



Guidelines

Please read these guidelines around use of the Sid Tool. We hope that you will also read the Tier 1 Strategy Document in your Kit Bag for background information.

Sid is a tool to support professionals in identifying young people's substance misuse related needs via screening and/or Common Assessment Framework (CAF) assessment and in accessing appropriate substance misuse services.

Identifying young people's substance misuse related needs

The questions listed on the Sid tool can help to establish:

- how much a young person knows about drugs and/or alcohol
- whether a young person misuses any substances (drugs and/or alcohol)
- what types of drugs and/or alcohol a young person uses
- patterns of any substance misuse
- whether a young person is in immediate danger
- impact of any substance misuse
- how ready a young person is to change
- what a young person wants to happen next

When to use Sid

Triggers for use of Sid include

- a young person seeking advice or information about drugs, alcohol or solvents identification or suspicion of drug taking
- a drug related incident
- a vulnerable young person coming into contact with your service

N-DAP's Young People's Needs Assessment¹ identified several groups of young people who are highly vulnerable to substance misuse. These include young people who:

- are homeless and/or 'runaways'
- are engaged in offending behaviour
- are engaged or being inducted into sex work
- have been 'Looked After' by the local authority
- live with parents and/or siblings who are substance misusers
- truant from school or who have been excluded
- are experiencing mental health problems

Screening

The questions listed on the Sid tool can be used in **screening** for a young person's substance misuse related needs before decision on whether a CAF assessment² will be completed.

Screening for young people's substance misuse related needs will take place in universal and targeted settings and may be conducted by substance misuse specialist or non-substance misuse specialist professionals. Screening should be conducted in accordance with N-DAP's Tier 1 Strategy Document.

The screening process should be as simple as possible and will usually involve the use of some but not all of the questions listed on the Sid tool. You may wish to change their wording according to specific situations.

¹ O'Brien, M and Scaife, V **Norfolk Young People's Needs Assessment** (N-DAP: 2007)

² Information about the Common Assessment Framework process in Norfolk can be accessed via the Information sharing and assessment pages of www.everynorfolkchildmatters.org

CAF

The questions listed on the Sid tool can be used in helping you to identify a young person's substance misuse related needs via the **CAF** assessment.

Where screening indicates a potential substance misuse related need and/or where other unmet needs have been identified, assessment will be carried out using the Common Assessment Framework (CAF). This assessment will take place in universal and targeted settings and may be conducted by substance misuse specialist or non-substance misuse specialist professionals.

The CAF is a shared assessment tool used across agencies. It consists of:

- A pre-assessment checklist that practitioners may use to help decide who would benefit from a common assessment
- A common process to enable practitioners to undertake a common assessment and act on the result
- A standard form to help practitioners record and, where appropriate, share assessments, plans and recommendations for support

The CAF aims to consider a full range of issues, in a holistic way.

It may be appropriate to use some or all of the questions listed on the Sid tool when completing a CAF assessment. You may wish to change their wording according to specific situations. Responses to the questions can be recorded in the appropriate '**CAF assessment summary – identify strengths and needs**' sections of the CAF assessment form.

Accessing appropriate substance misuse services

The Matthew Project Under18

The Matthew Project Under18 provides an integrated service offering universal, targeted and specialist substance misuse interventions to young people in Norfolk. These include consultancy and support for universal services; substance misuse education (formal and informal) and prevention in universal and targeted settings; advice and information; outreach; psychosocial interventions; community prescribing; specialist harm reduction; family intervention services; and access to residential substance misuse treatment.

Next Steps

- A) Where screening and/or CAF indicate that no further substance misuse support is required**, the young person should be given information that is appropriate to their age and experience. Please consult the 'Resources' and 'Useful website addresses' sheets for ideas.
- B) Where screening indicates a potential substance misuse need**, please follow the CAF process.
- C) Where CAF indicates that further substance misuse support may be required**, – but you're unsure - please contact The Matthew Project Under18 on 01603 774360. A substance misuse specialist professional will be available to offer advice on how to proceed.
- D) Where CAF indicates low level substance misuse needs that can be met by your agency**, you may contact The Matthew Project Under18 for consultancy and advice at any time.
- E) Where unmet needs that require a multi-agency response are identified via the CAF including substance misuse needs**, invite the Matthew Project Under18 to a multi-agency meeting with the intention of creating 'a team around the child' and send the completed CAF form to the Under18 office (see instructions below).
- F) Where unmet substance misuse related needs are identified via the CAF that require a single agency response**, make a referral to the Matthew Project Under18 by sending the completed CAF form to the Under18 office (see instructions below).
- G) Where screening and/or CAF indicate that further support is required but this is not consented to**, the young person should be given information that is appropriate to their age and experience. Please consult the 'Resources' and 'Useful website addresses' sheets for ideas. Please also contact the The Matthew Project Under18 on 01603 774360. A substance misuse specialist professional will be available to offer advice on how to proceed. You will not be asked to give any information by which the young person can be identified.

H) If at any time, you become concerned that the young person may be suffering, or may be at risk of suffering, significant harm, you must always and immediately share this information with Norfolk Children's Services in line with Norfolk Local Safeguarding Children's Board procedures. Consent to share this information is not required.

Please note that it is appropriate to seek support for a young person concerned about family and friends' use of substances via these routes. The first step might be to contact The Matthew Project Under18 on 01603 774360 for advice.

CAF assessment forms can be sent by post to Under18, The Matthew Project @ OPEN, 20 Bank Plain, Norwich, NR2 4SF in an envelope marked 'Confidential - Addressee only'; or by fax to 01603 614953. Where the form is sent by fax, please call 01603 774360 to ensure that a member of The Matthew Project Under18 staff is waiting to receive it.

Please record any responses to the questions in '**Part 1 - Identifying young people's substance misuse related needs**' in the '**CAF assessment summary – identify strengths and needs**' sections of the CAF assessment form. These are useful to The Matthew Project Under18 in a referral. However, where it is not possible to gather this information, substance misuse services can still be accessed. The Matthew Project Under18 will follow up referrals with specialist substance misuse assessments where appropriate.

Please record information around any risks associated with the young person in the '**CAF assessment summary – identify strengths and needs**' sections of the CAF assessment form. These might include injecting, pregnancy, dependants, self harm or suicide.

Please record the way in which the young person would like to be contacted by The Matthew Project Under18 in the '**What are you going to do?**' section of the CAF assessment form. This might be by letter, phone, text or email.

Please record whether or not the young person's parents or carers are aware of the referral in the '**Parent/carer's comment on the assessment and the actions identified**' section of the CAF assessment form.

Important

Please contact The Matthew Project Under18 on 01603 774360 with information about any **risks** associated with contacting the young person that cannot be recorded on the CAF assessment form. These might include violent behaviour or aggression. In this instance, you should use the '**What are you going to do?**' section to record the fact that this referral will be followed up with a telephone call.

³ Information about the Common Assessment Framework process in Norfolk can be accessed via the Information sharing and assessment pages of www.everynorfolkchildmatters.org

⁴For more information please see Local Safeguarding Children's Board (LSCB) procedures, **LSCB protocol 1** and **LSCB leaflet 5** which can be found at www.lscb.norfolk.gov.uk