

OVERARCHING SERVICE PRINCIPLES

Values and Principles

1. The Providers services should be accessible, acceptable and appropriate to the needs of all service users, including members of ethnic minority communities and hard to reach groups.
2. The Provider will ensure that the services it offers are in line with nationally recognised best practice, locally agreed policies, protocols, guidelines and current evidence of effectiveness, including child protection and vulnerable adult procedures.
3. Services should be co-ordinated and targeted and work within the policies of the DAATs and relevant national requirements.
4. The Provider will work effectively and efficiently with other relevant services and agencies to deliver strategic and service aims and objectives. This will include systems agreed with other providers for referral, needs assessment and shared care/treatment and outcome monitoring.
5. The Provider will recognise both the rights and responsibilities of service users as set out in the SCODA Drug Service User's Charter of Rights and Responsibilities.
6. The Provider will take account of the needs and views of service users and their carers in order to offer an appropriate and acceptable service.
7. The Provider will have in place appropriate local management structures that ensure effective service delivery, appropriate support and supervision of staff, and to promote strategic planning and effective inter-agency collaboration.
8. The Provider will ensure that staff will be appropriately trained to undertake their work. This includes both generic (e.g. confidentiality, health and safety, risk assessment, equal opportunities, etc.,) and specific skills required for their area of work.
9. The Provider will demonstrate the effectiveness and cost effectiveness of its services in meeting the service aims and objectives.

SERVICE SPECIFICATION

between

Council Education Department

and

Drug and Alcohol Action Team

SENIOR SUPPORT WORKER (DRUG SUPPORT & ADVICE)

Excluded Pupils

1.0 NATIONAL STRATEGIC OBJECTIVE

- 1.1 To work with disaffected young people and to provide guidance and support within a range of settings that addresses problems arising out of drug misuse in order to place greater emphasis on reducing exclusions.

2.0 AIMS AND OBJECTIVES

- 2.1 To prevent early substance misuse by young people developing into problematic substance misuse.
- 2.2 Where problematic misuse is occurring to work to quickly re-integrate the young person into the mainstream of school and family or other supportive relationships.

3.0 OUTCOMES

- 3.1 A fundamental requirement of this post is to support young people within education services to reduce the risk of permanent exclusion from school and to improve their life chances.

4.0 ELIGIBILITY CRITERIA

- 4.1 Effective early intervention can prevent emerging issues from substance misuse turning into problematic ones. The Senior Support Worker will work with those pupils at Key Stages who have been excluded or are 'at risk' as a result of substance misuse factors.

5.0 SERVICE INPUTS

- 5.1 One full time worker will be located within the Pupil and Student Support Branch (PSSB) of the Council Education Department. There will be joint line management responsibility exercised by the Head of Student Support Service and the Schools Drugs Advisor.

6.0 SERVICE OUTPUTS - OPERATIONAL

- 6.1 To be the first point of contact for all issues relating to drugs advice and guidance for young people and the staff working with them and on their behalf. The Senior Support Worker will offer advice and information about dealing with drug related incidents, resources and training.
- 6.2 Design a system/tool for screening and assessing the drug use of all students engaged with the PSSB and onward referral to other services via the DART team where appropriate and to assume responsibility for the development and ongoing maintenance of the PSSB's Substance Misuse Assessment programme.
- 6.3 Develop and maintain records on the number of students assessed, outcomes and drug related incidents for termly reporting. Other agencies will be involved in a multi-disciplinary assessment as appropriate eg Social Services Department.
- 6.4 The Senior Support Worker will be closely involved in co-ordinating services for excluded or at-risk young people and will offer support and work directly with students at all Key Stages on a one-to-one or group basis. Possible practical support can include:-
 - a) brief motivational interviewing and counselling.
 - b) reintegration programmes for excludees either at their existing or new school.
 - c) providing relevant and accessible materials promoting drug education.
 - d) Intensive and family focused services.
- 6.5 The worker will assist schools in setting up appropriate Pastoral Support Plans for those students that become involved with the misuse of drugs or are involved in a drugs incident and meetings to discuss implementation. The worker will be instrumental in suggesting strategies to combat difficult behaviour and to agree this with parents and carers. Monitoring arrangements will be clarified to ensure that the PSP's are meeting the designated targets.

7.0 SERVICE OUTPUTS - STRATEGIC ROLE

- 7.1 The worker will be instrumental for reviewing and updating the Service's Drugs Policy in line with the Local Education Authority and national guidelines on an annual basis and contribute towards the development of appropriate drug education and advice.
- 7.2 The worker will need to co-ordinate their work programme and activities on an on-going basis in order to meet the priorities of the following strategies and structures:-
 - a) Local Education Authority Education Development Plan
 - b) DAAT Young Persons Substance Misuse Plan and Treatment Plan
 - c) Local Healthy Schools Programme
 - d) Health Improvement Plans
- 7.3 An important aspect of the workers remit will be to liase and work with other agencies within the Drug and Alcohol Response Team through regular attendance at meetings eg DART Operational Group, DAAT Drug Reference Groups, Youth Offending

Teams etc. In addition there will be links with Child Behaviour Intervention Teams and Child and Mental Health Services.

- 7.4 To carry out localised needs assessment in areas that have pockets of high social exclusion and to gather evidence to demonstrate the value of a progressive policy on exclusion to mainstream schools.

8.0 DIVERSITY

- 8.1 The Excluded Pupils Project will seek to make positive links with the diverse communities served by the Local Education Authority in order to build into Pastoral Support Plans and other activities additional support from/and for appropriate other projects. This will include working with projects targeted to support pupils from minority ethnic communities and parent/community groups themselves as they seek to support their own young people in addressing the problems of substance misuse and possible exclusion issues. Consideration to including such groups in any planned intervention with individual pupils will always be given and followed through where appropriate and agreed by the individual pupil and their carers. The project will also seek to publicise its services to all groups across the city, as intervention at an early stage can mean that work can start before the prospect of exclusion from school has arisen. The project will seek to publicise its confidential help line so that it can be accessed by headteachers, school staff, pupils, parents/carers and community members as widely as possible.

9.0 TRAINING

- 9.1 The postholder will contribute towards the design and delivery of training programmes aimed at teachers, pupils, parents and governors with specific reference to drug related issues.

10.0 QUALITY STANDARDS

- 10.1 Planned, developed, delivered and evaluated within context of National Healthy School Standard.
- 10.2 Project will be informed and will feed into local plans, planning mechanisms and priorities promoted by the DAATs.
- 10.3 Project will promote and support community involvement in the planning, development, delivery and evaluation of the services, including young people, parents and carers.
- 10.4 Project will develop effective mechanisms for monitoring and evaluating project outcomes.

11.0 MONITORING

- 11.1 For the purpose of this specification, the organisation is required to provide the following information at the end of each academic term according to age group, drug use, gender and ethnicity.

- a) Implementation of a common screening assessment tool in PRUs
- b) Number of new referrals
- c) Number of new and existing cases
- d) Numbers screened
- e) Numbers assessed as needing intervention + care.
- f) Numbers receiving targeted prevention
- g) Numbers using more than one substance
- h) Number of Pastoral Support Plans set up.
- i) Number of pupils subsequently excluded.
- j) Number of Fixed Term Exclusions reintroduced into mainstream education.
- k) Number of Excluded Pupils in PRUs receiving drug awareness education.
- l) Number of permanent exclusions that are drug related.

12.0 POLICIES AND PROCEDURES

12.1 The service will operate in compliance with the requirements of the following procedures and protocols:-

Department for Education and Skills Circulars

- 9/94 The Education of Children with Emotional and Behavioural Difficulties
- 4/95 Drug Prevention and Schools
- 10/99 Social Inclusion: Pupil Support
- 1/98 Behaviour Support Plan
- DfES Drugs: Guidance for Schools (Circular 0205)

13.0 FUNDING LEVELS