



WORK EXPERIENCE POLICY

Policy number and category	HR 32	Human Resources
Version number and date	27	June 2021
Ratifying committee or executive director	Transforming our Culture & Staff Experience Sub Committee	
Date ratified	December 2021	
Next anticipated review	December 2024	
Executive director	Executive Director of Strategy, People & Partnerships	
Policy lead	Workforce Development & Transformation Manager	
Policy author (if different from above)	Widening Participation & Volunteering Advisor	
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 accommodate work experience opportunities creatively and safely.

POLICY REQUIREMENT

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.

CONTENTS

1	INTRODUCTION	3
	1.1 Rationale (Why)	3
	1.2 Scope (Where, When, Who)	3
	1.3 Principles (Beliefs)	5
2	POLICY (What)	6
3	PROCEDURE	7
4	RESPONSIBILITIES.....	8
5	DEVELOPMENT AND CONSULTATION PROCESS	10
6	REFERENCE DOCUMENTS.....	10
7	BIBLIOGRAPHY	11
8	GLOSSARY.....	11
9	AUDIT AND ASSURANCE	11
10	APPENDICES.....	11

1 INTRODUCTION

1.1 Rationale (Why)

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 staffs 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 taken into account 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, Psychologists 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 (or virtual due to Covid 19) in which an individual carries out a range of tasks or duties with an emphasis on the learning aspects of Health Education 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 through the clinical and non-clinical insights programme. During the placements young people will have the opportunity to experience NHS professions via the Insights Programme. The 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.

Insight's sessions programme provides learning opportunities in the following:

- Careers progression in Mental Health
- Practice interview skills & securing an interview
- Requirement for a successful interview

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 adhoc 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 clinical and non-clinical placements will be offered depending on their interests/ preferences. A risk assessment must be completed for all placements taking into account inexperience and

young age. If the individual is under 18 this must be signed off by their parents/ legal guardian and a representative from school.

Clinical placements are defined as support staff duties. Health Care assistant, Nursing, AHP, Psychology assistant roles will offer opportunities to those who are interested in a career in healthcare, to undertake clinical placements 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.

UGME

Students/medical placements should go to Karen wight karenwight@nhs.net

Medical staffing

Clinical Attachment – short term unpaid placement for a qualified doctor, usually from a couple of weeks to 3-4 months. Individual is usually an IMG without GMC registration so is purely a shadowing experience.

1.3 Principles (Beliefs)

- 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 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 tea 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.
- 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 also on Connect
here: <http://connect/ourtrustfiveyearstrategy/Documents/Everyday%20Behaviours%20Guide.pdf>

2 POLICY

- 2.1 The Widening Participation and Volunteering Team (WPVT) in Learning & Development are responsible for coordinating all work experience placements.
- 2.2 The WPV Team will ensure local schools; colleges work experience coordinators receive regular communication and NHS careers literature on a regular basis. The team will respond to individual and group requests to enquire relating to the work experience process.
- 2.3 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.
- 2.4 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.
- 2.5 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.

3 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 Learning and Development. 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 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)

3.5 The Work experience applicant is informed that a suitable placement exists and is asked to complete the occupational health questionnaire, declaration form, confidentiality agreement, and send a passport photo for an ID badge. They are also requested to complete the ESR – Non-Payroll Data Capture Form and submit with their identity checks to the WPV Team. Work Experience students are not required to complete a Disclosures and Barring Check as they are supervised (as per NHS Standards). bsmhft.workexperience@nhs.net (Appendix 4)

3.6 Once all checks are satisfactorily completed the Work Experience is sent two honorary contract letters, the placement information sheet which outlines activities, learning outcomes and 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 needs 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.

3.7 The WPV Team will arrange the ID badge and IT log in with the relevant departments.

3.8 On the first day of the placement the supervisor must complete the Induction Checklist with the work experience student. The student completes a daily diary and an evaluation form at the end of the placement and the placement supervisor a supervisor's report.

3.9 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.

<http://connect/corporate/governance/Policies/Freedom%20To%20Speak%20Up%20Raising%20Concerns%20Whistleblowing%20Policy.pdf>

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 here:

<http://connect/ourtrustfiveyearstrategy/Documents/Everyday%20Behaviours%20Guide.pdf>

4 RESPONSIBILITIES

Post(s)	Responsibilities
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 Learning & Development
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. • Provide the Head of Learning & Development 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 Learning & Development 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 takes into account immaturity, inexperience and vulnerability.

	<ul style="list-style-type: none"> • 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 arising to the Learning and Development Department. In relation to behaviour, non-attendance, accidents/ incidents. • 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. • To comply with all Trust policies, particularly in relation to Health & Safety, Confidentiality and Data Protection. • To contact Learning & Development if they wish to terminate a placement before the expected end date
Learning & Development Department	<ul style="list-style-type: none"> • To manage & deliver the work experience programme on behalf of the Trust and in line with the policy.

	<ul style="list-style-type: none"> • 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	June 2021	
Number of versions produced for consultation	1	
Committees or meetings where this policy was formally discussed		
Where else presented	Summary of feedback	Actions / Response

6 REFERENCE DOCUMENTS

Working Time Regulations 1999

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

Work Experience Toolkit, see Learning & Development Connects page

NHS Employment Checks Standards

Related policies and procedures on the connect page

Recruitment Policy

Health & Safety Policy

Confidentiality Policy

Risk Management

Health & Safety Policy

7 BIBLIOGRAPHY

A list of works the author has used as a source of information, evidence or inspiration, but is not referred to directly in the text.

Work Experience in the NHS	NHS Careers	February 2009
Work Experience Placements that work	CIPD	
Work Experience Placement Policy	Royal Orthopaedic Hospital NHS Foundation Trust	Birmingham Women's & Children NHS Foundation Trust

8 GLOSSARY

Definitions of technical or specialised terminology used within the policy.

Psychologists or AHP undertaking a Health Profession related course.

9 AUDIT AND ASSURANCE

What steps will be undertaken to assess how well the policy is working

What criteria will be used for assurance that the policy is being met.

Element to be monitored	Lead	Tool	Frequency	Reporting Arrangements	Acting on Recommendations and Lead(S)	Change in Practice and Lessons to be shared
Placements for under 18s signed off by parent/ legal guardian and representative from school/college.	Workforce Development & transformation Manager	Database/ annual audit	Annual	Workforce Committee	Widening Participation manager	Process Review
All placements have a signed confidentiality agreement	Workforce Development & transformation Manager	Database/ annual audit	Annual	Workforce Committee	Widening Participation manager	Process Review
All work experience placements received an honorary contract letter and returned appropriately signed.	Workforce Development & transformation Manager	Evaluation forms	Annual	Work force committee	Widening Participation manager	Process Review
All Placements have completed the standard application form	Workforce Development & transformation Manager	Standard application form	Annual	Workforce Committee	Widening Participation Manager	Process Review

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: Students Confirmation Email
- Appendix 8: Virtual Induction Checklist
- Appendix 9: Work Experience Timetable
- Appendix 10: Work Experience Placement Agreement
- Appendix 11: 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		Michelle Johnson	Role or title	Widening Participation & Volunteering Advisor
Division		Nursing	Service Area	Learning & Development
Date Started		May 2018	Date completed	27 June 2021
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				
Impacts on different Personal Protected Characteristics – Helpful Questions:				
<i>Does this proposal promote equality of opportunity? Eliminate discrimination? Eliminate harassment? Eliminate victimisation?</i>			<i>Promote good community relations? Promote positive attitudes towards disabled people? Consider more favourable treatment of disabled people? Promote involvement and consultation? 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			✓	Actively encourages young people – school as to visit BSMHFT, work experience and better understanding of the service the organisation provides.
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			✓	Actively encourages inclusivity to meet the Equality act 2010
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			✓	Actively encourages inclusivity to meet the Equality act 2010
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			✓	Actively encourages inclusivity to meet the Equality act 2010
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			✓	Actively encourages inclusivity to meet the Equality act 2010
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			✓	Actively encourages inclusivity to meet the Equality act 2010
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			✓	Actively encourages inclusivity to meet the Equality act 2010
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			✓	Actively encourages inclusivity to meet the Equality act 2010
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			✓	Actively encourages inclusivity to meet the Equality act 2010
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			✓	Actively encourages inclusivity to meet Human Rights act the Equality act 2010
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?				
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)				
		No		
What do you consider the level of negative impact to be?	High Impact	Medium Impact	Low Impact	No Impact
				✓
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.				
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.				
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 .				
Action Planning:				
How could you minimise or remove any negative impact identified even if this is of low significance?				
By working with the Trusts engagement lead, local partnership groups – Princes 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 hr.support@bsmhft.nhs.uk. 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

The application process

1. Enquiry from a school, college
or individual applicant via the work experience in box – supply email address

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. Interview

Not all placements insist on interviews. Some, subject to a suitable application, will fill places on a 'first come, first served' basis.



4. Checks

- Applicant completes occupational health questionnaire and asked to submit 1 reference, signed confidentiality agreement, ICT and ESR Forms, attend face to face identity check and supply a passport photo
- Placement supervisor completes the placement information sheet and ensures a risk assessment in place
- Learning & Development administer ID badge, ESR and IT access.

Decision made on whether individuals are accepted/not accepted based on checks



5. Confirmation

Send to applicant:

- two honorary contract letters
- placement information sheet (includes objectives and standards)
- risk assessment and health and safety advice
- evaluation form/ daily diary



6. 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.



7. 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 tool kit

- Confidentiality form
- Applications forms – 14 to 16 & 17 plus
- School reference for applicant
- Email disclaimer form
- Honorary contract letter
- ESR – Non-Payroll Data Capture Form – New Starters



Confidentiality Agreement.pdf



17+ WEX Application Form.pdf



NHS Declaration Form B.pdf



Email Disclaimer Form.pdf



ESR Form.pdf



Honorary Contract Letter

Our Ref: SE/SA

Tuesday, 12 April 2022

PRIVATE & CONFIDENTIAL

Widening Participation Team
The Uffculme Centre
Moseley
Birmingham
B13 8QY

Telephone: 0121 301 3970
Fax :0121 301 3983

Dear

Application for Work Experience

I have pleasure in confirming our offer of an Honorary Contract/Placement to work within Birmingham and Solihull Mental Health Foundation Trust.

Please read the terms and conditions carefully and sign both copies of this letter, returning only one to me.

This Placement is for the period from**to** shadowing The working arrangements, hours will be **9.00 to 5.00**. Please report to, who will be responsible for your supervision throughout this placement.

Specific details of the placement are outlines in the placement information sheet attached.

Sick Leave Arrangements: If you are unable to attend because of sickness, you should inform the Clinical Supervisor or the Head of Department as soon as possible and keep the Manager informed as the likely date of return.

Security Badges: It is a requirement that every person should display an identification badge when working on any site associated with an NHS organisation. This will be issued to you on arrival, by the person responsible for your supervision.

Confidentiality: Any matters of confidential nature, in particular information relating to diagnosis and treatment of patients, individual staff and/or patient records, and details of contract process and terms must under no circumstances be divulged or passed on to any other unauthorised person or persons.

Termination of Work Experience Placement: Any act of misconduct (e.g Theft) or breach of confidentiality may result in the termination of your placement. Discussion will be held with your School/College before the placement is terminated.



Health & Safety: You are reminded that in accordance to the Health & Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and others by your work activity and are required to comply with the Trust policies in meeting these statutory requirements. A copy of the health and safety policy is available on request.

Infection control: Students should avoid contact with bodily fluids but be aware that there may be a risk of contact in unpredicted situations. In order to minimise the risk of infection, you must follow instructions given by members of staff at all times. You must therefore follow instructions by members of staff at all times.

You must also ensure that your standards of personal hygiene are very high. You must wash your hands regularly.

By signing below, you are agreeing to have read & understood the risks stated on the risk assessment form, as well as adhere to the actions specified. All placements are individually risk assessed, based on each individual and the environment where the placement is held. This form is mandatory & is used to mitigate any issues regarding risk at any point during an individual's placement.

Loss/damage of personal effects: Your attention is drawn to the fact that no liability can be accepted for the loss or damage to personal property on the Trust premises. Smoking Policy: In the interests of the health of staff, patients and visitors, the Trust is a non-smoking organisation. It is a condition of employment that you do not smoke within the Trust's premises and grounds except in designated areas. Please note that designated areas are not available at all sites within the Trust.

During the period of your placement, you will not, at any time, except where the law requires, be regarded as an employee of the trust, and will not be eligible for remuneration in respect of your work placement with the trust.

Please read this letter carefully and sign both copies, returning one copy to Sheroze Arif, Uffculme Centre, 52 Queensbridge Road, Moseley, Birmingham, B13 8QY.

Yours sincerely,

Form of acceptance

I accept my work experience placement on the terms and conditions outlined and have retained a copy.

Signed _____ Dated _____

Print name _____

Parent/ Guardian's signature if under 18 _____



Appendix 5

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

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
- Work Related Stress
- Infection Control
- Food Hygiene
- Moving and Handling
- First Aid
- Fire Safety
- Attire
- 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
- Severe Weather – extreme heat/ cold; flooding; snow
- Ligature
- Young or Inexperienced Person
- Access and Egress



Service Area		Primary Location	
Reference Number		Locality	
10.1.1 Assessor(s)		Date Completed	
10.1.2 Service Manager		Review Date	
10.1.3 Volunteer		Department	

Activity	Hazard and Harm	Key persons at risk	Existing Controls
Violence Aggression/assault	Physical or verbal assault by SUs	Staff, contractors, visitors, SUs	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
Infectious diseases Needle stick Sharps	Cross-infection. Outbreaks. Needle-stick injuries	SUs, staff, contractors, visitors	
Manual Handling	Back injuries, strains, pulls, muscular discomfort.	Staff	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
Display Screen Equipment	Eye strain, repetitive strain injury	Staff, SUs	
Water Management	Scalds, burns, infection and legionella	Staff SUs Visitors	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
Chemical/Hazardous Substances	Ingestion, burns, splashes, fume inhalation	Staff SUs Visitors	
Fire Safety	Smoke inhalation, burns, damage to buildings and property. Deliberate fire setting –	Staff SUs Visitors Contractors	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
	internally or externally		
Electricity	Electrocution/death	Staff SUs Visitors Contractors	
Equipment	Injury	Staff SUs Visitors	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
		Contractors	
Work Related Stress	Inability to concentrate, time off sick from work, impact on social/home life, depression, impact on service provision	Staff	
Food Hygiene	Food poisoning, D&V outbreak, unit closure	Staff SUs Visitors Contractors	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
Lone Working	Physical or verbal abuse, injury	Staff	
Ligature Risk and Self-harm	Serious injury, death	SUs	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
Slips, Trips and Falls	Various injuries – cuts and bruises to broken bones	Staff SUs Visitors Contractors	
Security	Loss of property, damage to premises, confidential documents accessed, absconsion	Staff SUs Visitors Contractors	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
Environmental Factors	Unacceptable living/working conditions	Staff SUs	
New and Expectant Mothers	Injury to expectant mother and harm to unborn child	Staff	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
First Aid	Injuries such as cuts, bruises, sprains and broken bones that happen on Trust premises	Staff SUs Visitors Contractors	
Access and Egress	Unauthorised access to the ward/unit/team	Staff SUs Visitors	
Barricade Situations	Injury due to being barricaded in a room	Staff SUs Visitors	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
Use of the clinic	Harm due to lack of servicing/ maintenance of medical devices Harm due to medication not being stored at the right temperature	Staff SUs	
Searching Service Users			

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Activity	Hazard and Harm	Key persons at risk	Existing Controls
Interviewing Service Users	Physical or verbal abuse	Staff	

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



5 x 5 Risk Scoring Matrix (AS/NZS 4360:1999)

L I K E L I H O O D	Almost Certain	5 Green	10 Yellow	15 Amber	20 Red	25 Red
	Likely	4 Green	8 Yellow	12 Amber	16 Red	20 Red
	Possible	3 Green	6 Yellow	9 Amber	12 Amber	15 Red
	Unlikely	2 Green	4 Green	6 Yellow	8 Amber	10 Amber
	Rare	1 Green	2 Green	3 Yellow	4 Yellow	5 Amber
		Insignificant	Minor	Moderate	Major	Catastrophic
CONSEQUENCE						

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor and review.



Risk Quantification:

Measures of likelihood

Level	Descriptor	Detail description
1	Rare	The event may only occur in exceptional circumstances
2	Unlikely	The event could occur at some time but the chance is very small (1 in 100 to 1 in 1000)
3	Possible	The event may occur occasionally (1 in 10 to 1 in 100)
4	Likely	The event is likely to occur imminently or in the short term
5	Almost Certain	Will definitely occur

Measures of Consequence

Level	Descriptor	Detail description
1	Insignificant	No injuries No risk to Trust None / 1 person involved Unlikely to cause complaint/ litigation Low financial loss
2	Minor	First aid treatment / short injury < 3 days absence Contained on site Minimal risk to the organisation One person involved Moderate financial loss (£10,00- 25,000) Complaint possible, litigation unlikely
3	Moderate	Medical treatment required- semi-permanent injury Contained on site with outside assistance RIDDOR reportable incidents > 3 days absence Needs careful public relation Small numbers involved 3-10 High potential for complaint, litigation possible Medium financial loss (£25,000- 500,000)
4	Major	Permanent injury/ disability, multiple injuries, death Loss of production capability- service closure Long term sickness Adverse publicity >3 days Moderate number involved 10-50 Litigation expected/ certain Major financial loss (£500,000- £1m)
5	Catastrophic	Death - Multiple fatalities National adverse publicity / Full public enquiry HSE Investigation Many people involved 50+ Litigation expected/ certain /Huge financial loss

Please forward a copy of this Workplace Risk Assessment Record to Risk & Safety Team and Service Manager. Please also ensure that all staff that could be affected by these hazards have seen the assessment and are aware of the relevant control measures

BSMHFT Workplace Risk Assessment/Inspection Record June 2021

- **RISK RATING:** H = High/ill health severity and/or likelihood; priority action needed and ensure interim risk controls are in place in the meantime.
M = Medium severity and/or likelihood, action needed within 3 months and ensure interim risk controls are in place in the meantime.
L = Low risk continue to manage, monitor, and review.



Appendix 7

Confirmation Email to Students

Hi (Name of Student)

Please find attached the following documents in advance of your virtual work placement (start and finish dates) in the XXXXXXXX Department, with (Name and Job Title of Host):

- Placement Agreement – Please read the attached placement agreement, and then click on (link to the survey) to complete:
- Placement outline – for your reference
- Risk Assessment document – you need to read and sign this document, retain a copy for yourself and send one back to me before the start of your placement – you can email it to me if that is easier.
- Placement timetable – which contains the MS Teams Links to the Sessions
- Safeguarding Information for your reference
- Accepted ID Documents
- A Work Experience Diary for you to complete whilst on your placement
Become a member and support your local NHS Foundation Trust at
<http://connect/Pages/Home.aspx>

Before you start your virtual work experience placement, we will need to carry out an ID check with you via MS Teams, from the Accepted ID Document, please send us copies of the correct ID beforehand.

We will then arrange a MS Teams meeting with you to check these documents. I have copied (Name of Host), your placement Supervisor into this email for information. Regards



Appendix 8

Virtual Work Experience Induction Checklist

In addition to the important points covered in the risk assessment document sent to the student, the following checklist must be completed by the placement supervisor and student on the first morning of day 1 of the placement. It is not exhaustive as different placements will have different points to cover. The placement supervisor is responsible for completing and submitting this form at the end of the induction session.

1. Tech Check - check your Microsoft Teams (MST) connections (both student and supervisor) and any other links are working and provide a quick overview of the functionality of MST (mute button, chat functionality, camera, raise your hand etc)

Tech Check complete

Tech Check complete but unresolved connection issues

2. Introductions

Complete

Incomplete

3. Run through student timetable

Done

Not done

4. Do's and Don'ts of a virtual work experience programme:

1) Respect - Sessions will be delivered by healthcare professionals and volunteers. Please be respectful to all staff members. Please note that anyone acting in an abusive or disruptive manner will be removed from the programme

2) Prepare - The programme outlined in your timetable has all the information on times of sessions and links to access MST. Please ensure you log in to each session in a timely manner.

3) During the Sessions - Once logged in please place yourself on mute immediately. If you have access to a camera then please turn your camera on.

4) Questions - There will be opportunities to ask questions throughout the sessions. Be curious! Please ensure you use the chat function on MST to ask any questions. We ask that you don't unmute to ask questions

Appendix 9



Work experience Timetable

Week:

Department: Social Value	Placement Student:			Week commencing:	
--------------------------	--------------------	--	--	------------------	--

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Start time and location					
Morning activity and location					
Supervisor					
Lunch start and finish times					
Afternoon activity and location					
Start time and finish time					

Please note that your timetable may be subject to change during the Work Experience Placement week. Your supervisor will notify you of any changes.



Appendix 10

Work Experience Placement Agreement Confirmation

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

Section 1

1. I accept this placement on the terms and conditions outlined on the accompanying placement agreement attachment and I have retained a copy

Yes

No

2. 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

3. Name (first name and surname)

4. Today's date

5. I am under 18 years of age

Yes /No



Appendix 11

PLACEMENT AGREEMENT

DATE: XXXXXX

Hi XXXXXXXX,

I have pleasure in confirming our offer of a XX day (VIRTUAL) work experience placement in the XXXX department within Name of Hospital (XXXXXX Care Organisation). Please read the terms and conditions of this agreement carefully before you sign it.

You should retain a copy of the Work Experience Placement Agreement as evidence for any future University or job application.

The work experience placement is for the period XXXXXXXX to XXXXXXXX. Your Placement Supervisor, Name and Title, will be responsible for your supervision throughout this placement although may delegate your supervision to another member of staff.

The working hours/arrangements are as stated in the attached Work Experience Placement Outline and Timetable.

On your first day please report direct to your Supervisor, XXXXXXXX via MS Teams at XXXXXXXX (all links to sessions found on the timetable)

A Risk Assessment relevant to your placement is attached. Please can you read the document before your placement begins?

Your Placement Supervisor will cover the risk assessment as part of your placement induction into the department.

By completing and signing the online placement agreement (add link to MS Team Survey for Placement Agreement) you consent to your personal details being kept by the Birmingham & Solihull Mental NHS Foundation Trust Learning and Development Department for administration, monitoring and reporting purposes. Data will be kept in accordance with the Data Protection Act.

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.