

RMPG15 - Appendix 4 Procedural guidance:

Model Communication to Parents/Guardians of Children (Less than 16 years old)

Essex Partnership University NHS Foundation Trust is committed to ensuring the health and safety of all staff, visitors and others who are involved in, or affected by, our working activities.

We have carried out an assessment and review of the locality in which (*name*) _____ will be based and the work they will be asked to participate in. With all work environments, there is an element of risk – this is why we take great care to make arrangements to induct and train staff on such matters as fire, health and safety, manual handling and the use of any equipment which might be used during the course of the work or which might be present in the workplace.

Although we would not consider a young person working in our workplace to be a significant risk, we shall ensure that they have careful supervision from a competent person during their time with us. If any other work is planned this will also be suitably risk assessed and the appropriate level of training, guidance and supervision provided.

I trust you will find these arrangements satisfactory, but if there any questions or areas which may cause you concern, please do not hesitate to contact the undersigned on (*telephone number*) _____

Yours Sincerely,

Name (print).

Designation. (Job title).

Contact address: