**C-Card delivery agreement**

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**By signing this agreement you are confirming that, in return for the supply of free training and C-Card products (e.g. condoms) provided by East Sussex Healthcare Trust, your agency will distribute C-Card products and comply with the responsibilities set out below. Your agency will follow the good practice guidance included within the C-Card guidance document.**

**Individual staff members will sign an agreement upon completion of training. The latest version of the C-Card scheme guidance will be kept by the C-Card Lead within your organisation and stored in a safe, convenient place for easy access.**

**THIS AGREEMENT** made the \_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_

**East Sussex Healthcare Trust**  of the one part and (Company Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[(Company Registration No.] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_whose registered office is situated at (Address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of the other part.

**Agency responsibilities**

1. Numbers of condoms to be made available to young people:
	* 6 condoms per visit for those aged 13 and 14
	* 12 condoms per visit for 15 to 24 year olds.

In individual cases, exceptions can be made, providing a higher or lower number of condoms, depending on the judgement of the provider. Judgement of the provider should also be made if there are regular repeat visits requesting large numbers of condoms. Discussion should be facilitated around the intended use.

1. Only staff with an up to date enhanced DBS (Disclosure and Barring Service) check will register young people to the scheme or undertake sexual health discussion, education and condom demonstration.
2. Only staff who have attended C-Card training will carry out registrations and distribute condoms.
3. Staff will attend update training every three years.
4. C-Card registrations and C-Card reviews/re-registrations will be undertaken by suitable experienced and qualified health and social care practitioners, youth workers or staff involved in education and learning. Agencies must ensure that staff involved in the scheme have appropriate qualifications and training for working with young people around sexual health and receive regular supervision including their role in the C-Card scheme.
5. Lists of trained members of staff at the C-Card outlet will be updated, maintained and shared with C-Card coordinators.
6. East Sussex Healthcare Trust will be informed immediately when a trained member of staff has left the organisation so that accurate records of current C-Card practitioners can be maintained.
7. All staff will use the specified monitoring forms to record young people’s data. All data will be recorded accurately and at the time of seeing the young person. Aggregate data will be provided to East Sussex Healthcare Trust on a quarterly basis.
8. Your agency and all staff will duly observe all obligations under data protection legislation which arise in connection with this agreement, including the General Data Protection Regulation.
9. When/if registering young people onto the scheme a private area for condom demonstration and sexual health discussion will be available.
10. A notice explaining use of data will be shown to young people or displayed in the area that C-Card work is being carried out.
11. A C-Card guidance manual, training pack, signposting information and this agreement will be kept in an accessible place for all staff. All staff involved in the scheme will have read these documents and be aware of where they are kept.
12. There will be an agreed advertising mechanism for the scheme within your agency.
13. Your agency will have an agreed complaints and feedback procedure that service users can use to log complaints or concerns. These will always be fed back to the scheme co-ordinator at East Sussex Healthcare Trust according to the East Sussex C-Card suggestions and complaints procedure.
14. Your agency/organisation will have and adhere to its own confidentiality policy at all times when providing the C-Card scheme. This policy will be displayed in an area where young people accessing the scheme can see it.
15. Your agency/organisation will have and adhere to its own child protection and safeguarding policies at all times when providing the C-Card scheme. All staff will have been trained in child protection and safeguarding.
16. Your agency/organisation will have and adhere to its own information governance policy at all times when providing the C-Card scheme.
17. Your agency/organisation is required to have a designated post holder and deputising post with responsibility for reporting and managing serious incidents. Your agency/organisation will agree with East Sussex Healthcare Trust its procedure for the reporting of serious incidents, which will be in accordance with the Trust’s policy.
18. East Sussex Healthcare Trust does not indemnify provider organisations or ask them to indemnify the Trust in any way.  The expectation is that agencies/organisations undertake the C-Card role as part of their main occupation and that any potential claim resulting from the provision of advice or goods under the C-Card scheme is covered by the indemnity associated with their main role.
19. Condoms will be kept in a cool (maximum 30 degrees) dry and secure place, only accessible to staff involved in the scheme.
20. Condom stock will be maintained and ordered in a timely way in line with the numbers of condoms that are being distributed.
21. Your agency will agree to assist/participate in evaluation of the scheme, contributing staff views and obtaining views of young people.

**East Sussex Healthcare Trust, responsibilities**

1. East Sussex Healthcare Trust (ESHT), or a nominated C-Card support provider, will supply a variety of condoms free of charge to the agency as and when ordered. East Sussex Healthcare Trust and/or the support provider reserves the right to confirm that stock ordering is in line with distribution amounts.
2. Condom orders will be processed and dispatched within 7 working days of request being received.
3. Regular training and update training opportunities will be provided. For larger organisations with groups of staff to be trained, tailored sessions may be available.
4. C-Card guidance along with signposting information and this agreement will be provided to each agency and each member of staff that attends training.
5. General scheme support and advice will be available while agencies are participating in the C-Card scheme.
6. Monitoring and evaluation of the scheme will be carried out and feedback provided to C-Card outlets where appropriate.

**Details of the C-Card lead worker within the outlet:**

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Organisation |  |
| Address & Postcode |  |
| Telephone |  |
| Email |  |

Signed on behalf of each of the parties on the date at the head of this agreement

**SIGNED BY**

**Print Name**

 **For and on behalf of East Sussex Healthcare Trust**

**SIGNED BY………………………………..**

**Print Name………………………………...**

 **For and on behalf of [ ]**

**Complete and return this form to** Sexual Health Improvement – First floor, Avenue House Clinic, The Avenue Eastbourne. BN21 3XY or esht.ccardeastsussex@nhs.net For any other queries please phone 03001 314 545