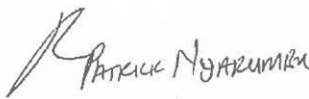




Work Experience Policy

Policy number and category	HR 32	Human Resources
Version number and date	28.1	November 2025
Ratifying committee or executive director	Transforming our Culture & Staff Experience Sub Committee	
Date ratified	December 2025	
Next anticipated review	December 2028	
Executive director	Executive Director of Strategy, People & Partnerships	
Policy lead	Senior Workforce Development & Transformation Manager	
Policy author (if different from above)	As above	
Exec Sign off Signature (electronic)		
Disclosable under Freedom of Information Act 2000	Yes	

Policy context

Birmingham & Solihull Mental Health Foundation Trust recognises the importance of work experience to provide young people with an insight into potential careers and attracting a future workforce. The policy and associated toolkit will enable managers to

Policy requirement (see Section 2)

All employees who will come into contact with work experience placements need to be aware of the policy. It is particularly relevant for work placement supervisors and students. The templates within the toolkit have been designed to ensure consistency of experience and the relevant ones should therefore be used by both work placement supervisors and students.

Date	Version	Author (Name & Role)	Reasons for review / Changes incorporated	Ratifying Committee
06/11/24	28	Jade Batchelor Widening Participation & Volunteering Advisor	Review date expired	Transforming our Culture & Staff Experience Sub Committee
05/11/2025	28.1	Sharon Chinnock Sharon Senior workforce Transformation Manager	Extension expired	Transforming our Culture & Staff Experience Sub Committee

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1: Introduction

Rationale

Birmingham & Solihull Mental Health Foundation Trust are keen to support young people making informed career choices through gaining experience on work placements. There are lots of benefits to offering work experience placements for the Trust and to the students and staff involved in the programme. Work experience placements are available to Birmingham & Solihull residents or a student attending a school within Birmingham & Solihull area:

Key Benefits for the Trust

- Helps widen access by enriching the pool of talent from which future recruits will be drawn.
- Contributes to the Trust being an Anchor institution.
- Develops a greater awareness of the wide range of jobs available in mental health.
- Improves diversity by encouraging under-represented groups to look for careers in our trust.
- Enhances the profile of the Trust among schools, further education, higher education and the wider community.

Key Benefits for students

- Allows young people to make informed choices about future careers.
- Exposure to the reality of work life in a mental health setting.
- Development of knowledge and skills which can be used to demonstrate a period of relevant work experience.

Key Benefits for staff involved

- Allows staff who do not usually have line management responsibility to develop new skills in supervision and mentoring, as part of their continuing professional development.
- Provides staff with the opportunity to show their contribution and commitment to high quality patient care.
- Encourages reflection and best practice.

The policy has considered the provisions of various statutory instruments and best practice, in addition to other Trust policies.

1.2 Scope

The policy will enable managers and supervisors to create safe and meaningful work experience placements for young people interested in pursuing a career in mental health. This policy does not cover:

- Student nurses, Psychological Professionals or AHP undertaking a Health Profession related course.
- Medical student's electives/ clinical attachments are not included as they are managed separately by the West Midlands Deanery.

The Trust has separate arrangements for voluntary work. Voluntary work is a longer-term commitment. Those interested in Volunteering should refer to the Volunteering Policy for further guidance.

Definition & Types of Work Experience

Work experience has been defined as a placement on the Trust's premises in which an individual carries out a range of tasks or duties with an emphasis on the learning aspects of NHS England. Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work and adult life through our Trust values.

Birmingham & Solihull Mental NHS Foundation Trust will offer clinical and non-clinical work experience placements. During the placements young people will have the opportunity to experience NHS professions.

Work experience is available to students in education aged 14-18 school years, 10-11 for non-clinical and years 12-13; students who are service users up to the age of 24 for SEND students, both clinical & non-clinical who reside and/or study in the Birmingham & Solihull areas.

14–16-year-old students (Year 10-12 Work Experience in Non-Clinical areas only)

The Trust will offer up to one-day placements in non-clinical areas to support these students and up to one day for clinical areas. Placements offer an excellent opportunity for creating, motivating and sustaining interest in health care careers amongst young people.

We will also invite local schools to attend ad hoc career events on (Trust sites) and attend events at school/ college career events and send individuals/ teams representing different professions to visit local schools.

17–18-year-old students (Year 13 Work Experience Placements both Clinical and Non-Clinical Areas)

The period of work experience for these students can vary, and both placements in a clinical area and non-clinical roles will be offered depending on their interests/ preferences. A risk assessment must be completed for all placements considering inexperience. If the individual is under 18 this must be signed off by their parents/ legal guardian and a representative from school.

Placements in a clinical area are defined as support staff duties. Health Care assistant, Nursing, AHP, Assistant Psychologist and pharmacy roles will offer opportunities to those who are interested in a career in healthcare, to undertake placements in a clinical area in a multi-disciplinary setting. Providing students with an opportunity to gain a holistic insight and talk/ shadow a range of professionals and experience first-hand how the team interact.

(<http://jobs.bsmhft.nhs.uk/>)

Clinical tasks that are appropriate for a young person to engage with include

- Assisting with bed making
- Shadowing a nurse, healthcare assistant or support worker
- Assisting with meals
- Talking to service users
- Assisting with activities
- Helping/ shadowing professionals in clinics; AHP, Psychology assistant
- Attending a multi-disciplinary team meeting

- Observing ward rounds

It is important that the work experience placement is supervised at all times, and the Service User agrees to their presence before they are introduced to the situation.

1.3 Principles (beliefs)

Our values of compassion, inclusion and commitment describe our core ethics and principles. They guide our culture and are underpinned by our everyday behaviours.

Trust values – At BSMHFT we all agree to make our three core values real in the way we work together and deliver care. These are to be inclusive, compassionate, and committed. In joining the Trust, we will share a detailed guide to the type of behaviours that we are all expected to follow in making these values real every day. This detailed guide to behaviours is available on posters at our sites and on Connect



- Under the Working Time Regulation 1999, work experience students of a 'compulsory school age' are classed as a child worker for work experience purposes. A child worker cannot be made to work more than eight hours a day with a maximum of 40 hours per week. Students who shadow for more than four and a half hours should have a rest break of 30 minutes. Parental or local authority consent must be obtained for all young people under 18 prior to starting a work experience placement.
- All placements are unpaid, and the Trust will not meet any travel, subsistence, accommodation or any other costs incurred by the student.
- Both parties involved in the work experience placement can terminate the placement at any stage.
- During the placement the student will be supervised at all times. Students must not be given unsupervised access to Service User's medical records. See (appendix 2) for suggested activities.
- Information which is deemed to be confidential by the Trust must be treated as such by the student. A student can only commence work experience having read and signed the confidentiality agreement.
- Where a placement involves interaction in which a service user is involved this is only permissible where the service user has given their full explicit and informed consent to the presence of the student. Student's attire must be smart/casual no jeans or t shirt. They must fully understand that the student is not an employee of the Trust. The situation must be explained, and agreement gained before introducing the student to the situation.

Rationale these state why the policy is necessary and include reference to any relevant guidelines, statutory requirements or other recommendations.

- This section must include a reference to clinical negligence scheme (CNST) <https://resolution.nhs.uk> requirements where a policy relates to this.

2: The Policy

2.1 The Widening Participation and Volunteering Team (WPVT) are responsible for coordinating all work experience placements.

2.2 The WPV Team will ensure that local schools and colleges, including work experience coordinators, receive consistent updates regarding NHS careers and opportunities. Distribute NHS careers literature and promotional materials on a scheduled basis.

2.2 All placements' opportunities will be offered on an equitable basis through the Trust's centralised process, regardless of disability, gender, marital status, sexuality, race, colour, ethnic or national origin or social background, experience which they will gain through our Trust values.

2.3 Friends and relatives of staff members wishing to apply for work experience placements should follow the procedure outlined. This policy does not advocate staff bringing in their own friends or relatives to the workplace on an informal, unplanned basis.

2.4 The minimum age for a work experience student in a clinical area is 17. The minimum age for work experience in a non-clinical area is 14.

2.6 The Trust has a responsibility to serve the local community and therefore will give priority to students who either live or study within the areas that Birmingham & Solihull Mental Health Foundation Trust serves.

2.7 A risk assessment must be carried out for the person undertaking the work experience. It is likely that in the majority of the area's a standard risk assessment will cover the student, but consideration should be given to whether the age or individual needs of the young person poses a greater likelihood or bigger impact of risks identified. (Appendix 4)

3: The procedure

3.1 Issues such as patient confidentiality, health and safety, and protection of young people make it essential that proper procedures are followed. The flow chart (Appendix 2) outlines the application process for work experience placements from initial enquiry to completion.

3.2 All potential placements need to complete the application form included in the Work Experience Toolkit and return to WPV team. WPV Team will then ascertain if a suitable placement exists. If a suitable placement does not exist WPV Team will inform the work experience student that we cannot accommodate their request. (Appendix 4)

3.3 If a suitable placement does exist, the Placement Supervisor may wish to interview/ meet with the work experience student(s); this can be arranged but is not essential.

3.4 The Work experience applicant is informed that a suitable placement exists they will then need to complete and return the declaration form, confidentiality agreement, and send a passport photo for an ID badge to the WPV team. They are also requested to complete the ESR – Non-

Payroll Data Capture Form and submit with their identity checks to the WPV Team **bsmhft.workexperience@nhs.net**. Work Experience students are not required to complete a Disclosures and Barring Check as they are supervised (as per NHS Standards). (Appendix 4)

- 3.5 Once all checks are satisfactorily completed the work experience student, parent/guardian and school is sent an email to confirm the placement which outlines activities standards of behaviour and a copy of the risk assessment. These need to be returned before the work experience placement commences. If under the age of 18 these also need to be signed by the parents/ guardian and the school/college. All students' details will be added to the Work Experience database where it will be saved.
- 3.6 The WPV Team will arrange the ID badge with the relevant departments.
- 3.7 On the first day of the placement the supervisor must complete the Induction Checklist with the work experience student. The student completes an evaluation form at the end of the placement.
- 3.8 Speaking up about any concern you have at in your placement is really important. In fact, it's vital because it will help us to keep improving our services for all patients and the working environment for our staff. Add safeguarding statement in **Section 3.9** regarding disclosures to designated safeguarding leads.

Trust values – At BSMHFT we all agree to make our three core values real in the way we work together and deliver care. These are to be inclusive, compassionate, and committed. In joining the Trust, we will share a detailed guide to the type of behaviours that we are all expected to follow in making these values real every day. This detailed guide to behaviours is available on posters at our sites and on Connect.

4: Responsibilities

Post(s)	Responsibilities	Ref
All Staff	<ul style="list-style-type: none"> To support individuals who are undertaking work experience within the Trust. To ensure that the work experience placement is safe and free from hazards as is reasonably practicable. To ensure all requests are channelled through Widening Participation & Volunteering team. 	
Service, Clinical and Corporate Directors	<ul style="list-style-type: none"> To assist with identifying work experience placement opportunities. To support and implement the policy within their area 	
Policy Lead	<ul style="list-style-type: none"> Monitor adherence to the policy and review and evaluate its' effectiveness on a regular basis. Ensure the policy is updated with any changes in Law, guidance or best practice which may impact. Responsible for the launch and communication of the policy. 	

	<ul style="list-style-type: none"> • Provide the Head of Workforce Transformation with work experience activity reports on request. 	
Executive Director	<ul style="list-style-type: none"> • To recognise and promote the value of work experience placements and its significance to the development of a future workforce. 	
Placement Supervisors	<ul style="list-style-type: none"> • To ensure work experience placement opportunities are identified within their area. • To liaise with Widening Participation & Volunteering team in relation to work experience opportunities. • To support and implement the policy in their area • To ensure that a current and relevant risk assessment is completed which considers immaturity, inexperience and vulnerability. • To ensure staff in the department are informed of the work experience students and their responsibilities. • To ensure that the work placement provision is safe and free from hazards. • To ensure the student is supervised at all times. • To carry out a local orientation on the first day using the checklist • To ensure that the student wears the ID badge provided. To complete the checklist and return to the Learning and Development department within 2 days. • To report any issues in relation to behaviour, non-attendance, accidents/ incidents, to the Widening Participation & Volunteering team. • To ensure the patient has consented to the presence of a student before they observe care of the patient. 	
Work experience students	<ul style="list-style-type: none"> • To ensure they arrive punctually each day at the agreed time. • To notify the placement advisor of any sick leave or absence in line with locally agreed communication times. • To wear appropriate clothing, safe footwear and ID badge for the placement. • To refrain from bringing onto the trust site any valuables. The Trust accepts no responsibility for the loss or theft of personal property. • To work under supervision at all times and within the agreed parameters. • To behave in a responsible manner at all times and in line with our Trust Values. • To report any safety/ safeguarding issues to the placement supervisor. 	

	<ul style="list-style-type: none"> • To comply with all Trust policies, particularly in relation to Health & Safety, Confidentiality and Data Protection. • To contact Widening Participation & Volunteering team. • if they wish to terminate a placement before the expected end date 	
People Function Team	<ul style="list-style-type: none"> • To manage & deliver the work experience programme on behalf of the Trust and in line with the policy. • To ensure a work placement risk assessment has been carried out and takes account of vulnerability • To ensure work placement supervisors are fully aware of work experience placement systems and procedures • To provide advice to supervisors and students. • To liaise with local schools and colleges to ensure awareness of the Trusts Work Experience Policy. • To oversee the application process and the assessment of work experience placements. • To match students to placements that closely resembles the student's preferences and career intentions. • To ensure relevant paperwork is completed and shared with relevant parties i.e. school/ parents. 	

5: Development and Consultation process:

Consultation summary		
Date policy issued for consultation		November 2024
Number of versions produced for consultation		1
Committees / meetings where policy formally discussed		Date(s)
Where received	Summary of feedback	Actions / Response

6: Reference documents

Working Time Regulations 1999

<https://www.acas.org.uk/young-workers-apprentices-and-work-experience>

NHS Employment Checks Standards

Related policies and procedures on the connect page

Recruitment Policy

Health & Safety Policy

Confidentiality Policy

Risk Management

Health & Safety Policy

Freedom to Speak Up: Raising Concerns Policy

Dignity at Work Policy

Children & Adult Safeguarding

7: Glossary:

ESR - Electronic Staff Record

AHP- Allied Health Professionals

WPVT-Widening Participation and Volunteering Team

8: Audit and assurance: WPV Team to adhere to Trust processes, monitoring data captured via ECLIPSE.

Element to be monitored	Lead	Tool	Frequency	Reporting Committee
Placements for under 18s signed off by parent/ legal guardian and representative from school/college.	Senior Workforce Development & transformation Manager	Database/ annual audit	Annual	Shaping future Workforce Committee
All placements have a signed confidentiality agreement	Senior Workforce Development & transformation Manager	Database/ annual audit	Annual	Shaping future Workforce Committee
All work experience placements receive placement agreement appendix	Senior Workforce Development & transformation Manager	Evaluation forms	Annual	Shaping future Workforce Committee
All Placements have completed the standard application form	Senior Workforce Development & transformation Manager	Standard application form	Annual	Shaping future Workforce Committee

Monitoring of incidents involving young people	Senior Workforce Development & transformation Manager	Standard application form	Annual	Shaping future Workforce Committee
All Placements have completed the standard application form	Senior Workforce Development & transformation Manager	Standard application form	Annual	Shaping future Workforce Committee

10. Appendices:

Appendix 1: Equality Impact assessment form

Appendix 2: Work force process flow chart

Appendix 3: Suggested work experience tasks

Appendix 4. Work Experience Toolkit

Appendix 5: Induction Checklist

Appendix 6: Risk assessment/Risk Record

Appendix 7: Work Experience Placement Agreement

Appendix 1

Equality Analysis Screening Form

A word version of this document can be found on the HR support pages on Connect
<http://connect/corporate/humanresources/managementsupport/Pages/default.aspx>

Title of Proposal	Work experience policy		
Person Completing this proposal	Jade Batchelor	Role or title	WPV Advisor
Division	Corporate	Service Area	Learning & Development
Date Started	19 Nov 2025	Date completed	19 Nov 2025
Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation.			
To provide young people of Birmingham & Solihull an insight into potential careers and attracting future workforce.			
Who will benefit from the proposal?			
Young people, staff & organisation to promote workforce development			
Do the proposals affect service users, employees or the wider community? <i>Add any data you have on the groups affected split by Protected characteristic in the boxes below. Highlight how you have used the data to reduce any noted inequalities going forward</i>			
Employee impact, increase representation from ethnic minority staff supporting as ambassadors Inspiring individuals from similar backgrounds and encourage diversity in professions within BSMHFT.			
Do the proposals significantly affect service delivery, business processes or policy? <i>How will these reduce inequality?</i>			
Yes it will affect service delivery in a positive ways, offering young people an opportunity to gain experience of working for NHS potentially attracting younger workforce.			
Does it involve a significant commitment of resources? <i>How will these reduce inequality?</i>			

Ambassador resources, staff member support career events.				
Do the proposals relate to an area where there are known inequalities? (e.g. seclusion, accessibility, recruitment & progression)				
Recruitment				
Impacts on different Personal Protected Characteristics – Helpful Questions:				
<i>Does this proposal promote equality of opportunity?</i> <i>Eliminate discrimination?</i> <i>Eliminate harassment?</i> <i>Eliminate victimisation?</i>			<i>Promote good community relations?</i> <i>Promote positive attitudes towards disabled people?</i> <i>Consider more favourable treatment of disabled people?</i> <i>Promote involvement and consultation?</i> <i>Protect and promote human rights?</i>	
Please click in the relevant impact box or leave blank if you feel there is no particular impact.				
Personal Protected Characteristic	No/Minimum Impact	Negative Impact	Positive Impact	Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.
Age			x	Work experience is available to young people from the ages of 14-18 years old. This allows young people to have the opportunity to experience working in the NHS- attract younger workforce.
Including children and people over 65 Is it easy for someone of any age to find out about your service or access your proposal? Are you able to justify the legal or lawful reasons when your service excludes certain age groups				
Disability			x	It is anticipated that disability will not have a negative impact in terms of discrimination as this policy ensures that all volunteers should be treated in a fair, reasonable and consistent manner irrespective of their disability.
Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability? Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families?				

Gender			x	It is anticipated that gender will not have a negative impact in terms of discrimination as this policy ensures that all volunteers should be treated in a fair, reasonable and consistent manner irrespective of their gender.
This can include male and female or someone who has completed the gender reassignment process from one sex to another Do you have flexible working arrangements for either sex? Is it easier for either men or women to access your proposal?				
Marriage or Civil Partnerships			x	It is anticipated that marriage or civil partnerships will not have a negative impact in terms of discrimination as this policy ensures that all volunteers should be treated in a fair, reasonable and consistent manner irrespective of their marriage or civil partnerships.
People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?				
Pregnancy or Maternity			x	It is anticipated that pregnancy and maternity will not have a negative impact in terms of discrimination as this policy ensures that all volunteers should be treated in a fair, reasonable and consistent manner irrespective of this. However, the Trust will provide necessary support and reasonable adjustment for an employee who is pregnant or on maternity, paternity or adoption leave and this may be pausing the procedure for a temporary time. This is dependent on staff feeling comfortable about being open about their or their partners pregnancy, including miscarriage.
This includes women having a baby and women just after they have had a baby Does your service accommodate the needs of expectant and post natal mothers both as staff and service users? Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity?				
Race or Ethnicity			x	It is anticipated that race or ethnicity will not have a negative impact in terms of discrimination as this policy ensures that all volunteers

				should be treated in a fair, reasonable and consistent manner irrespective of their race or ethnicity.
Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees What training does staff have to respond to the cultural needs of different ethnic groups? What arrangements are in place to communicate with people who do not have English as a first language?				
Religion or Belief			x	It is anticipated that religion or belief will not have a negative impact in terms of discrimination as this policy ensures that all volunteers should be treated in a fair, reasonable and consistent manner irrespective of their religion or belief.
Including humanists and non-believers Is there easy access to a prayer or quiet room to your service delivery area? When organising events – Do you take necessary steps to make sure that spiritual requirements are met?				
Sexual Orientation			x	It is anticipated that sexual orientation will not have a negative impact in terms of discrimination as this policy ensures that all volunteers should be treated in a fair, reasonable and consistent manner irrespective of their sexual orientation.
Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?				
Transgender or Gender Reassignment			x	It is anticipated that being transgender or having gender reassignment will not have a negative impact in terms of discrimination as this policy ensures that all volunteers should be treated in a fair, reasonable and consistent manner irrespective of them being transgender or having gender reassignment.
This will include people who are in the process of or in a care pathway changing from one gender to another Have you considered the possible needs of transgender staff and service users in the development of your proposal or service?				
Human Rights			x	This policy is written to promote equality and remove any discrimination to ensure that everyone can fulfil their full potential

			<p>within a Trust that is inclusive, compassionate, and committed. This is keeping in line with our Trust values, the NHS People's Plan commitment to equality, diversity and inclusion and reflects the provisions of the Equality Act 2010.</p> <p>This policy applies to all, including applicants applying for a job, staff including agency, bank and volunteers, services users and carers, visitors, stakeholders, an any other third-party organisations who work in partnership with the Trust</p>	
<p>Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position?</p>				
<p>If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)</p>				
	Yes	No		
What do you consider the level of negative impact to be?	High Impact	Medium Impact	Low Impact	No Impact
				X
<p>If the impact could be discriminatory in law, please contact the Equality and Diversity Lead immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.</p> <p>If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the Equality and Diversity Lead before proceeding.</p> <p>If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the Equality and Diversity Lead.</p>				
<p>Action Planning:</p>				
<p>How could you minimise or remove any negative impact identified even if this is of low significance?</p>				

By working with the Trusts engagement lead, local partnership groups – Kings Trust and local schools work placements would be offered under the guidance of the policy
How will any impact or planned actions be monitored and reviewed?
Monitor application forms/applications of interest via regular team meetings
How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.
Promotion of engagement via Trust newsletters and links to schools marketing processes for work experience
Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at bsmhft.hr@nhs.net . The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis

Appendix 2

WORK EXPERIENCE – YOUNG PEOPLE

The application process

1. Enquiry from a school, college
or individual applicant via the work experience in box –bsmhft.workexperience@nhs.net
Send:

- response email/letter
- application form
- Email disclaimer form



2. Application form received

Check:

- is the application acceptable?
- is the experience requested suitable for the applicant?
- does a suitable work experience opportunity exist?
- risk assessment for relevant department(s)



3. Confirmation

Send to applicant:

- risk assessment
- evaluation form/ daily diary



4. The work experience programme

- Placement supervisor goes through the induction checklist with the WE Placement
- Placement supervisor ensures that informed consent is received from Service Users before introducing the placement.
- student evaluation
- supervisor's report.



5. Follow up

Evaluation reports by students and staff form an important part of the work experience programme. Beyond this, the learning and development team will take into account any further feedback from the placement supervisor, work experience placement or the school.

Appendix 3.

A table below gives an idea of different type of activities/tasks student can and can't be involved in.

Suitable activities	Unsuitable activities
Helping to make empty beds	Any activity for which specialised training is required (e.g. manual handling)
Helping with errands e.g. picking up supplies from another department.	Any activity involving contact with clinical waste products
Greeting patient's relatives and visitors at reception areas.	Unsupervised access to medical/staff records or computer.
Helping to serve food and drinks at mealtimes.	Any unsupervised contact with patients.
Observing appropriate patient care (with express consent of patient)	
Helping with admin photocopying filling etc.	
Answering the phone (with clear guidance supervision)	
Shadow clinical/non-clinical staff	

Appendix 4

Work Experience, Young people.

Tool kit

- Confidentiality form
- Applications forms – 14 to 16 & 17 plus



Confidentiality
Agreement.pdf



17+ WEX
Application Form.pdf

Appendix 5

YOUNG PERSONS - INDUCTION CHECKLIST

ALL STAFF SHOULD HAVE A LOCAL INDUCTION TO ALL WARDS/UNITS IF IT IS THEIR FIRST ASSIGNMENT ON THE WARD/UNIT

Ward/Unit.....

	Tick when completed
Basic facilities – Toilets, local refreshment areas	
First Aid Box location, on call first aider	
Local fire exits/fire extinguishers – procedure for evacuation in the event of a fire	
Passes and Alarms, Keys	
Security systems –Internal security, reporting of breaches	
Policies & Procedures -Signpost	

Please write any departmental specific items below	Tick when completed

Date of Local Induction.....

Signature of WEX staff.....Print Name.....

Signature of Line manager..... Print Name.....

Appendix 6

Environmental Risk Assessment **Young person in the workplace.**

There is a list of potential hazards listed below. Please use these as appropriate to populate the risk assessment. This is not a definitive list therefore if there are other hazards that you identify in your working environment that are not listed please ensure that these are included. Equally not all listed hazards might be applicable to your working environment, so there is no requirement to include in your assessment.

List of Potential Hazards

- Violence and Aggression/ Assault
- Patient/ SU/ Visitor Vulnerability
- Work Related Stress
- Infection Control
- Food Hygiene
- Moving and Handling
- First Aid
- Fire Safety
- Infectious Diseases/ Needle sticks/ Sharps
- Lone Working
- Display Screen Equipment
- Chemical Hazards
- Biological Hazards
- Electricity
- Equipment
- Working at height
- Slips/ Trips/ Falls
- Asbestos
- Legionella
- Interviewing service users
- Driving/ Vehicle Safety
- Security
- Bomb Threats/ Suspicious Packages
- Environment Factors e.g. noise, lighting, ventilation
- Confined Spaces
- New and Expectant Mothers
- Barricade
- Ligation
- Young or Inexperienced Person
- Access and Egress

Service Area		Site	
Reference Number		Location	
Assessor(s)		Date Completed	
Service Manager		Review Date	

Activity	Hazard and Harm	Key persons at risk	Existing Controls

Activity	Hazard and Harm	Key persons at risk	Existing Controls

Appendix 7

Work Experience Placement Agreement Confirmation

Once you have read the placement agreement attachment, please complete this form.

Section 1

I accept this placement on the terms and conditions outlined on the accompanying placement agreement attachment and I have retained a copy: Yes or No

Checklist

I have read and agree to the placement:

I have read and agree to the risk assessment:

I agree to adhere to maintain confidentiality at all times:

I have read the placement outline:

I have a copy of my timetable:

I will not record any of the virtual work experience placement:

I have sent copies of my ID to the work experience email (see attached acceptable ID) in confirmation email):

I agree that I will not share my email, twitter, Instagram or other social media accounts with hosts, session leads, or other students on the placement:

Name (first name and surname):

Today's date:

I am under 18 years of age: Yes /No

Additionally, by signing in the table below, you consent, for the Birmingham & Solihull Mental NHS Foundation Trust publicity purposes, to the organisations using your images and voice recordings in media materials, publicity literature or other documentation used to promote the Birmingham & Solihull Mental NHS Foundation Trust careers and work experience activities.

Sickness during Work Experience Placement

If you are unable to attend because of sickness you must inform your Placement Supervisor and the Widening Participation Team as soon as possible and keep them informed as to the likely date of return.

The contact details of your Placement Supervisor and the Widening Participation Team can be found in the attached Work Experience Placement Outline.

Confidentiality

During the course of your work experience you may have access to information concerning the Trusts staff, policies, finances or patients, which is strictly confidential. To divulge even the fact that a person is having treatment or attending a clinic appointment, without giving details of the treatment, can cause distress and can, in some circumstances be a breach of confidentiality.

It is a condition of your placement that in no circumstances will such information be passed on or discussed with any unauthorised person/s without the authority of the organisations or one of its authorised officers, or under legal compulsion.

A breach of confidentiality during this work experience placement would result in its termination. Failure to follow these conditions may lead to prosecution should the organisations become involved in a case of litigation. In certain circumstances you may also be liable to prosecution under the Data Protection Act 1998.

The Trusts will act using the Public Disclosure Act 1998, which protects individuals who make certain disclosures of information in the public interest; and allows individuals to bring action in respect of victimisation.