

Drugs, Alcohol and Tobacco Policy

Hanley St. Luke's C.E. (V) Aided Primary School

Next Policy Review Date: November 2017

Signatures:

..... Head Teacher

..... School Governor

..... Policy Co-ordinator

..... Pupil Representative

A reference copy can be located in the school office.

1. Context

Hanley St Luke's is a large, inner-city, Church of England Aided Primary School, situated in the centre of Hanley - the largest of the six Potteries towns. The English Indices of Deprivation (latest data from 2015) ranks Stoke-on-Trent as the 13th most deprived district in the UK.

The immediate catchment area is an area of major intervention. There has been major demolition of housing and regeneration has now commenced with new housing developments being built.

Our school is currently made up of pupils from a variety of backgrounds. There are 477 children on roll. There are over 25 different foreign languages spoken by our pupils so there is a high percentage of EAL. (Plasc data 2016).

This policy applies within all of the school buildings and within the perimeter of the school grounds. It also applies to all school visits beyond the perimeter of the school.

2. Purpose of the Policy:

The purpose of the policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of pupils and others who use the school
- Ensure that the school's status as a smoke-free site is understood by staff, pupils and visitors to the school
- Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on schools premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall school approach to drug education and the values and ethos of the school
- Reinforce the role of the school in contributing to local and national strategies

3. Policy Development

| Those Consulted | Method of Consultation | Outcome |
|------------------------|---|---|
| Staff | Staff meeting | Policy agreed |
| Pupils | School council | Councillors aware of policy. Suggested there should be warnings and exclusion |
| Parents/Carers | Consultation letter | 10 responses - 9 very supportive |
| External agencies | Drug, Alcohol and Tobacco Education adviser | Initial steps made to help with updating policy |

4. Location and Dissemination

The school's Drugs Policy is kept in the school office (hard copy) and on the school's computer system. Parents, carers and pupils are made aware of the policy via the school's newsletter. Parents, governors, prospective parents/carers and all staff can access the policy by enquiring at the school office and receiving a printed hard copy.

Reference to the school's Drug Policy is made during the induction process of new members of staff, governors, parents, pupils and prospective parents/carers.

5. Guidance:

- Drug Advice for Schools (DfE and ACPO, 2012)

www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf (DfE and ACPO drug advice for schools Advice for local authorities, headteachers, school staff and governing bodies. September 2012)

- Drugs: Guidance for Schools (DfES, 2004)
- Drug, alcohol and tobacco education, key stages 1-4 (QCA, (2003)
- The Stoke on Trent Drugs Policy Template and guidance notes

6. Definitions and terminology

- For the purpose of this policy a 'drug' is a substance people take to change the way they feel, think or behave. This includes both legal and illegal substances, volatile substances (solvents), alcohol, tobacco and medicines (prescription, over the counter or illicit).
- 'Unauthorized drugs' should be taken to mean any substances other than prescribed or non-prescribed medicines (as permitted in the school's medicines policy), hazardous substances (as referred to in the school's health and safety policy) or alcohol (where it is safely stored and solely for use during special events)

7. The rules and the school's stance on drug use

Possession, use or supply of illegal or unauthorized drugs within the school boundaries is unacceptable and forbidden under the school rules.

Smoking is not allowed within the boundaries of the school site at any time, by anyone - employees, parents or visitors, under any circumstances.

8. Aims

- To ensure the school works as a whole to develop the drugs education of the children, and to manage any drug incidents with consistency
- To increase knowledge and understanding of drugs and their use through provision of accurate information
- To explore a range of views, clarify attitudes and to challenge stereotypes when educating the children
- To develop a range of skills to enable children to make up their own, informed decisions about the dangers of drug use, such as assessing risks, communicating with others, assertiveness, responses to peer pressure, accessing information and advice etc.)

9. Curriculum

The school uses the Stoke PSHE scheme which includes a six week block on Drugs Education for each year group. The PSHE lessons are timetabled weekly.

In addition, there is an additional health focus in all year groups which is known as Health Fortnight. This usually takes place during the summer term, but teaching staff may teach this focus during another term if this benefits their year group's curriculum. There are specific focuses on drugs and/or medicines in Year 6, Year 4 and Year 2.

The National Curriculum Science Order states that in schools pupils in Key Stage 1 are to be taught about the role of drugs as medicines.

Additionally, all children are taught about "Stranger Danger", and about other safety issues. Drugs Education in both Key Stages is part of the wider curriculum where the children receive lessons on general life skills. When issues arise from topics, discussion, and news issues etc., children will receive appropriate drugs education throughout the year.

The National Curriculum Science Order states that in schools pupils in Key Stage 2 are to be taught about the effects on the human body of tobacco, alcohol and other drugs, and how these relate to their personal health.

There is emphasis in Key Stage 2 on the importance of the children possessing strength of character and of having the courage and belief in oneself to say no to peer pressure. Role play and discussion sessions will help increase children's awareness in such matters.

Each year group has a copy of the PSHE scheme which contains the lesson ideas for drugs education which is part of the Stoke PSHE scheme.

During the weeks before Health Fortnight, the Year Four and Year Six pupils will be consulted about their understanding and issues they would like to be addressed during their drugs education sessions. This is carried out by the class teacher, and this may involve a class discussion session, or the children writing down their thoughts on what they would like to learn more about. The class teacher can decide which method is more appropriate to their class.

If any particular issues have arisen in school, or prior to Drugs Education, with a child or other circumstances, a Drugs Screening Tool will be used to enable staff to be better informed as to how to respond to these circumstances. This will be carried out by the school counsellor who has received training in this from the school nurse.

The Foundation Stage follow the Early Learning Goals.

10. Staff Training and Development

The PSHE co-ordinator attends courses as appropriate and then disseminates information to staff from this.

The PSHE co-ordinator liaises with the Drugs and Tobacco Education advisers as appropriate and disseminates information to staff.

11. Resources

- 'Hugs not Drugs', Primary Drugs education curriculum resource, Healthy Schools' Team, Stoke on Trent City Council , (2011)
- 'What's the Score on Drugs' Primary Edition, Rowntree- Nelson Thorne (2004)
-
- 'Drug, Alcohol and Tobacco Education, QCA Curriculum Guidance for Schools (2003)
- Health for Life - Nelson-Thornes Ltd (2000)
- Other appropriate resources

12. External contributors

As part of the Year Six Drugs Education, some outside agencies are used to enhance the Drugs Education. The following agencies are sometimes used:

Integrated Young People's Drug Project/Dreams (Steve Morrey's team) Queensbury Centre, Queensbury Road, Normacot, Stoke on Trent, ST3 1QZ
Tel: 01782 234195

Drugs Team - Liz Beacon

School nurse

Drugs, Alcohol and Tobacco Education advisers

It is important that the education that is administered by outside agencies is always in accordance with the school's drugs education programme. Outside agencies need to be made aware of the relevant school policies and the aims and objectives the appropriate drug education. Class teachers should be aware of the content of the education

13. Assessment, Monitoring, Evaluation and Reporting

Teaching staff plan their own PSHE lessons, using the guidance on planning in the PSHE scheme. Drugs Education is part of each year group's PSHE topic plan. Teaching staff also assess and monitor these lessons and adapt future PSHE lessons accordingly. Planning for lessons is supplemented by other appropriate resources.

There is no formal assessment of PSHE, but children are assessed by their class teachers on a lesson-by-lesson basis. Each class from Y1 to Y6 will show evidence of PSHE lessons in their current topic book. Lessons will have a learning challenge and success criteria steps. Children are encouraged to review their own learning and self-assess using green and pink. Evidence of work may include written, drawn, photographs, diagrams, verbal feedback or any other appropriate way of recording for PSHE.

The PSHE co-ordinator reviews the Drugs Education policy annually, and reviews work via a book trawl. An action plan is used and this is used to monitor PSHE. This is emailed to the PSHE governor at appropriate times.

14. Confidentiality:

Staff cannot and should not promise total confidentiality to pupils. The boundaries of confidentiality should be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request can be honoured, providing that to do so would not impede teachers in fulfilling their professional responsibilities in relation to:

- Safeguarding Children and Young People
- Co-operating in a police investigation

Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information. (DfES, 2004)

In the event of a drugs incident, parents would be contacted immediately. Young people under the age of 13 are not generally to be regarded as competent in giving consent for themselves to receive treatment. Treatment in this context refers to drugs counselling, support and advice services. The position is the same as that for sexual health services where young people can elect to receive the service without parental involvement. Where there are serious safeguarding concerns (i.e. and immediate danger to life of that young person), these are generally regarded as taking precedence over the young person's right to confidentiality. However, a young person does not automatically lose their right to confidentiality as a result of their involvement in an incident involving illegal drugs.

15, Managing Drug Related Incidents

Name of staff member responsible for coordinating the school's response to drug incidents:

Mark Barlow

i. Definitions of Drug-Related Incidents

- Drugs or drugs paraphernalia found on school premises
- Pupil/s found in possessions of an illegal or banned substance (including alcohol, solvents, legal highs)
- Pupil/s suspected of selling or distributing illegal or banned substances
- Pupil/s suspected of being under the influence
- Rumours/concerns/disclosures - about particular pupils, groups of pupils or parents
- Concerns that a young person is being affected by someone else's drug use

Concerns about a pupil, or a group of pupils affected by substance misuse can arise as a result of information received from parents, staff, other pupils or from the pupils concerned.

Considerations need to be made on the credibility of concerns. Concerns will be recorded on the school's Drug Incident Recording Form (see appendix).

If concerns relate to a pupil or a group where names are divulged, factfinding conversations need to be carried out, and the pupil/s involved need to be made aware of both support that is available to them, but also that there will be behavioural or possible legal consequences too.

The Safer City Partnership Drug and Alcohol Screening Tool (01782 235708) will be used, with the pupil's consent, in cases where concerns are well-founded. The link below provides further information.

http://www.safeguardingchildren.stoke.gov.uk/ccm/content/safeguarding-children/professionals-folder/health/drug-and-alcohol-toolkit.en;jsessionid=aDtpb0_KSbH

The behavioural response will not be enacted by the implementer of the Screening Tool. It will be according to the school's Behaviour Policy.

16. Responding to the situation

Responding to an incident where a pupil is suspected of being under the influence of drugs, or in possession:

- Two members of staff should be present, preferably one senior, and if possible the designated "drugs lead"
- Have the **emergency procedures** handy (see **appendix**) and follow them closely. Investigations should take a back seat while you establish that no-one is in danger.
- Respect the rights of the pupil under suspicion:
 - Don't rush to judge - ask open-ended questions
 - Provide some privacy, particularly when conducting searches
 - Allow them the opportunity to respond to any allegations
 - Seek their consent before conducting a search of their person. Refer to separate guidance under "Searches for illegal/unauthorised drugs"
- Any illegal substances discovered should be handled according to the "Handling Illegal and unauthorised drugs and drugs paraphernalia" procedure.
- Schools may wish to involve the police, but are under no obligation to do so. See under "Role of the Police."
- Government guidance (DfE 2012) makes clear that schools are not required to inform parents before a search takes place or seek their consent to search a child. However, schools will usually wish to involve parents at the earliest opportunity depending on the pupil's need for confidentiality and any risk issues that may exist in the home environment (see guidance under "Confidentiality").
- Never send a pupil home unaccompanied while they are "under the influence".
- Seek the pupil's consent to carry out the Stoke-on-Trent Safer City Partnership's Drug and Alcohol Screening Tool.
- Consider the outcome of the screening and whether it is appropriate to refer them to an external service.

Safeguarding

Where a pupil is judged to be in danger as a result of their own, or someone else's drug use, especially where there are concerns of exploitation of the pupil by adults, the matter should be referred to the school's safeguarding lead member of staff. That member of staff can then make a judgement as to whether specialist support is required from Vulnerable Children and Corporate Planning (see section 26). It may be necessary to have the pupil's and/or their parents'/carers' consent for the referral to be made before it can be acted upon, though this is not always strictly necessary, depending on the age of the child and the circumstances giving rise to the concerns.

17. Handling Illegal and unauthorised drugs and drugs paraphernalia

- Any substances suspected of being illegal drugs **should not be** disposed of by schools' staff. The substance should be sealed in an envelope or sealable bag and labelled with the time, date, location and a description of the substance and signed by the member of staff and a witness.
- The local police unit should be informed and arrangements be made for the substance to be delivered there by a member of staff, or collected from the school by a police officer or police community support officer. It is a good idea to obtain the name of the police contact in advance of the substance being collected.
- The substance should be stored in a secure location (e.g. the school safe) for as long as it remains on the site.
- The incident should then be recorded on the Drug Incident Recording Form (in the office). Disclosure to the police of the names of pupils involved will be at the discretion of the head teacher. The head teacher would seek the advice of social services prior to this.
- The completed Drug Incident Recording Form needs to be retained and an anonymised copy should be sent to the Healthy Schools Team for data recording purposes.

18. Searches for illegal/unauthorized drugs

Since September 2010 and under the "Apprenticeships, Skills and Learning" Act (2009), teachers have the right to search pupils where they suspect them of being in possession of illegal drugs. Searches can be carried out of any items of "outer clothing", bags or lockers.

- Seeking the consent of the young person concerned, prior to the search, should continue to be regarded as best practice. Head teachers have the discretion to allow the search without consent having first been obtained from the pupil or the pupil's parents, and the use of "reasonable force" is permitted under the legislation. Guidelines as to the circumstances in which a search without consent can be carried out, how to carry out a search, and what constitutes "reasonable force" in the event that a restraint is used, are available on the Department for Education websites:

(2014 updated 2016)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/554415/searching_screening_confiscation_advice_Sept_2016.pdf

(2015)

www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

- Teachers cannot be compelled to carry out searches and the legislation provides them with the right to refuse to do so
- The search should be carried out by a member of staff of the same gender as the pupil in question
- There should always be at least one other member of staff present, and the search should be carried out in a private room where no other pupils are present and they are not likely to be disturbed.

Any substances found shall be dealt with according to the guidance laid out under "Handling Illegal and unauthorised drugs and drugs paraphernalia."

19. Role of the police

Schools are under no legal obligation to report crimes, including crimes involving illegal drugs, to the police. In the majority of circumstances, where small amounts of illegal drugs are involved, and are clearly for personal use, schools can consider managing the incident internally. Where the incident is more serious, involving drug dealing or possession of Class A substances such as heroin or crack cocaine, the school should provide the police with the names of the pupils concerned, so that further investigations can take place.

Schools should make available any information to the police likely to be of assistance in the pursuit of criminal enquiries, particularly as it relates to child abuse and exploitation, gang related violence, drug dealing or the supply of alcohol or solvents to minors.

20. Drug Incident recording

All drug incidents within school will be recorded on the school's Drug Incident Recording Form, copies of which are kept in the school office. This form has been designed by advisers from Stoke's Drug, Alcohol and Tobacco Education department.

The completed Drug Incident Recording Form needs to be retained and an anonymised copy should be sent to the Healthy Schools Team for data recording purposes.

Disclosure to the police of the names of pupils involved will be at the discretion of the head teacher. The head teacher would seek the advice of social services prior to this.

21. Behavioural/disciplinary responses

Behavioural and disciplinary responses to drugs incidents within school will be carried out according to the school's Behaviour Policy and according to the severity of the incident itself. The Senior Leadership Team would discuss and judge each case individually. Advice from social services and/or Stoke's Drug, Alcohol and Tobacco Education department may be consulted.

Disciplinary responses may include a referral to social services, a referral to the police and/or a fixed term or permanent exclusion may be applied.

There would be exclusion if drugs were brought on to school premises with the intention of giving them to another pupil. If drugs were brought into school, this would not necessarily result in exclusion. Any cases will be considered carefully and with appropriate advice from outside agencies. In all cases, parents would be informed throughout the process.

22. Responding to drug related need

In order to provide appropriate support for a pupil or pupils involved in a drugs incident, the school would carry out screening using the Stoke-on-Trent Safer City Drug and Alcohol Screening Tool. The results of this inform the school as to which support agency or agencies would be most appropriate in order to provide the pupil/s with advice, support or treatment.

A list of appropriate outside agencies and services is included in section 26 of this policy.

The school counsellor would also provide in-school support as appropriate, following the screening.

In order to ensure a multi-agency support and advice network for the pupil/s, the Stoke-on-Trent Guide to the Levels of Need would be employed, via the Common Assessment Framework.

23. Parental involvement

Parents would be informed regarding any illegal and/or unauthorised drugs incidents at school at the earliest opportunity; any risk issues that may exist in the home environment will also be taken into consideration. This would be done via the telephone and/or a meeting with the head teacher at the earliest opportunity. Further advice and guidance for the school on confidentiality can be found from the Young People's Drugs Services (see section 26) when making referrals to other agencies.

Details of how to contact outside agencies for support and advice will be given to parents as appropriate. Details of these can be found in section 26 of this policy.

Parental involvement is encouraged in developing and reviewing the policy, and in their child's drugs education via the school newsletter and also any parents' meetings or consultations as appropriate.

A half-termly overview covering all subjects is sent home to parents six times in the school year. This informs them of the planned curriculum coverage for the forthcoming half-term, and this includes a section on the PSHE focus which includes Drugs Education.

Parents are welcome to view the school's Drugs Policy by visiting the office and they can share any comments or suggestions with the school as appropriate.

24. Links to other Policies

This policy links to other school policies. These include:

- Medicines policy
- Behaviour policy
- Safeguarding policy
- Confidentiality policy
- Smoking policy
- Visitors policy
- PSHE policy

25. List of local services

T3 Stoke on Trent Young People's Drug and Alcohol Service

46 Roundwell Street
Tunstall
Stoke-on-Trent
Staffs
ST6 5AN
Tel: 01782 221099
Text: 07507 411733
Secure email: t3@cri.org.uk

Integrated Young People's Drug Project/Dreams

Queensbury Centre, Queensbury Road,
Normacot,
Stoke on Trent, ST3 1QZ
Tel: 01782 234195

CONNECT CAMHS and First Steps South Stoke team

Blurton Health Centre
Ripon Road
Blurton
Stoke-on-Trent
ST3 3BS
Tel: 0300 123 0977

CONNECT CAMHS and First Steps North Stoke team:

Roundwell Street
Tunstall
Stoke-on-Trent
ST6 5JJ

Tel: 0300 123 0987

Vulnerable Children and Corporate Parenting

Hanley Area Office
Regent Centre
Regent Road
Hanley
Stoke-on-Trent
ST1 3TD

Tel: (01782) 235100

Fax: (01782) 235168

Youth Offending Service

Ringway House
Bryan Street
Hanley
Stoke-on-Trent
ST1 5AJ

Tel: 01782 235858

Fax: 01782 235860

email: youth.offending.services@stoke.gov.uk

www.youthoffending.stoke.gov.uk

Common Assessment Framework Team

Coll and Beacon Jan 2012

CAF Team
Children and Young People's Services
Floor 2
Glebe Street
Stoke-on-Trent
ST4 1HH

Telephone: 01782 231969

Re-solv

30a High Sreet
Stone, Staffs
ST15 8AL

Tel: 01785 817885

Stoke on Trent Stop Smoking Service

The stop smoking service offers free support and advice to any smoker who wants to quit in a range of settings across the city. Stop smoking medicines, such as patches and gum, are available for the cost of a prescription (or free to those who don't pay for their prescriptions) where suitable*. For more information on support available call **0800 085 0928**.

*Nicotine replacement therapy, e.g. patches and gum, can be provided for smokers over the age of 12 where appropriate. Other stop smoking medicines can only be prescribed to over 18's.

Smokefree

The website: <http://smokefree.nhs.uk> contains helpful information about stopping smoking and offers people the opportunity to order a free Quit Kit.

Blitz

The Blitz website: www.blitzblog.co.uk has been specially put together for young people who live in Stoke-on-Trent. The website covers a number of different lifestyle issues such as fashion, music, smoking and football. The website is funded by NHS Stoke-On-Trent and is designed to try and reduce the number of young people taking up smoking in Stoke every year, this, by providing prevention information in a format that they are used to. Young people can sign up to this website whether they are a smoker or not.

Liz Beacon
Drug, Alcohol and Tobacco Education Advisers
Healthy Schools Team
Children and Young People's Services
Civic Centre
Glebe Street
Stoke ST4 1HH
01782 231687
M 07919 292969

Elizabeth.Beacon@stoke.gov.uk

Appendix

Dealing with an emergency

Responding to the medical or safety concerns arising from a drug related incident must be the first and highest priority:

- Assess the situation. Is the pupil struggling to breathe/slipping in and out of consciousness or claiming to have taken an overdose?
 - Call for medical assistance immediately: dial 999 and request an ambulance, and summon a trained first aider
 - Stay with the pupil and watch them closely till help arrives, do not leave them in the care of another young person
- If the pupil is unconscious:
 - Check their breathing, put in the recovery position
 - Do not move if they have fallen as they may have a spinal injury
 - Do not give anything by mouth
 - Do not attempt to make them sit or stand
- While waiting for assistance:
 - Talk to them. Ask them what happened. Ask them what they have taken
 - Collect any drug samples and vomit for hospital testing
 - Do not induce vomiting
 - Do not chase them or do anything to over-excite them, particularly if they have been using solvents
 - Keep them warm, keep them calm
 - Inform the parents
- Where the incident involves injecting equipment, do not attempt to handle any uncapped needles by hand, ring "Streetscene" on 234234 who will attend within 2 hours to collect and dispose of them.
- Where "needlestick" injuries have occurred:
 - Encourage the wound to bleed
 - Do not suck
 - Wash with soap and water, dry and apply a waterproof dressing
 - If a used/dirty needle is involved, seek advice from a doctor
- When help arrives
 - Hand over any samples and share any useful information
 - Complete medical record and drug incident report forms

DRUG INCIDENT RECORDING FORM

| | |
|--|---|
| <p>1. For help and advice in completing this form, please phone the Healthy Schools Team and ask to speak to a Drugs, Alcohol and Tobacco Education Advisers Tel: 231687/231298.</p> | <p>2. Complete the form without identifying the pupil/s concerned, take a copy of the form.</p> |
| <p>3. Send the copy without pupils' name/s to the Drugs, Alcohol and Tobacco Education Advisers (address below).</p> | <p>4. Keep the original add the pupils' name/s and store in a secure location.</p> |

Name of school.....

Time and date of incident.....

For school use only:

Name of pupil..... **Form**.....

Type of incident –

Please put a cross in the box which best describes the type of incident.

| | | | |
|--|--------------------------|--|--------------------------|
| Emergency/Intoxication | <input type="checkbox"/> | Pupil disclosure of drug use | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug | <input type="checkbox"/> | Disclosure of parent/carer drug use | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| Pupil supplying unauthorised drug | | Parent/carer expresses concern | |
| Rumour/Allegation of drug use | | Incident occurring off school premises | |

Type of substance - Please put a cross in the box which best describes the type of substance.

| | | | |
|-------------------------|--------------------------|------------------|--------------------------|
| Alcohol | <input type="checkbox"/> | "Legal High" | <input type="checkbox"/> |
| Illegal Drug | <input type="checkbox"/> | Inhalant/Solvent | <input type="checkbox"/> |
| Prescription medication | <input type="checkbox"/> | | |

Please provide a brief description of the incident, make sure to include details of any substances confiscated and how they were handled and disposed of. Please ensure that you describe any emergency/first aid response in detail. Continue on a separate sheet if necessary.

Has the drug and alcohol screening tool been used?

Yes/No (please delete)

Was the young person referred to a young people's substance misuse service or other support agency? Yes/No (please delete)

If Yes, please say which agency or agencies.....

.....

Is a CAF needed? Yes/No (please delete)

Form completed by.....

Role..... **Date**.....

Please send the completed form, without the pupil's name to:

The Drug, Alcohol and Tobacco Education Advisers, Learning Services, Children and Young People's Services, Floor 2, Civic Centre, Glebe Street, Stoke on Trent, ST4 1HH.

Email:

Abi.little@stoke.gov.uk

Michael.coll@stoke.gov.uk