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| Our ref:  Your ref: | **Local Office/Department**    Address line one  Address line two  Location  Postcode  **T.** Telephone number  **M.** Mobile number  **E.** Email address  Day Month Year |
| Recipient name  Recipient address  Town  Postcode |

Dear Trainee

**Supporting a safe environment for surgical training**

The surgical profession should create a welcoming and inclusive environment for all irrespective of any protected characteristic. Recent testimonials emerging from social media regarding sexual harassment are distressing for all those affected and wholly unacceptable. Sexual assault and harassment have no place in society and certainly not within a professional surgical environment.

Health Education England (HEE) and the Schools of Surgery across England will fully support trainees to attain their full potential, and work with employers to ensure a safe workplace culture that respects all.

If you experience or witness such behaviour or cultural difficulties in the workplace, including those relating to inappropriate sexual conduct, then I would strongly encourage you to use the avenues within your employing organisation and/or HEE local office to raise concerns and obtain professional and wellbeing support in a safe and confidential environment. These include, but are not limited to, Education Supervisors, College Tutors, Training Programme Directors, Trust-based Freedom to Speak Up Guardians, Directors of Medical Education, Head of School and your local Dean. If you are a member, you also have the alternative route of raising issues with your union representative (for example, BMA or HCSA).

We hope this gives you the flexibility of choice to speak to whoever you feel most comfortable to confide in. HEE and your School of Surgery will support all trainees who experience inappropriate behaviour in a confidential and compassionate way. We will listen to you, and also work to support you and signpost you to appropriate resources.

Yours faithfully

**Name**Head of School of Surgery