



Worker Shadowing Agreement

Shadow Name:	
Shadow's Organisation:	

1. The placement will be without remuneration from the host organisation. Travelling expenses, subsistence etc will be met by the sponsoring organisation.
2. The host organisation has an obligation under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions and methods. You are required to co-operate with management in discharging its responsibilities under the Act and to take reasonable care for the health and safety of yourself and others.
3. During the course of the placement you may have access to see or hear information of a confidential nature. All information concerning patients and staff is strictly confidential. You must not disclose any confidential information to anyone outside the host organisation or anyone within the host organisation who is not authorised to have such confidential information. Any breach of confidentiality will result in discontinuation of the placement.
4. Either you or the host organisation may terminate this work shadowing arrangement without notice.
5. In the event of any allegations of misconduct, this work shadowing placement may be terminated by the host organisation without notice.
6. Nothing in these conditions creates, or deems to create; a contract of employment between you and the host organisation and you will not be entitled to any payment on the cessation or discontinuance of your work shadowing placement.
7. If, for any reason, eg. sickness, you are unable to attend for the purpose of your placement, you or someone on your behalf should telephone your placement sponsor and the host organisation as soon as possible.
8. Whilst on work shadowing placement you will comply with host organisations policies and procedures for example, Infection Control Policy.

9. The host organisation does not accept responsibility for personal property lost or damaged on host organisations property and recommends that you should insure these. Do not wear any jewellery at work.

10. The host organisation agrees to indemnify you against any legal claims arising from the proper execution of your recognised duties on host organisations or other authorised premises. The host organisation holds Employer Liability Insurance – NHS Litigation Authority – membership number [].

11. You are responsible to your placement sponsor and must act in accordance with their instructions.

12. You are required to assist in the investigation of untoward incidents if applicable and if requested, supply a written statement and give evidence as a witness on behalf of the host organisation.

13. You are requested to declare in writing to the Chief Executive any financial interests you may have in relation to any order or contract placed/entered into by the host organisation.

I (shadow name) hereby accept this placement on the terms specified above.

Signed Date

Donor Line Manager:	
Donor Organisation:	

Signed Date

Host:	
Host Organisation:	

Signed Date

Shadow – The individual who will undertake the placement.

Host – The individual being shadowed and placement organisation.

Donor – The organisation sending the shadow on placement.

Placement – The shadowing sessions to be undertaken.