

## **Purchasing**

### **EXAMPLE SERVICE SPECIFICATION FROM LEICESTER DRUG & ALCOHOL ACTION TEAM**

#### **PROJECT OFFICER YOUNG PEOPLE AND SUBSTANCE MISUSE**

##### **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.

## **PROJECT OFFICER YOUNG PEOPLE AND SUBSTANCE MISUSE**

### **1.0 STRATEGIC OBJECTIVE**

- 1.1 To reduce the level of problematic substance misuse amongst young people, children in need, looked after children and substance misusing parents and to improve awareness and knowledge of drugs issues within the Social Services Department.

### **2.0 OVERALL AIMS AND OBJECTIVES**

- 2.1 To produce and help implement a departmental policy on substance use with the support of the Departmental Substance Misuse Group.
- 2.2 To assess the level and nature of the needs of the target group.
- 2.3 To examine Social Services Departments processes in order to develop skills that promote the identification and assessment of substance misuse within the principles of the Framework for Assessment, particularly in relation to children at risk or in the care of the local authority.
- 2.4 To establish, maintain and promote referral pathways and protocols within the department and with other specialist drug and alcohol services.
- 2.5 To act as the referral point for staff seeking to refer a young person for specialist services and to provide advice, information and consultation on substance use issues.
- 2.6 To provide tier two interventions in individual cases (if there is no other provision available) and to contribute towards the development of appropriate interventions and care packages.
- 2.7 To liaise and network with other workers and agencies involved with children and young people in the Drug & Alcohol Response Team and to promote the needs of this target group.
- 2.8 To develop a resource library for staff working with young people to increase their level of expertise and for use during direct work.
- 2.9 To prepare, consult, organise and support the delivery of training on substance use to staff providing services to young people and their families.

### **3.0 OUTCOMES / PERFORMANCE INDICATORS**

- 3.1 To reduce the level of problematic substance use within the target group of 500 looked after children initially with a view to extending the remit to include Children in Need.

- 3.2 To increase the awareness of departmental staff and carers of substance misuse issues and their ability to respond appropriately to its presentation by developing and providing early interventions that address the early stage drug use amongst children and young people.
- 3.3 To improve the access and use of other appropriate generic and specialist services by the target group to ensure that their substance misuse needs are addressed comprehensively.

#### **4.0 INTER-AGENCY LINKS**

- 4.1 In dealing with the needs of vulnerable and looked after children and young people, the worker will need to liaise with the:-
- a) Looked After Children Team
  - b) Children's Homes
  - c) Leaving Care Team
  - d) Intensive Support Team
  - e) Foster Carers
  - f) Child Care Operations, Duty and Assessment Teams
  - g) Education Department
  - h) DART network (includes Community Drugs Young Peoples Team, Leicestershire Community Projects Trust, Health Promotion Agency, Cut Loose Project, Addaction).
  - i) Area Child Protection Committee
  - j) Youth Offending Teams
  - k) Child Protection Independent Review Services

#### **5.0 SERVICE INPUTS & OUTPUTS**

- 5.1 One f.t.e. Project Officer for Young People and Substance Misuse to be based within the Social Services Departments Children's Services Planning Unit who will be responsible for:-

##### Interagency Liaison

- i. establishing protocols, systems and procedures for managing referrals (external to Social Services), case assessments and reviews and sharing information across statutory agencies, and the voluntary sector.
- ii. devising data collection systems on a multi-agency level that provides accurate and detailed population needs analysis to assist in identifying gaps and overlaps in service provision.
- iii. ensuring that this project has effective operational links with staff and workers in operating in the DART network so that the needs of drug mis-users are addressed comprehensively.

### Policy Development

- i. Contributing to the production and review of an overarching policy statement regarding substance misuse under the guidance of the Departmental Substance Misuse Group.
- ii. developing practice guidance for staff working with children looked after by the local authority with a target implementation date of September 2003.
- iii. contribute towards the shaping of practice guidance regarding parental substance use by the Area Child Protection Committee.
- iv. attending and supporting the departmental Substance Misuse Group.
- v. ensuring that substance misuse considerations are taken into account within the Young Peoples Vulnerable Children's Service Plan and the Preventative Strategy.
- vi. assisting the Drug & Alcohol Action Teams in developing strategic priorities.

### Consultancy, Support and Advice

- i. ensuring substance misuse issues are adequately addressed in planning meetings involving children and young people.
- ii. supporting specialist assessments.
- iii. providing one to one advice and support to departmental staff.
- iv. distributing drugs awareness literature at team meetings.

### Resources

- i. gathering and distributing relevant and appropriate information.
- ii. reviewing the accuracy and appropriateness of substance misuse resources.
- iii. delivering substance misuse awareness raising sessions.

### Training

- i. identifying the core training needs of the following staffing groups and negotiating with providers such as Health Promotion Agency to ensure that these needs are addressed:-
  - (a) staff working in residential units working with young people.
  - (b) childcare social workers and assessment workers
  - (c) foster carers and contract carers
  - (d) implementation of Practice Guidance and Area Child Protection Committee guidance.
- li participating in the HPA's 'Training the Trainers' course in order to acquire accredited status for delivering internal drug awareness courses.

### Assessments for Children of Substance Using Parents

- (i) supporting social work staff in assessing level of parental substance misuse as part of the initial or core assessments. This support will entail:-
- provision of information on substances, forms of use etc.
  - advising on impact of substance use on childcare.
  - outlining the most appropriate support for parents where substance use has become problematic.
  - ensuring substance misuse issues are adequately addressed in planning meetings involving children and young people.

## **6.0 QUALITY STANDARDS**

- a) The organisation ensures that the Project Officer demonstrates competence in the support skills they offer to service users including:-
- i. communication and engagement with young people
  - ii. knowledge of law relating to principles of confidentiality
  - iii. risk assessment and management relating to children's services
  - iv. legislation in relation to drug misuse
  - v. the effects and uses of prescribed drugs

## **7.0 PERFORMANCE INDICATORS**

- (a) The organisation will establish procedures for service monitoring and review to enable the following statistics to be produced.
- (b) The organisation may be required to participate in the submission of returns required by the DAAT, National Drug Treatment Misuse System (NDTMS) and the revised datasets required by the National Treatment Agency.
- (c) For the purpose of this specification the organisation is required to provide the following information on a quarterly basis (unless stipulated otherwise).

## **7.1 STRATEGIC OUTCOMES**

### Interagency Liaison

- Needs analysis – identify extent of substance misuse problems/service gaps (**Ongoing**)
- Establishment of data collection systems (**November 2003**)
- Develop pilot screening and assessment tools (**November 2003**)
- Identify referral pathways with named agencies (**August 2003**)
- Increase awareness of generic and specialist services in DART.
- Attendance at DART and Drugs Reference Group meetings.

### Policy Development

- Develop departmental statement on substance misuse (**September 2003**)
- Develop plan to implement policy to ensure effective dissemination.
- Develop practice guidance in relation to departmental settings
- Attendance at DAAT and Drug Reference Group meetings.

#### Consultancy

- Number of team meetings attended.
- Number of consultations provided

#### Resources

- Review and advise on appropriateness of literature in the department.

#### Training

- Develop training programme for department identifying specific requirements of the different staff groups e.g. residential care workers, foster carers etc.
- Number of departmental staff attending training courses (tier 1-2).

### **7.2**

#### **OPERATIONAL OUTPUT 3**

- a) Number of children in the care of local authority
- b) Number of children screened
- c) Number of children receiving targeted prevention

### **7.3**

#### **OPERATIONAL OUTPUT 4/5**

- d) Number of children in need but not in the care of the local authority
- e) Number of children receiving drug specific intervention

### **8.0**

#### **LOCAL POLICIES AND PROCEDURES**

Assessment Framework for Children and Families  
Area Child Protection Guidelines

### **9.0**

#### **FUNDING**

Leicester DAAT Prevention Funding      £

## **EXAMPLE SERVICE SPECIFICATION FROM LEICESTER DRUG & ALCOHOL ACTION TEAM**

### **OVERARCHING SERVICE PRINCIPLES**

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## **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 e.g. 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 liaise and work with other agencies within the Drug and Alcohol Response Team through regular attendance at meetings e.g. DART Operational Group, DAAT Drug Reference Groups, and 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 head teachers, 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**



