

Has the group already had teaching on the subject, either in your group or elsewhere? (If yes, please give details):

Is the group used to structured activity and discussion?

Which video conferencing platform do you prefer to use? (If we host it for you, we will use Zoom). Please add details below about the platform you are using, if relevant:

What would you like the Drug Educator to cover in the time available?

Do any group members have any specific needs the Drug Educator needs to be aware of? (please say what):

Age of Group Members: Size of Group:

Choice of Dates: 1st: 2nd: 3rd:

Start and finish time of group:

Start and finish time for Drug Educator:

Contact name: Date:

Organisation:

Contact Address:

Postcode:

E-Mail:

Day Tel No.: Eve Tel No:

Please indicate preferred method of contact

Please write in black ink and capital letters

**Booking Form – Virtual Sessions**

**Hope UK Virtual Sessions**

*Hope UK’s Drug Educators are trained to help children, young people and adults find out about alcohol, tobacco and illegal drugs. Sessions are interactive and designed to meet the specific needs of the group. Participants are encouraged to think about their own lives and how they might influence others.*

**Topics can include:**

* Alcohol, tobacco and drug information
* Peer Influence and Resistance Skills
* Life skill (Soft Skills) Development
* The Law
* Reasons why people use drugs (and how to address them)
* Signs and Symptoms of drug use
* Prevention and Intervention Strategies
* Family Perspectives
* Where to go for help
* Attitudes and opinions.

**Examples of Groups we visit:**

* Youth Groups - Schools
* Faith Groups - Parents
* Youth/Family Workers - Children
* Community Centres - Youth Clubs
* Conferences - Uniformed Organisations

**Cost**

Hope UK works on a donation basis for churches and voluntary groups, asking that each group considers a contribution towards travel and either paid staff time or the cost of training voluntary Drug Educators.

Statutory organisations, such as schools, are asked to pay a set fee which is currently £60 per Educator for the first hour and £45 for subsequent hours.

**N.B. Please label all bank transfers clearly so we know who a donation/payment is from and what it is for!**

**Booking**

We aim to provide Drug Educators for every part of the UK whatever the size of group, subject to the availability of our staff and volunteers. We would appreciate at least 6 weeks’ notice of a booking.

If your group would benefit from a session, please complete the attached form and return to:

Hope UK, 50 Gold Street, Kettering, Northants, NN16 8JB

or Email to: g.tilney@hopeuk.org

**About Virtual Sessions**

*Virtual sessions work a bit differently to ‘real life’ ones. In order to make the virtual session as effective as possible, we have a number of practical recommendations, shown below. The trainer will discuss these with you, to see whether you can follow these ideas. We may decide NOT to lead a session if we have concerns about its effectiveness!*

**Safeguarding Details:**

*(All usual safeguarding rules apply, and Hope UK will, of course, respect your rules)*

* If Hope UK hosts the session, the trainer will make one of the teachers/youth workers a co-host and they will have control of the waiting room, and adding/removing people from the session
* Participants must wear suitable clothing, and ideally be in a public space in their home, or wherever they are dialling in from.
* Sessions may NOT be recorded when young people are participants – and adult sessions may not be recorded without the consent of ALL involved.
* Breakout rooms will not be used with children, young people and vulnerable adults unless two DBS approved adults are available to be in each breakout room.

**Practical Recommendations:**

* A group should not be more than 15 people, if everyone is calling in as individuals.
* A youth group/school should have at least one teacher/youth worker present. If the session is to more than one physical room at the same time, there must be an adult present in each room.
* Where people are joining as individuals, participants should have their microphone and camera switched on (the trainer may mute/ask participants to mute if necessary).
* Where you are hosting the video conferencing session, the Hope UK trainer must be made co-host so they can share their screen.
* The trainer may want to use ‘Polls’ (if using Zoom) or similar for quizzes – if you are hosting the platform, the trainer will need you to set up the poll for them in advance.
* Wherever possible, we will have two Hope UK people in the session – one to lead the session and one to manage administration, for example answering chat, screen sharing and managing the presentation.

*Please note that we also have online resources you may find helpful – at resources.hopeuk.org.*

**

# Contacting You

We will need to keep your information while we book, plan, deliver and evaluate the above booking. But we would like to keep in touch with you – to see if you would like to re-book us again for another session/activity. If you are willing for us to keep relevant details, please complete the following:

I would like to hear from Hope UK:

󠄀 Once a year to check my requirements for a future booking

󠄀 Regularly (the Hope UK newsletter sent out about six times a year)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Privacy Statement:**

Hope UK is committed to protecting and respecting your privacy. We think it is extremely important to keep any personal information we hold secure and confidential.

Laws apply to our use of personal information, and everyone has rights regarding how their personal information is handled.

If you choose to be added to our mailing list, or allow us to contact you once a year, we will keep your contact details on our database - we store your data securely in a password protected database.

Where we store your personal information (and security)

We are committed to holding your personal information securely. This means only those of our staff that need to see it have access.

We may store your information on computers, in paper form, or both.

All computers including laptops and our database are password protected. Sometimes we also use remote access to our IT system where this is secure and under our control. We have separate passwords for our database.

Our paper files which hold personal information are kept in securely locked cupboards, with keys being kept in a key safe.

All staff are trained on the requirements of current data protection legislation our data protection policy and procedures.

We do not sell or pass on your details to other parties.

We may sometimes be obliged or permitted to disclose your personal data by law such as by a regulator with appropriate legal authority, court order or for other legitimate purposes.

Your rights

You have the right to ask us not to process or store your personal information.

You have the right to see the data be hold about you. We will respond to requests within one month.

You have right for your data to corrected if you believe it to be inaccurate. We will make any such changes within one month.

You have the right for the data we hold about you to be deleted, unless it is required by law.

Requests should be made to **s.brighton@hopeuk.org**