



**Kent and Medway**

**NHS and Social Care Partnership Trust**

**Information Governance & Records Management Department**

1<sup>st</sup> Floor

Magnitude House

New Hythe Lane

Aylesford

Kent

ME20 6WT

Sent via email

Tel: 01795 514525

Email: [kmpt.infoaccess@nhs.net](mailto:kmpt.infoaccess@nhs.net)

Website: [www.kmpt.nhs.uk](http://www.kmpt.nhs.uk)

Dear [REDACTED]

### **Request for Information**

I write further to your request FOI ID 43119 under the Freedom of Information Act 2000 regarding: -

Trust Disability Policies

Your request is set out below:

1. All trust policies relating to staff health and well-being, disability policies and reasonable adjustments policies

**Please find attached the following policies:**

**Reasonable Adjustments Policy**

**Trans Equality in the Workplace Policy**

**EDI Policy**

**Stress Management Policy**

**Staff Support Policy**

**Absence Management Policy**

**The organisation has a large number of policies, many of which will contain elements of staff health and well-being, disability and reasonable adjustment requirements. If you are unable to locate the information requested within the attached policies please do let us know so that we can attempt to narrow down your requirements further.**

2. All trust guidelines, policies and procedures regarding Physical Interventions Training, including any recent updates and provisions, adaptations or exclusions for disabled staff, and what happens if a member of staff has an injury and can no longer complete some aspects of Personal Interventions

**KMPT do not have a specific Personal Interventions Training Policy. Aspects of this information will be covered within other policies in existence therefore, if you could please narrow down the information you are looking to obtain we would be happy to further assist your enquiries.**

**We are proud to be smoke free**

Trust Chair – Dr Jackie Craissati  
Chief Executive – Sheila Stenson

3. All trust guidelines and policies relating to the role of Band 5 Occupational Therapists working within an Acute Mental Health Ward, including guidelines for recruitment of disabled people, particularly in regards to physical disability and if there are any role exceptions

**KMPT do not have specific policies relating to staff groups, the policies within the organisation are broad in subject and individual arrangements would be managed within individual settings with support from the relevant HR departments.**

4. The percentage of staff currently employed within a clinical, patient facing ward setting who consider themselves or have disclosed a disability who have successfully completed Personal Interventions Training

**I can confirm that 7.6% of our workforce has declared a disability.**

**Of those staff -**

**10.1% are in scientific/technical positions, i.e. psychologist/pharmacist/social workers**

**23.6% are in additional clinical services i.e. HCA's/Nursing associates**

**26.3% Nursing**

**26.3% Admin and clerical**

**12.1% AHP's i.e. OT's**

**1.3% Estates i.e. housekeeping**

**Type of disability -**

**27.3% learning difficulty**

**22.9% Long standing illness**

**17.2 Mental Health**

**3.7% Physical impairment**

**2.7% Sensory impairment**

**All others are unspecified**

**Please be advised that we are unable to provide information surrounding completion of personal interventions training. The requested information is contained within the individual personnel records and archive systems which cannot be extracted as a standalone piece of data. In order to extract the requested information and collate the results would require a manual exercise to identify and review personnel records and would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.**

5. The percentage of staff currently employed within ward settings who have a physical disability that requires aids (wheelchairs, walking sticks or any other equipment)

**Please be advised that we are unable to provide the requested information. The requested information is contained within the individual personnel records and archive systems which cannot be extracted as a standalone piece of data. In order to extract the requested information and collate the results would require a manual exercise to identify and review personnel records and would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.**

6. When was the Personal Intervention Training policy updated to include occupational therapists please?

**A training Needs Analysis for Physical Interventions Training & PSS training was conducted in 2021 and consulted on. It was approved in Sept 2021. Please see pages 20-21 for reasonable adjustments where it states that the safety of patients when applying physical interventions takes priority.**

7. Are there any exceptions, reasonable adjustments or exclusions that mean some staff do not have to do all aspects on Personal Intervention Training in order to work on a ward.

**Reasonable adjusts to protected characteristics are laid out in the TNA (pages 20-21). All required staff must complete the Personal Safety training. If a staff member does not pass the assessed Physical Interventions training after multiple attempts then this is relayed to ward manager/matron and they take responsibility for accepting the risk (rarely) or moving the staff member to a role that does not require this training.**

8. Do Personal Intervention Training apply to students on placement, Peer Support Workers or volunteers working on the ward? And if not, why is this?

**Exceptions do include peer support workers who do not have to complete their physical interventions training due to their previous traumatic experiences, however, many chose to attend this training. Volunteers are also exempt as they do not spend periods of time on the wards and are generally accompanied but must complete Personal Safety training. Student Nurses complete their personal safety training.**

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of  
The Information Governance Department