

 <p>KINGSTON EDUCATION CENTRE</p> <p><small>NHS Provided by Kingston GP Chambers in partnership with the Universities of Kingston & St George's</small></p>	Student conduct and behaviour policy	Reviewed	
		Revised	
	Adopted September 2019	Next review	September 2022

Student conduct and behaviour policy

Kingston Education Centre (KEC) aims to support students in order that their experience of a placement with us is positive and valuable; however, there is also an expectation that all students conduct themselves in a professional manner and abide by the policies in place. Should a student behave in an unacceptable or unprofessional way or in a way that does not comply with our policies, we may terminate their placement.

Policies relating to acceptable behaviour

KEC is part of Kingston GP Chambers (KGPC), and therefore, whilst some policies in place relate specifically to KEC, others cover the whole of KGPC's work (including KEC).

All policies will be available to students via the KGPC computer system (students will be issued with a temporary log-in during their placement). In addition, policies that students are most likely to need access to will be stored in hard-copy format in the filing rack in the training room.

Relevant policies include:

- IT use policy (incorporating the use of the internet, email and social media)
- Safeguarding policy
- Attendance policy
- Confidentiality policy
- Alcohol/drug abuse policy
- Termination of placement policy
- Clinical records keeping policy

Addressing unacceptable behaviour

The approach to addressing unacceptable behaviour by students will vary depending on the seriousness of the issue. Less significant issues, such as lateness will be addressed with the student in the first instance to allow them opportunity to improve.

Issues which pose a high risk of either harm to our patients/staff or to our reputation may result in the immediate termination of the student's placement. Where an issue arises which is considered to be so serious as to require a student's placement to be immediately terminated, KEC will contact the student's university immediately to report it and to notify them that the student's placement cannot continue.

The student will be asked to leave the premises immediately (with the exception of where the Police advise that the student should remain on the premises) and told to contact their university.

Reasons for termination of placement

Reasons for the termination of a student's placement may include (but are not restricted to) the following examples:

- Conduct or behaviour which endangers health or safety of other staff or the public.

- Committing any criminal act while on the Organisation's premises or at work such as stealing from the Organisation or another employee.
- Unauthorised disclosure of confidential information.
- Neglect of duty such as :
 - o being on duty under the influence of drugs or alcohol
 - o wilful damage to the Organisation's property including deliberate misuse resulting in damage and misuse of anything provided in the interests of Health and Safety at work
 - o refusal to obey an instruction
- Assault on another employee except in self-defence.
- Committing any act on the Organisation's property which violates the commonly accepted standards of decency or morality.
- Harassment of or causing distress to another employee or visitor on the grounds of race, colour, nationality, sex, sexual preference, disability, age, etc.
- Unauthorised possession or administration of drugs.
- Offences committed outside of employment which have the effect of substantially breaking trust between the employer and employee.
- Use of any social media (whether business or personal) that has a detrimental effect on the Company.
- Persistent failure to attend the placement without notifying KEC (in line with our student attendance policy).
- Persistent lateness.

Termination of student placement for reasons other than unacceptable behaviour

There may be some circumstances where a student is deemed unsuitable for a placement through no fault of their own; for example, where they have contracted a communicable disease, or where they are unable to attend due to bereavement or caring responsibilities. Where this is the case, KEC will liaise with the student's university and (where timetables allow) re-schedule their placement.