**Colleagues Who Do Not Want/Require a Wellbeing Assessment Conversation**

Protecting and supporting the health, safety and wellbeing of our staff is of paramount importance to the Trust. We aim to ensure that our staff are physically and psychologically healthy and that we protect our colleagues, families and service users.

The Staff Wellbeing Assessment applies to all staff in the Trust and is deemed priority and a duty of care to support staff safety and wellbeing. Wellbeing assessment actions are held locally between staff and their manager to inform progress and review and no record of discussions are held in central or personal records. A simple ‘one-tick’ process completed by the line manager in iLearn, confirms that a wellbeing assessment has been completed.

Please note that the Occupational Health service can also facilitate staff wellbeing assessments with individual staff and if you have concerns or queries about the assessment or process, you can confidentially contact Caroline Bamford, Head of Diversity & Inclusion for further guidance: [caroline.bamford@nhs.net](mailto:caroline.bamford@nhs.net)

If however, you prefer to opt-out of the wellbeing assessment discussion and process, please confirm by ticking one the following statements that apply:

**1. I do not want/require a wellbeing assessment at this time.**

**2. I understand that I can request a wellbeing assessment conversation with my line manager if my circumstances change**.

Name: …………………………………………………………………………………………………….

Job Title: ……………………………………………………………………………………………………

LYPFT Service/Team: ……………………………………………………………………………………

Signature: ………………………………………………………………………………………………….

Please return your completed form to the Diversity & Inclusion Team: [diversity.lypft@nhs.net](mailto:diversity.lypft@nhs.net)