAFF ASSOCIATION/STUDENT UNION**

You are advised of your right to join a Students Union and/or Professional Organisation or Trade Union.

**8. PROFESSIONAL BEHAVIOUR**

Students are expected to behave professionally both at University and whilst on placement. This includes adhering to policies and procedures at the University and those associated with placement areas. Students suspected of behaviour unbecoming may lead to a fitness to practice investigation which may result in termination of this Honorary Contract, and from your programme.

As part of their professional behaviours, students are expected to share any changes in their health or personal circumstances that may cause concern for them to undertake their study and their placement. The University provides each student with a Personal Academic Tutor, as well as access to services and support provided by Student Services.

**9. ANNUAL LEAVE**

It is your responsibility to be fully aware of all re-examination/resubmission requirements and dates, and to be available for any scheduled resits during the annual leave period. Non-attendance at examinations or non-submission of coursework due to holidays cannot be used as mitigating circumstances.

**10 ATTENDANCE RECORDS**

Daily attendance records must be completed and agreed by a designated placement supervisor.

**11. ACCIDENT REPORTING**

Should you, whilst being on University of Northampton, placement areas or other premises related to your course, have an accident or be subject to an untoward occurrence which may or may not have resulted in injury, you must report this immediately to the appropriate senior manager or representative. An accident form must be completed as soon as possible and retained by the organisation. A copy will be forwarded to the Dean of your Faculty.

**12. LOSS OF PERSONAL EFFECTS**

No liability can be accepted for loss or damage to personal property by burglary, fire, theft or otherwise. Students are advised accordingly to provide their own insurance cover.

**13. REMOVAL OF PLACEMENT OR UNIVERSITY OF NORTHAMPTON PROPERTY BY STUDENTS**

No material or goods which are the property of University of Northampton or the placement areas, are to be removed unless it is in the normal course of duty and if the necessary authority has been obtained. Breach of this condition will result in disciplinary action, which could include termination of the Honorary Contract and from your programme and repayment of any monies due.

**14. PROPERTY/EQUIPMENT**

On completion/termination of your course, all University of Northampton, and other placement area property supplied or loaned to you must be returned, otherwise an invoice will be issued.

**15. CONFIDENTIALITY**

During your course you will become aware of, and have access to information relating to patients/clients/young people/families, members of staff etc. of a confidential nature. You must maintain confidentiality at all times in accordance with the University and host organisations rules and procedures. This includes inappropriate use of social media. Any breach of confidence will be viewed most seriously and may result in the Honorary Contract and from your programme.

**16. PERSONAL DETAILS**

In accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 , The University of Northampton needs to explain which Article 6 condition it is relying on for holding and processing personal data. The University will process personal data in accordance with the performance of contractual arrangements you as a student have with us (including your obligations to the professional body). (Art 6 1(b)). The University of Northampton also has a legitimate interest (as defined by Art 6 1(f)) to share your personal details before and during your programme with other organisations, details of which are outlined below:

|  |  |  |
| --- | --- | --- |
| Personal Detail | Organisation Shared with | Purpose |
| Name, Email and telephone number | Placement Providers | Organising and managing your placement |
| Name, Email address | [My Knowledge Map](http://www.myprogressapp.com/media/1127/myprogress-privacy-statement-and-terms.pdf) | Placement Attendance |

A list of placement providers used by the University of Northampton can be found here here <https://www.northampton.ac.uk/new-students/work-based-learning-and-placements>. You have the right to make representation to the University and at any time during your enrolment on your programme. Should you have any concerns in relation to sharing your personal data for placement, and can do so by contacting Head of Placements and Workbased Learning placements@northampton.ac.uk

**16.1 Personal Data –DBS Information**

We will hold information relation to DBS, and conversations we may have with you during and after your enrolment with the University. The reason we do this because it is a requirement that we check your suitability to attend your placement. We retain this information for a period of three years’ post-graduation as justification that you were a fit and proper person to complete the degree. This information is only ever shared within the limited team of professionals within your Faculty or where there is a contractual or legal justification for further sharing. This may include, for example, sharing with placement providers or Law Enforcement agencies

Under the General Data Protection Regulation the University needs to explain which Article 6 condition it is relying on for holding and processing personal data. In the instance of the DBS information that we process the lawful processing condition is the performance of contractual arrangements you as a student have with us . (Art 6 1(b))

The University shall retain, and may process, this information for the duration of your degree. We will share details of the DBS with placement providers in order to fulfil our obligations to them and your contractual and professional obligations to such providers. This information will be held for three years after your degree to demonstrate that the University and you have fulfilled relevant obligations.

The University expects that the student will themselves provide the DBS data to the placement provider. However, students should be aware that in the event that this is not possible for whatever reason, this data will be shared by the University of their behalf.

If you have any concerns regarding DBS data please discuss this with Head of Placements and Workbased Learning by emailing placements@northampton.ac.uk

There exists though an exemption within the GDPR that allows organisations to share information about students to placement providers where the student may be working with children and/or adults at risk of harm. Therefore please be aware that there are very few circumstances where the University could support withholding information from placement provider relating to health or criminal activity.

**17. CONTRACT**

This honorary contract is addition to & in accordance with your contract of enrolment with the University of Northampton.

**I HEREBY ACCEPT THE TERMS AND CONDITIONS OUTLINED IN THIS HONORARY CONTRACT**

**NAME………………………………..SIGNATURE: ……………………………………**

**COURSE……………………………………………………………………………………..**

**DATE……………………………**

Once completed, please email this document to placements@northampton.ac.uk