



YOUNG PERSONS HANDBOOK

**Support Guide
for being safer
around drink
and drugs**



**FORWARD
LEEDS
INSPIRING CHANGE**

**Phone: 0113 887 2477
Email: info@forwardleeds.co.uk**

WHO ARE FORWARD LEADS

**FORWARD
LEADS WILL
HELP YOU
IF YOU...**

- ◆ Want more information about what you are using
- ◆ Want to find out how to stay as safe as possible
- ◆ Want some support to reduce the amount you use
- ◆ Want to stop using
- ◆ Or are worried about the effects that drugs are having on your moods, health, education and relationships

**WE PROMISE
WE WON'T**

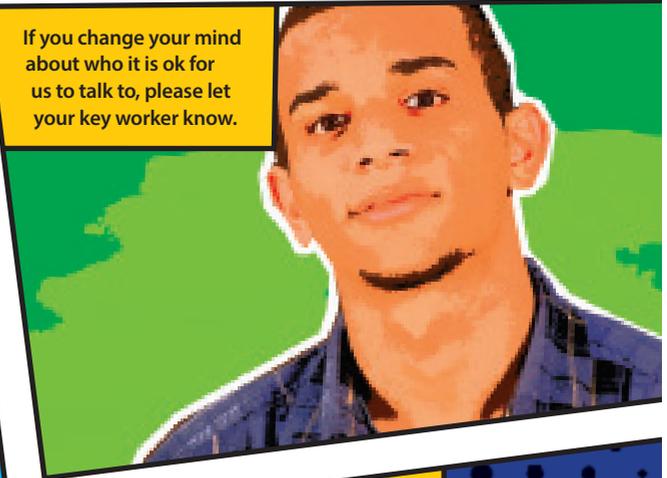
- ◆ Judge you
- ◆ Make a plan you're not happy with
- ◆ Make a decision without including you
- ◆ Lecture you



CONFIDENTIALITY

Speaking to somebody about drug and alcohol use can be a worrying thing for some people, especially when it comes to who else knows about it. Whilst we feel that it can be helpful to be honest and open with the supportive people in your life, we understand that there may be some people that you don't want us to share information with. So for this reason, we treat everyone's confidentiality very seriously and do not share your information with anyone you have asked us not to.

If you change your mind about who it is ok for us to talk to, please let your key worker know.



Sometimes, we do have to share information if we think people are in danger...

- ◆ If you or someone you knew is at risk of serious harm
- ◆ Any terrorist offences we are made aware of
- ◆ If we were told about any incidents of serious abuse
- ◆ If we were told about there being Child Sexual Exploitation, or there being a risk that this might happen

Should we be made aware of this kind of information, we will make every effort to speak with you first and inform you of what it is we are going to do. We will continue to work with you to help resolve any of these problems.

WHERE DOES MY INFO GO?

The information we take down will be entered on to our database which can only be accessed through secure means. Information you give us may be passed on to Public Health England but it won't include your name. Ask your key worker, if you're worried about this.

HERE AT FORWARD LEEDS, YOU HAVE THE RIGHT TO...

- ◆ A confidential service
- ◆ Have the service fully explained to you and what you can expect
- ◆ An individual care plan, which will be agreed by you and your key worker
- ◆ Make a complaint about the service you receive
- ◆ Work with a key worker who you feel comfortable with
- ◆ See your file whenever you wish, with prior notice to your key worker
- ◆ Work with a key worker who you feel comfortable with
- ◆ To be treated with respect and dignity
- ◆ We believe that people are individuals with different needs. Everyone has the same chance to access our services based on their needs, and everyone will receive the same high quality of service

YOUR RESPONSIBILITIES

- ◆ Treat staff and other service users with respect and courtesy and abide by service rules.
- ◆ Not to be in possession of or be under visible influence of any drugs or alcohol when you have an appointment with your key worker.
- ◆ Take part in devising your care plan.
- ◆ Inform the service if you are unable to make the arranged appointment.

FEEDBACK ABOUT THE SERVICE

You can give us feedback any time. You can ask your key worker to record it for you, put any comment or complaint in writing or contact our operations manager at Armley Park Court, 9 Stanningley Road, LS12 2AE.

If you would like to see our written complaints policy, then just ask your key worker.

If you're unhappy with the response we provide, you can take your complaint to the Care Quality Commission. Their address is CQC National Customer Service Centre, Citygate, Gallowgate, Newcastle-upon-Tyne, NE1 4PA or you can call them on 03000 616161

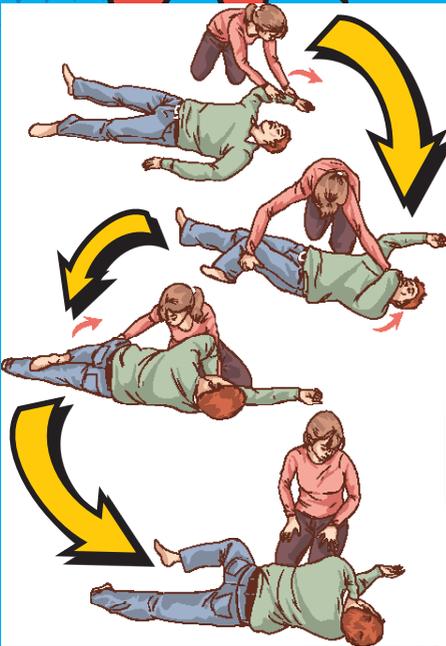
KEEPING SAFE

All types of drug use comes with an element of risk. Different drugs have different dangers, here's some general tips to for you to remember...

KNOW YOUR LIMITS

You know your body best, if it seems like you're having more than it can handle, then slow down.

RECOVERY POSITION



BE WITH PEOPLE YOU TRUST



KNOW WHAT TO DO IF SOMETHING GOES WRONG

In the case of an emergency, ring an ambulance. You won't get into trouble and it may save someone's life.

THINK AHEAD

If you are thinking about using any drugs, always get as much info as you can. Unknown effects can be scary and you might not always know if drugs have been mixed with other things. If you are at all unsure, think twice before taking it.

WHAT ELSE DO WE OFFER?

HEALTH

We have a nurse in our team who can carry out health checks. We can carry out health checks around sleep, diet or other health concerns, including sexual health testing, access to condoms, Hepatitis B/C screening and Hepatitis B immunisations.

EMOTIONAL HEALTH

We can support young people around emotional health issues that are linked to their substance use, and can support access to relevant agencies when needed.



THE CYCLE OF CHANGE

Making changes to your drug and alcohol use can feel confusing. Sometimes you might feel ready to make changes and then other days you might feel happy with the way things are. When people are thinking about making changes to their drug and alcohol use, they often move through something called 'The Cycle of Change'. Your key worker will be able to talk you through the process.

"IT'S ALL GONE WRONG"

(Relapse)

"I HAVEN'T GOT A PROBLEM"

(Pre-contemplation)

**"I'VE DONE IT!
AND I'M GOING
TO STAY THIS WAY"**

(Maintenance)

**"HMMM, MAYBE
THINGS AREN'T
QUITE RIGHT"**

(Contemplation)

**"RIGHT, LET'S
DO THIS
DO THIS"**

(Action)

**"OK, WHAT
DO I NEED
TO DO...."**

(Preparation)



WEEKLY DIARY

	WHEN/ TIME	WHERE	WHAT USED	HOW MUCH	
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					





WHO WITH	THOUGHTS AND MOOD BEFOREHAND	THOUGHTS AND MOOD AFTER





RECOVERY PLAN

MY GOALS

--

WHAT DO I NEED TO DO TO ACHIEVE MY GOALS?

WHEN BY?

--	--





WHAT POSSIBLE PROBLEMS COULD I FACE?

HOW CAN I OVERCOME THESE?



EMERGENCY CONTACTS

Childline: 08001111
Social care: 0113 222 4403
out of hours 0113 376 0469
Samaritans: 116 123
Emergency services: 999
NHS: 111

OTHER SERVICES

Citywise (Sexual health)

Phone: 0113 3920333

Web: leedssexualhealth.com

Blast (Boys at risk/involved in CSE)

Phone: 0113 2444209 or 07921 372896

web: mesmac.co.uk/blast

Basis (Girls at risk/involved in CSE)

Phone: 0113 243 0036

web: basisyorkshire.org.uk/youngpeople

It Works (Support with education)

Phone: 0333 444 2770 option 2

BARCA

Phone: 0113 2559582

Job centre under 18's team

Phone: 0113 215 8324

The Market Place (Drop in and counselling services)

Phone: 0113 246 1659

web: www.themarketplaceleeds.org.uk

IAPT (Counselling support for 17yrs+)

Phone: 0113 843 4388

Mindmate (Emotional wellbeing support for young people in Leeds)

Phone: www.mindmate.org.uk/

Leeds Youth Service

Phone: 0113 224 3796

web: www.breezeleeds.org

Flagship (Housing support for young people)

Phone: 0113 303 0150

Connect For Health (Support accessing activities and services):

Phone: 0113 387 6380

web: www.facebook.com/connectforhealthleeds

WEBSITES

www.forwardleeds.co.uk

www.illegalhighs.com

KEY WORKER DETAILS

NAME:

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PHONE NUMBER:

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Facebook: Not For Human Consumption

Twitter: @ForwardLeeds