



# Drugs Education Policy

Omagh County P.S  
Drugs Education Policy Nov 2017

# Omagh County Primary School

## Drugs Education Policy

### Key Contacts

**Designated Teacher:** Mrs A Dempsey (Vice Principal)

**Deputy Designated Teachers:** Miss J Funston (Principal), Mrs E Alcorn (PDMU Co-Ordinator) and Mrs J McCrossan (Nursery Teacher)

**Designated Teacher for Drugs Education:** Gareth Morgan

### Rationale

Current research indicates that drug use both legal and illegal is rising amongst young people. As part of the school's care and welfare of its pupils, we believe we have a duty to inform and educate children about drug use. Drugs are a reality in children's lives, and schools share responsibility with parents and the community to educate pupils about the risks and consequences of drug use and misuse and to encourage them to make healthy, informed choices by increasing knowledge, challenging attitudes and practising skills.

The drugs education programme in this school aims to enable all our pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes about drug use and developing and practising their decision making skills. The programme we follow is based on guidelines provided by DENI (2004) in the document Drugs: Guidance for schools in Northern Ireland. It is sensitive to the age and experiences of our pupils. Teaching is based on an understanding that a variety of approaches should be used in order to meet the needs of our pupils. The policy should form an integral part of the PDMU strand in the Northern Ireland Curriculum.

### Definition - What is a Drug?

For the purpose of this document and in line with the guidance issued to all schools by DENI in 2004 a drug can be defined as **"any substance which, when taken, has the effect of altering the way the body works or the way a person behaves, feels, sees or thinks."**

As well as everyday substances such as tea and coffee, drugs include:

- alcohol and tobacco including e-cigarettes;

- "over the counter" medicines, such as paracetamol for headaches;
- prescribed drugs, such as antibiotics to treat infections and benzodiazepines (tranquillisers) to control anxiety and treat insomnia;
- volatile substances, such as glues, correcting fluids/thinners, gas lighter fuel, aerosols and petrol; and
- illegal drugs, such as cannabis, LSD, Ecstasy, amphetamine sulphate (speed) and magic mushrooms (processed).

**Drug Use:** refers to taking a drug; there is no value judgement, although all drug use has an element of risk.

**Drug Misuse:** refers to legal, illegal or illicit drug taking or alcohol consumption, which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. Drug misuse is therefore taking drugs, including prescribed drugs and NPS, that cause harm to the individual, their significant others or the wider community.

### **Aims**

1. To provide a programme which gives pupils opportunities to acquire the skills, knowledge and understanding necessary to make informed and responsible decisions about the use of drugs and other substances within the context of a healthy lifestyle.
2. To provide staff with adequate training and support to help them deliver effective drugs education and respond to situations with consistency and sensitivity.
3. To inform parents of the content of the school's Drugs Education Policy and to clarify appropriate procedures in the management of drug-related incidents, agreed by staff and governors, of which all parents and pupils will be made aware.
4. To have a clear and agreed understanding among everyone in the school community about the implications and possible consequences of drug use/misuse.
5. To establish an environment in which the school is free from the misuse of all drugs.

## Drugs Education in Context

*'The purpose of a Drugs Education Programme, is to provide opportunities for young people to acquire knowledge, understanding and skills which enable them to consider the effects of drugs and other substances on themselves and on others. It enables them to make informed and responsible decisions about the use of such substances with the context of a healthy lifestyle.'*

(Drugs: guidance for schools NI in 2004)

The programme of education is integrated within the Personal Development Strand of the Curriculum. A life skills approach to drug prevention is essential and within the programme, pupils are taught about raising self-esteem, self confidence and assertiveness to prepare them for making informed decisions about drug use, the main focus being on knowledge, social skills, attitudes and values. In the Northern Ireland Curriculum, Drugs Education is specifically included within the area of Health, Growth and Change.

## Outline of Drugs Education Programme:

(See Appendix 2)

## Outside Agencies

Omagh County Primary may use outside agencies to help deliver the Drugs Education programme.

Teachers will try to ensure that the following criteria are met:

- The contact and delivery of the programme has been jointly agreed.
- The programme and methods of delivery are consistent with aims and objects outlined in this policy.
- The Principal has given approval for the use of the outside agency.
- The staff from the agency have been vetted in relation to Child Protection.
- A teacher will always be present when a speaker addresses the pupil.
- The agency is familiar with the school's drug policy and is prepared to adhere to it.
- The resources used are appropriate to the age range and maturity of the pupils
- The visitor (s) to the school are clear that confidentiality cannot be maintained and any disclosure which might suggest that a pupil is at risk must be passed to the designated teacher for drugs.
- Outside agencies will be asked to complete the External agencies form - Appendix

### **Role of all staff, both teaching and non-teaching:**

- Be alert to the possibility of drug misuse as a cause of observed physical or behavioural changes in pupils.
- Be familiar with the school's procedures in the case of drug-related incidents and signs of substance misuse. (See Appendices 3,4, 5, 6 & 7)
- Respect the privacy of any pupil (and his/her family) involved in a drug-related incident. However, if a pupil discloses to a member of staff that he/she is taking drugs, staff must make it clear to the pupil that this information must be passed on to the Principal/designated teacher.
- If approached by the media concerning any drug-related incidents, do not give any statement - **only the Principal should make a statement to the media.**

### **Role of Class Teachers:** (in addition to the above)

- Deliver the school's drugs education programme.
- Try to create an atmosphere in the classroom in which pupils can freely contribute to discussion, safe in the knowledge that the comments, ideas and feelings of the group are valued.
- Support pupils in their class if necessary.
- Liaison with the designated teacher regarding any aspect of the Drugs Policy, as necessary.

### **Role of the Caretaker:**

- Watch out for drug-taking materials anywhere in the school building or grounds.
- Conduct regular checks of school grounds for drug-taking materials.
- Ensure the safe storage, handling and disposal of potentially harmful substances such as solvents and cleaning fluids

### **Role of the Designated Teacher:**

- To have overarching responsibility for drugs issues within the school including co-ordination of the planning of curricular provision in compliance with the statutory requirements.
- Be familiar with the school's procedures in the case of drug-related incidents and signs of substance misuse. (See Appendices 3,4, 5, 6 & 7)
- Ensure that staff and parents are aware of and have access to a copy of the policy
- Liaison with other staff responsible for pastoral care.
- Responsibility for co-ordination of the school's procedures for handling instances of suspected drug misuse.
- Attempt to engage the active participation of parents in all aspects of drugs education
- Act as the point of contact for outside agencies working with the school

### **Role of the Principal:**

Ensure that members of the Board of Governors are familiar with the Drugs Education Policy.

In the case of drug-related incidents:

- Be familiar with the school's procedures in the case of drug-related incidents and signs of substance misuse. (See Appendices 3,4, 5, 6 & 7)
- Contact PSNI - preferably the Community and Schools Involvement Officer
- Contact parents
- Contact Chairman of the Board of Governors
- Retain written records
- Ensure that EA Designated Drugs Officer is contacted
- Ensure that a specialist drugs agency is contacted to support the pupil if required
- Invoke disciplinary measures as appropriate

### **Role of the Board of Governors:**

- Examine and approve policy and education programme
- Ensure policy is reviewed at regular intervals
- Be fully aware of and adequately trained to deal with suspected incidents of drug misuse, including tobacco and alcohol
- Retain written records
- Ensure that EA Designated Drugs Officer is contacted
- Ensure that a specialist drugs agency is contacted to support the pupil if required
- Agree and invoke disciplinary measures as appropriate, in consultation with the principal

### **Legal responsibilities and involving the PSNI**

#### **The schools' legal responsibilities**

Omagh County Primary must ensure that all staff are aware of their legal responsibilities. The school must notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed. Failure to notify the PSNI is a criminal offence.

Staff must be aware of the legal implications of:

- receiving information about a controlled drug;
- discovering a young person in possession of a controlled drug; or
- discovering a young person is involved in supplying a controlled drug.

See Appendix 1 for details of the laws relating to drug use in Northern Ireland.

### **Training and information for teachers**

Staff should be provided with adequate training and support to help them deliver an effective drugs education programme and respond to situations with consistency and

sensitivity. All staff should be aware of the procedures to be put in place should a drug-related incident occur. (See Appendix 3)

## Procedures

**Medicines** - the school recommends that parents/guardians provide written details of any medical condition that individual pupils may have including medication they are on. Medicines/tablets must not be brought to school unless accompanied by a letter from a parent/guardian and they will only be administered when it is absolutely necessary.

**Tobacco/E-cigarettes** - in the event of a pupil being found with cigarettes on his/her person the cigarettes will be confiscated, the parents/guardians will be informed and action will be taken in line with the school's discipline policy. Omagh County Primary School is a restricted area with no one being permitted to smoke whilst in the school building or in designated areas.

**Alcohol** - no alcohol should be brought into school by pupils or consumed by them on the school premises or while on school trips. In the event of a pupil being found with alcohol on his/her person the alcohol will be confiscated, the pupil's parents/guardians will be informed and action will be taken in line with the school's discipline policy.

**Solvents** - the school will ensure that potentially harmful substances are stored safely and pupils are supervised carefully in the event of them having to be used in the course of their work. The use of correction fluid and aerosol sprays will be discouraged at all times. Caretaker's materials should be well labelled and locked in a secure cupboard. All members of staff will be responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes whiteboard markers, whiteboard cleaner, glue and paints.

**Illegal Substances** - no illegal substances should be brought to school or used on school premises. Should this happen then the designated teacher will deal with the incident according to the agreed procedures.

## Dealing with incidents related to illegal drugs

(Ref: Appendix 3- Flowchart, Appendix 4 - Checklist, Appendix 5 - Drugs Incident Report Form, Appendix 6 - Signs of Substance Misuse Appendix 7 - Emergency First Aid)

***For the purposes of this guidance, a drug-related incident may include:***

- a pupil displaying unusual or uncharacteristic behaviour;*
- an allegation;*
- suspicion of possession, possession with intent to supply and/or supply of any substance; and*
- finding substance-related paraphernalia*

Omagh County Primary School believes we should be a drug free community. Illegal substances, such as those defined by DENI (2004) should not be brought into school and the use of or supply of such drugs on the school premises will be regarded with the utmost seriousness.

The designated teacher for drugs education will keep a record of all drug-related incidents (See Appendix 5). Evidence of drug use by a pupil or possession of a substance should result in automatic suspension pending a full investigation. Each case will be assessed and different levels of sanctions will be used according to the seriousness of the incident and the pupil's involvement.

All staff should be aware of the legal implications of discovering a young person in possession of a controlled drug and how they are expected to deal with such an event. The local Community and Schools Involvement Officer should be informed **in every case** where a pupil is found to have, or is suspected of having, controlled drugs in his/her possession, either on his/her person or in his/her belongings, or where drugs are found on the school premises.

In relation to dealing with drug-related incidents, teachers are advised that

- Searches should only be made with the pupil's consent, and in his/her presence and that of another, adult, witness.
- If a pupil is to be detained, duress should never be used.
- Teachers should never guarantee confidentiality in relation to a disclosure by a pupil, as they have a legal obligation to pass information regarding a criminal activity to the police.
- The law permits school staff to take temporary possession of a substance suspected of being a controlled drug to protect a pupil from harm and prevent the pupil committing the offence of possession. The teacher should, using appropriate safety precautions, take the suspected substance and any associated equipment and/or paraphernalia to the designated teacher for drugs as soon as possible. They should arrange for its safe storage until the school can hand it over to the local PSNI officer to identify whether it is a controlled substance. School staff should not attempt to analyse or taste an unidentified substance. An adult witness should be present when staff confiscate the substance and the school should keep



a record of the details, using the school's Drug Incident Report Form (See Appendix 5)

### **Liaison with Parents/Guardians**

- Details of the Drug Education Policy will be published in the school prospectus. A full copy can be obtained from the Principal on request.
- In the event of suspected drug misuse in school, parents/guardians will be contacted by the Principal.
- Parents/guardians of pupils who need to take prescribed medication in school must contact the pupil's class teacher who will make arrangements for the pupils involved on an individual basis.

### **Emergency Procedures**

For the purposes of this policy, an Emergency is considered to be either:

- A situation in which a pupil or staff is in danger, or
- A Sequence of events which require urgent attention.
- A flow chart for dealing with Emergencies is contained in Appendix 3 of this policy.
- Signs of substance misuse, emergency first aid and procedures are contained in Appendices 6 & 7

### **Conclusion**

The welfare of our pupils and staff is of paramount concern and we shall work together with everyone involved with the school to ensure the continued education and well being of all our children.

This policy will be reviewed in Nov 2019

## The Law in Northern Ireland

All staff are aware of their responsibilities under the law. The law in Northern Ireland differs in certain aspects from elsewhere in the UK, The relevant pieces of legislation are "The misuse of Drugs Act 1971, section 5 of Criminal Law Act (Northern Ireland) 1967, and the Powers of Arrest - Police and Criminal Evidence (Northern Ireland) Order 1989.

If the Principal has reasonable grounds to suspect that drugs are being used or supplied on the School premises. She will inform the police immediately in order to avoid any liability as a "manager or occupier" of premises. If staff have taken possession of a substance for the purposes of protecting a pupil from harm and from committing an offence; they should under no circumstance, try to analyse or identify it. If they suspect it to be LSD you should wear clothes when handling it, to avoid ingestion through the skin. The drug should be immediately stored in a safe place, and the police contacted.

### MISUSE OF DRUGS ACT 1971

It is an offence under the misuse of Drugs Act 1971:

- i. to supply or offer to supply a controlled drug to another in contravention of the Act;
- ii. to be in possession of, or to possess with intent to supply to another, a controlled drug in contravention of the Act; it is a defense to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it.
- iii. For the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.

The offences listed above are arrest able offences.

Section 8. A person commits an offence if, being the occupier or concerned in the management of any premises, he knowingly permits or suffers any of the following activities to take place on those premises, that is to say:

(a) producing or attempting to produce a controlled drug in contravention of section 4 (1) OF THIS Act;

- (b) Supplying or attempting to supply a controlled drug to another in contravention of section 4 (1) of this act or offering to supply a controlled drug to another in contravention of section 4 (1) of this Act
- (c) Preparing opium for smoking
- (d) Smoking cannabis resin or prepared opium.

### **CRIMINAL LAW ACT (NORTHERN IRELAND) 1967**

Section 5. Failing to give information. Where a person has committed an arrest able offence, it shall be the duty of every other person who knows or believes;

- (i) that the offence or some other arrest able offence has been committed; and
- (ii) that he has information which is likely to secure , or to be of material assistance in securing, the apprehension, prosecution or conviction of any person for that offence to give that information, within a reasonable time, to a constable and if, without reasonable excuse, he fails to do so then that person is committing an offence.

This places an onus on individuals to inform a constable.

### **POWERS OF ARREST - POLICE AND CRIMINAL EVIDENCE (NORTHERN IRELAND) ORDER 1989**

Art. 26 (4) - Any person may arrest without warrant anyone who is, or whom he with reasonable grounds suspects to be, guilty of the offence.

Art 26 (5) - Where an arrest able offence has been committed, any person may arrest without warrant anyone who is, or whom he with reasonable grounds suspects to be, guilty of the offence.

These powers of arrest are available to non-police and, as the following drug offences fall within the definition of Arrest able Offence, are available for use in such circumstances.

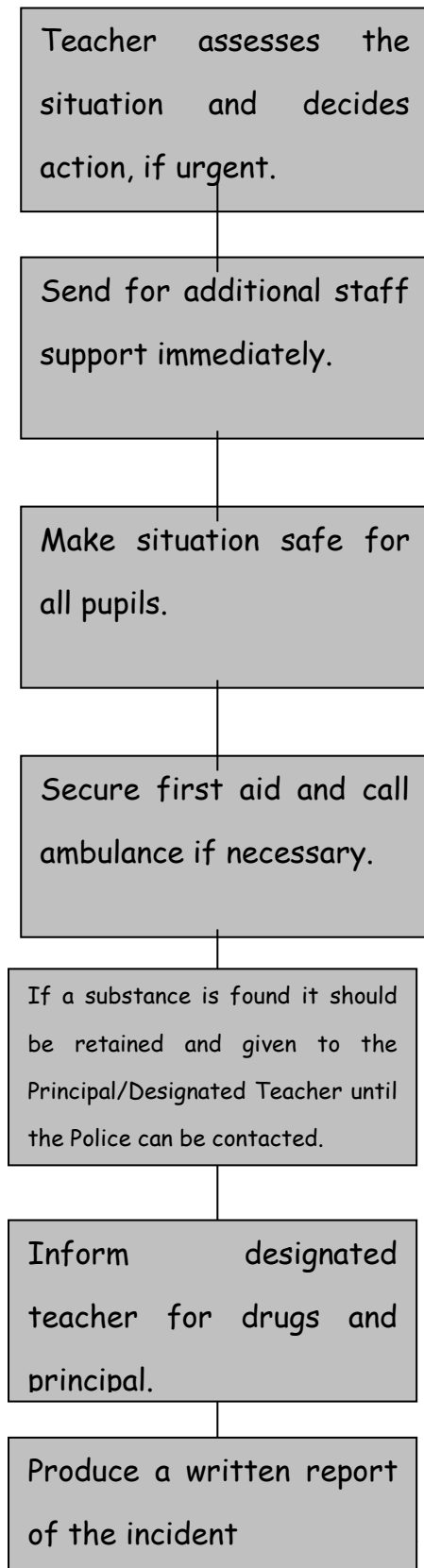
- (1) Possession of Controlled Drugs
- (2) Possession of Controlled Drugs with Intent to supply
- (3) Supply of controlled Drugs

NB: The above information is advisory only and does not represent legal opinion.

## Drugs Education Programme

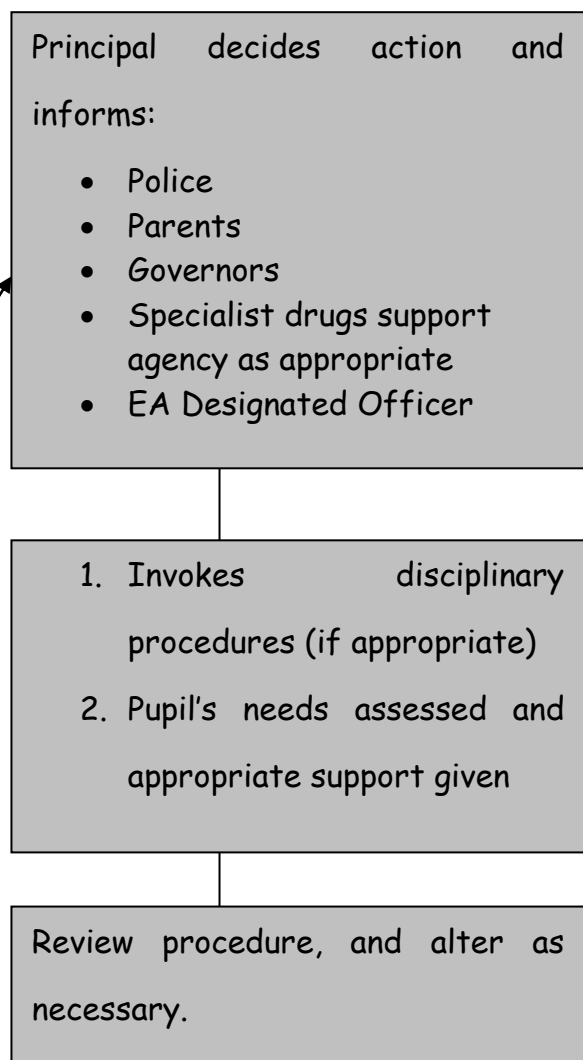
<u>Year Group</u>	<u>Element</u>	<u>Outline</u>
Foundation Stage	<p>Knowledge &amp; Understanding</p> <p>Skills</p> <p>Attitudes</p>	<p>How the body works, naming body parts etc. Learning about medicines and drugs through play. Identifying people who may help with concerns.</p> <p>Expressing personal dislikes and preferences with teacher and peers in circle time. Developing social skills required for friendship.</p> <p>Respect and caring for others - learning about whom to trust and being aware of the limits of friendship.</p> <p>Healthy eating - importance of fruit and vegetables. Identifying and classifying dangerous substances around the house.</p> <p>Following safety instructions e.g. exposure to sun.</p> <p>Promoting good hygiene, stopping the spread of germs.</p> <p>Considering the positives of keeping a healthy body.</p>
Key Stage One	<p>Knowledge &amp; Understanding</p> <p>Skills</p> <p>Attitudes</p>	<p>Sorting healthy and unhealthy foodstuffs. Revise and extend knowledge of harmful substance found at home.</p> <p>Communicating ideas related to exercise and fitness. Consider the importance of resting. Taking into account physical differences.</p> <p>Caring for your body - dental hygiene.</p> <p>Consider extremes of diet and their effects. Understand the main food groups. Learn about breathing in humans and other animals.</p> <p>Taking advice from adults. Build on concepts of hygiene and nutrition acquired in previous years.</p>
Key Stage Two	<p>Knowledge &amp; Understanding</p> <p>Skills</p> <p>Attitudes</p>	<p>Be familiar with the Eatwell Plate and associated food groups.</p> <p>Keeping safe at home, school and in countryside - input from Fire Officer. Understanding the concept of waste.</p> <p>Develop greater awareness of safety concerning household and other waste - chemicals, dangerous containers, needles etc.</p> <p>Dangers of smoking - experimental work to demonstrate the dangers of smoking and the resultant effects on the lungs.</p> <p>Passive smoking.</p> <p>Communicating feelings about smoking in society - relatives etc.</p> <p>Knowing that adults do not always set a good example.</p> <p>Respecting own health by choosing not to smoke. Discussing ways to say 'NO'.</p> <p>Damage to organs caused by alcohol and smoking. Potential benefits and dangers associated with drug intake. Overdose and side effects. 'Good' v 'bad' drugs.</p> <p>Using prescribed medicines safely. Following dosage instructions.</p> <p>Considering place of alcohol in society.</p> <p>Valuing health by making correct choices about diet, exercise etc.</p> <p>Considering how to counter peer pressure as they get older.</p>

## Teacher's Action



If problem not urgent, discuss with designated teacher for drugs after the incident.

## Principal's Action



from Cleveland County Council Drug Education Policy Document

## **Managing an Incident - Summary**

Actions by members of staff in the event of a suspected drugs-related incident::

### **1 Individual Staff Member**

- Assess situation and decide action;
- Secure First Aid and send for additional staff support if necessary;
- Make situation safe for all pupils and other members of staff;
- Carefully gather up any drugs and/or associated paraphernalia/evidence. Pass all
- information/evidence to the designated teacher for drugs; and
- Write a brief factual report of the incident and forward it to the designated teacher for drugs.

### **2 Designated Teacher for Drugs**

- Respond to first aiders advice/recommendations regarding the incident;
- In the case of an emergency inform parents/guardians immediately;
- Take possession of any substance(s) and associated paraphernalia found;
- Inform principal;
- Take initial responsibility for pupil(s) involved in suspected incident; and
- Complete an incident report form and forward it to the principal.

### **3 Principal**

- Determine the circumstances surrounding the incident;
- Ensure that the following people are informed where relevant:
  - Parents/guardians;
  - Community and Schools Involvement Officer (CSIO);
  - Board of Governors;
  - Designated Officer in ELB/CCMS.
- Agree pastoral and disciplinary responses including counselling services/support;
- Forward a copy of the incident report form to the chairperson of the Board of Governors and the designated officer within the ELB and CCMS if appropriate; and
- Review procedures and amend, if necessary.

## Contact Details for Local Agencies:

- Chairman of Board of Governors - 02882 242642
- Social Services - 028 8283 5020
- PSNI - 028 8224 6177
- NSPCC - 0808 800 5000
- Childline - 0800 1111
- National Drugs Helpline - 0800 77 66 00

### CHECKLIST FOR HANDLING SUSPECTED DRUG RELATED INCIDENTS IN SCHOOLS

This is a guide on the key procedures to undertake when a drug-related incident occurs in schools.

#### **1. Ensure the safety of the individual pupil involved, of other pupils, yourself and other staff. On finding a situation with a suspected substance: -**

- Get help immediately from another adult.
- Assess situation, to see if this is a life-threatening situation or not.

#### **If an emergency: -**

- If necessary contact an ambulance.
- Put person under the influence of the drugs in the recovery position.
- Ensure airways are cleared.
- Remove any other bystanders from the immediate vicinity.

#### **Then in all cases: -**

- Carefully gather up any drugs / paraphernalia / evidence lying around and keep safely.
- Ascertain which substances / drugs have been taken and how much.
- Secure all drugs and paraphernalia and give to the Principal/designated teacher for drugs immediately, and lock them away.
- Contact the parents/guardians as soon as possible.

#### **2. Ensure all incidents are properly investigated and recorded: -**

- Never accuse pupils of drug dealing/possession; these are alleged illicit substances until substantiated by the PSNI.
- Conduct search procedures according to school policy. (**Never search personal belongings without permission**. It is okay to search school property such as lockers, cupboards or desks).
- Ensure all drugs are safely and securely stored or destroyed, making sure that this is witnessed by another adult and recorded.
- Gather details and data from all the eyewitnesses at the scene.
- All statements and phone calls should be recorded, signed and dated.
- Record all information on official incident form and sign and date, or ensure accurate details are given to whoever is writing the form and co-sign.
- Ensure an incident form is filled in and forwarded to the WELB/CCMS, as appropriate.
- Ensure that you follow all the procedures in your School's Drugs Policy.



**3. Ensure appropriate individuals and agencies are informed and contacted as needed: -**

- Principal and designated teacher for drugs
- Parents / guardians
- PSNI (CSIO)
- WELB/CCMS as appropriate
- Chairperson initially and subsequently the Board of Governors
- The Education Welfare Officer
- No media statements, only the Principal should do this
- Other pupils, parents and staff are only told on a need-to-know basis

A pastoral/disciplinary response needs to be made by the school, balancing the need for compassion and the pupil's welfare with the need to send a clear message about illegal actions and behaviour and the impact on the school community.

**Drugs Incident Report Form**

### Recognising Signs of Substance Abuse

#### **What to look out for:**

If someone is having a bad time on drugs, they may be:

- anxious;
- tense;
- panicky;
- overheated and dehydrated;
- drowsy; or
- having difficulty with breathing.

#### **What to do**

The first things you should do are:

- stay calm;
- calm them and be reassuring, don't scare them or chase after them;
- try to find out what they've taken; and
- stay with them.

If they are anxious, tense or panicky, you should:

- sit them in a quiet and calm room;
- keep them away from crowds, bright lights and loud noises;
- tell them to take slow deep breaths; and
- stay with them.

#### **If they are really drowsy, you should:**

- sit them in a quiet place and keep them awake;
- if they become unconscious or don't respond, call an ambulance immediately and place them in the recovery position;
- don't scare them, shout at them or shock them;
- don't give them coffee to wake them up; and
- don't put them in a cold shower to 'wake them up'.

#### **If they are unconscious or having difficulty breathing, you should:**

- immediately phone for an ambulance;
- place them into the recovery position;
- stay with them until the ambulance arrives; and
- if you know what drug they've taken, tell the ambulance crew; this can help make sure that they get the right treatment straight away.

Emergency First Aid

**Omagh County Primary School's First Aid kit  
is stored in the Medical Room.**



**Qualified First Aiders are;**

<b>Name</b>	<b>Location</b>	<b>Date qualification is to be renewed.</b>
<i>Mrs Rachel McFarland,</i>	Room 2	
<i>Mrs Shirley Fair,</i>	Room 5	
<i>Mrs Janet McGirr,</i>	Early Years	
<i>Mrs Linda Stewart-King,</i>	Room 4	
<i>Mrs Heather Rankin,</i>	Room 2	
<i>Miss Leane Tait,</i>	Room 2	
<i>Mrs Joan Dolan,</i>	Room 6	
<i>Mrs Andrea Brush,</i>	Room 8	
<i>Mrs Anne Rutledge.</i>	Room 10	
<i>Miss Gillian Sproule</i>	Nursery	
<i>Mrs Louise Armstrong</i>	Room 5	
<i>Mrs Heather Walker</i>	Room 1	
<i>Miss Dawn Bleakley</i>	Room 1	

**Exemplar Form when using External Agencies**