



HERTFORDSHIRE DRUG EDUCATION FORUM

Drug Education Request Form

The Hertfordshire Drug Education Forum (DEF) was established in 1995 to promote best practice in the delivery of drug education. The forum provides expert advice and a co-ordinated approach on drug education matters in order to maintain quality and consistency across Hertfordshire.

The DEF continues to see a high demand from various youth and education settings for external organisations to deliver drug education and information to young people, parents/carers and professionals.

Many of these requests come at very short notice and fail to establish the following:

- **Why the request was made**
- **What drug education and information has already been received**
- **Different educational needs and abilities**
- **Aims and learning outcomes for each session**

In order to support host organisations and visitors in delivery of drug education the DEF has produced three 'Drug Education Request' forms.

They are:

- **Drug Education within Youth Settings**
- **Drug Education with Parents and Professionals**
- **Events**

The forms will help to identify each organisation's roles and responsibilities and provide a stronger emphasis on the importance of good planning. They can be adapted and used for other emotional health and wellbeing topics including bullying, sexual health and life skills.

Each form is an agreement by both parties regarding the content and delivery expected within the session. The DEF fully supports professionals or organisations that cancel, or refuse to deliver, an education or training session if either party does not adhere to the original agreement.

A list of drug educators and trainers are available on the DEF website at www.hertsdef.org.uk. All trainers/educators listed on this web site have attended a DEF Induction session, submitted proof of their qualifications, and Police CB1 Criminal Background check and, as a minimum, have a basic level of understanding and awareness around issues involving young people's drug or alcohol use.

**REQUEST FORM
DRUG EDUCATION WITHIN YOUTH SETTINGS**

This form should be completed by both parties prior to any work being carried out.

Visitor Organisation:		
Contact Name:		Job Title:
Address:		
Email :		
Tel Number:		
Fax Number:		Mobile Number:

Please complete Part A and return to the above contact as soon as possible via email or fax. Any sections that you are unable to complete should be discussed at the planning meeting. The visiting organisation will then contact you to discuss whether they can fulfil your request. A meeting or telephone conversation between the two parties will enable completion of Part B

PART A

Requesting Organisation:		
Contact Name:		Job Title.
Email address:		
Address:		
Tel Number:	Fax No:	
Requested Date of session		

Target Group
Age range of target group:
Total number to attend session:
Is there any gender, racial, cultural or special educational issues to be considered?
Number of staff to be present at session:

REQUEST FORM

Learning Please specify any current issues/reason for request:
What are the aims of the session?
Prior Education: (What drug education has the group received so far?)
Consultation: (What consultation with the group has been undertaken with the group regarding content and development of this session?)
Level of staff involvement: (A minimum ratio of 1 member of staff to 30 pupils / students / young people will be necessary. Outside speakers are not responsible for managing behaviour.)
Evaluation: (Who will evaluate this work and how will it be undertaken? Is support required in this process?)
Follow up: (How will the session be followed up immediately and in the future? State any support required)

On completion of Part A return this document to the visiting organisation. Who will then contact you.

REQUEST FORM

Agreements

Expenses

Have you discussed and agreed any relevant expenses and fees?

Yes

No

n/a

If yes – how much?

This form is an agreement to deliver the session as detailed in Part A and B. Any significant changes not agreed by both parties could result in cancellation of the session.

Please sign below to agree to the above statement.

Visiting Organisation:

Signature

Print name

Date

Requesting Organisation:

Signature

Print name

Date

This form has been produced in partnership with the Hertfordshire Drugs Education Forum (DEF). It follows the DEF principles for delivering drug education to young people– please go to the website www.hertsdef.org.uk for further information.



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