

Supplementary file 7:

Process evaluation study documents

# Thank you

.... for taking the time to read this leaflet.

Please ask us to answer any questions or concerns you may have about the project.

Either phone 0191 208 8500/  
07969 852293 or text. You can also email us  
at: [solid@newcastle.ac.uk](mailto:solid@newcastle.ac.uk)



## Supporting Looked After Children and Care Leavers In Decreasing Drugs, and alcohol [SOLID]

Initial contact form

# Are you 12-20, in care or a care leaver in Newcastle, Durham or Teesside? YES? Perhaps you'd like to help us?

We are doing a research study with Looked After Children and care leavers aged 12-20 years.

As part of this study you have been attending appointments with a drug and alcohol worker. We'd like to come out to talk to you to ask you some questions about how you found the meetings with your drug and alcohol worker and how you would change the meetings to make them better.



If you are happy to be contacted to take part in a further interview please fill out the form on the opposite page, tear it off and send it back in the stamped, addressed envelope.



## Fill in and post back!



- Your Name .....
- Your Age .....
- Where you live: (tick)
  - Children's home
  - Foster Care or with a relative
  - Other
- Best way of contacting you
  - Mobile number .....
  - Email: .....
  - Facebook .....
  - Other.....
- Best time to contact you? .....
- I'm happy to be contacted by the research team (Initial)
- Are you happy for us to contact your parent/guardian? Yes  No
- Signed .....
- Date: .....

### What are the possible benefits of taking part?

Although we cannot promise that you will benefit directly from this study, we think the study will give you the chance to talk openly about you alcohol and drug use.

### What are the possible risks of taking part?

We do not see any risks for you taking part in this study. But it will take up a bit of your time.

If you have any questions or concerns then please contact me at the university

Either phone 07969852293 or text .

You can also email us at [solid@newcastle.ac.uk](mailto:solid@newcastle.ac.uk).

Or write to:

Institute of Health and Society, Baddiley Clarke Building, Richardson Road, Newcastle Upon Tyne, NE2 4AX.

# Supporting Looked After Children and Care Leavers In Decreasing Drugs, and Alcohol [SOLID]

Information leaflet  
young people 12-14 years



## Are you 12-14 and in Care in Newcastle, Durham or Teesside? YES? Perhaps you'd like to help us!

Your local authority, together with the Universities of Newcastle, Teesside and Birmingham are working to find out how best to support Looked After Children and Care Leavers around their drinking and drug use and your ideas will help.



### Do I have to take part?

No. Taking part in the research is voluntary and even if you agree to take part, you can still change your mind at any time, without providing a reason and without your care being affected.

### Will my taking part in this study be kept confidential?

Yes. Your data will be kept safe, your name will not be used. If you tell us something that raises concern about your safety, we have a duty to tell your social worker and carer.

**CONFIDENTIAL**

## What will happen if I take part?

Once you've signed this form saying you are happy to take part we will contact you and arrange a time to come to your home. First we will ask you and your parent/guardian to sign a form agreeing to take part in the study.

Next we will ask you some questions about how you found the meetings with your drug and alcohol worker and how you would change the meetings to make them better.



The conversations will be tape recorded and your answers will be listened to so we can understand how we can improve things.

You will receive a £10 gift voucher for your time.

# Thank you

## Who is funding and organizing the research?

The study is funded by the NHS research arm, the National Institute for Health Research (NIHR) and is sponsored by Newcastle University.

## What will happen to the results of the research study?

We're happy to send you a report at the end of the project if you are interested. The study will be printed in academic journals and presented at conferences.

## For Further information and advice about drinking...

Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com)

Speak to Drinkline: 0800 9178282

## For local support contact:

## Thank you....

for taking the time to read this leaflet. Please ask us to answer any questions or concerns you may have about the project.

If you have any concerns about the study you can contact the senior doctor running the study (Dr Raghu Lingam– 0191 222 8500) or an independent person at the University (Professor Judith Rankin– 0191 2083463)

Any suggestions or complaints about the study or how you were treated will be dealt with, in writing, within 7 working days. They should be made in writing or by email to Dr Raghu Lingam at the address below.

Institute of Health and Society,  
Newcastle University,  
Baddiley-Clarke Building,  
Richardson Road,  
Newcastle upon Tyne,  
NE2 4AX  
Telephone: 0191 208 8500  
Email: [solid@newcastle.ac.uk](mailto:solid@newcastle.ac.uk)

## Supporting Looked After Children and Care Leavers In

## Decreasing Drugs, and alcohol [SOLID]

Information Leaflet

(Young People 15-20 years)

## Are you 15-20 and in care in Newcastle, Durham or Teesside? YES? Perhaps you'd like to help us?

We are doing a research study as we want to understand how to support Looked After Children and care leavers to decrease their alcohol and/or drug use.

This leaflet is for you to keep. Please feel free to ask questions if there is anything you are unsure about or if you would like further information.

### Why have I been invited?

We think you will have important ideas about how we can support Looked After Children and care leavers to decrease their drug and alcohol use.



### Do I have to take part?

No. Taking part in this study is entirely voluntary and even if you agree to take part, you can still change your mind at any time, without providing a reason and without your care being affected.

### What will happen if I take part?

If you would like to take part we will ask you to fill in a Assent/consent form. If you are under 16 your parent/guardian will also have to complete a consent form.

The project will involve a researcher coming to your home and asking you some questions about how you found the meetings with your drug and alcohol worker and how you would change the meetings to make them better.

The conversations will be tape recorded and your answers will be listened to so we can understand how we can improve things.

You will receive a £10 gift voucher for your time.



### Will my taking part in this study be kept confidential?

Yes. The interview data will be kept safe and your name will not be used.



We will keep your information confidential. This means no one other than the research team will find out what you have told us.

Confidentiality can only be broken, without your consent, in very exceptional circumstances. ***Usually this is if the researcher sees or is told something which raises serious concern for your personal safety or the safety of others.***

### What are the benefits of taking part?

Although we cannot promise that you will benefit from this study directly, we think the study will give you the chance to talk openly about alcohol and drug use amongst you and/or your friends. The information that you give will be used to help understand how to support Looked After Children and care leavers to change their drinking and/or drug use.

### What are the possible disadvantages and risks of taking part?

We do not see any risks for you taking part in this study but it will take up some of your time. Some people do not like talking about their experiences whilst others find this helpful.



### Who is funding and organizing the research?

The study is funded by the NHS research arm, the National Institute for Health Research (NIHR) and is sponsored by Newcastle University.

### What will happen to the results of the research study?

We are happy to send you a report at the end of the project if you are interested. The study will be printed in academic journals and presented at conferences.

### For Further information and advice about drinking...

Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com)

Speak to Drinkline: 0800 9178282

For local support contact:

# Thank you

### Thank you....

for taking the time to read this leaflet. Please ask us to answer any questions or concerns you may have about the project.

If you have any concerns about the study you can contact the senior doctor running the study (Dr Raghu Lingam) or an independent person at the University (Professor Judith Rankin 0191 208 3463).

Any suggestions or complaints about the study or how you were treated will be dealt with, in writing, within 7 working days. They should be made in writing or by email to Dr Raghu Lingam at the address below.

Institute of Health and Society,  
Newcastle University,  
Baddiley-Clarke Building,  
Richardson Road,  
Newcastle upon Tyne,  
NE2 4AX  
Telephone: 0191 208 8500  
Email: [solid@newcastle.ac.uk](mailto:solid@newcastle.ac.uk)

## Supporting Looked After Children and Care Leavers In

### Decreasing Drugs, and alcohol [SOLID]

Information Leaflet

(Interviews with carers)

## Introduction

We would like to invite you to take part in our research study. Before you make a decision please take time to read the following information carefully; it will provide details on why we think this research is important, what benefits it will have for people in our community and what it will involve for you. Please feel free to ask questions if there is anything you are unsure about or if you would like further information.

## What is the purpose of the study?

The aim of this research is to understand how to help Looked After Children and care leavers aged 12-20 years who use alcohol and/or drugs.

## Why have I been invited?

You have been invited to take part in this study because you are a key individual, who we think will have important ideas about how we can support Looked After Children and care leavers to decrease their drug and alcohol use.



## Do I have to take part?

No. Taking part in the research is entirely voluntary and even if you agree to participate, you can still withdraw from the study at any time, without providing a reason. Information we have already collected with your consent will be retained and used in the study. Withdrawal from the study will not affect your legal rights.

## What will happen if I take part?

Taking part will involve one informal interview with a researcher from Newcastle University. A researcher will meet you at a time and place that is convenient for you. You will be asked to talk about your views around how the interventions with a drug and alcohol worker have affected the young person in your care and how you would recommend changing the interventions to make them more effective.

You will also be asked how you think we can best support young people who are looked after and what might help them to change their drinking and drug use. We will use your views to develop ways to help young people who are looked after and drink alcohol or use drugs.

There are no right or wrong answers to the questions we ask.

The interviews will last approximately one hour.

The interviews will be digitally audio recorded; after the interview, the digital tape will be listened to and typed up to ensure we accurately reflect what was said. Your name and details will be removed to protect your identity and to ensure confidentiality.

Your travel expenses will be reimbursed.



## Will my taking part in this study be kept confidential?

Yes. The interview data will be kept confidential and reported anonymously.



The information collected will be stored securely in locked University offices, computers will be password protected. The interviews will be recorded and transcribed. The interview transcripts will be destroyed ten years after collection.

We understand that confidentiality is important to you and we will keep your information confidential. This means no one other than the research team will find out what you have told us. Confidentiality can only be broken, without your consent, in very exceptional circumstances. **Usually this is if the researcher sees or is told something which raises serious concern for your personal safety or the safety of young persons in your care.**

## What are the possible benefits of taking part?

Although we cannot promise that you will benefit from this study directly, we think the study will give you the chance to talk openly about alcohol and drug use in young people that you support. The information that you give will be used to help understand how to help Looked After Children and care leavers to change their drinking and/or drug use.

## What are the possible disadvantages and risks of taking part?

We do not see any risks for you taking part in this study. However some people do not like talking about their experiences whilst others find this helpful. The other possible disadvantage is that you are giving up some of your time.

### Who is funding and organizing the research?

The study is funded by the NHS research arm, the National Institute for Health Research (NIHR) and is sponsored by Newcastle University.

### What will happen to the results of the research study?

We are happy to send you a report at the end of the project if you are interested. The study will be printed in academic journals and presented at conferences.

# Thank you

### Thank you....

for taking the time to read this leaflet. Please ask us to answer any questions or concerns you may have about the project.

If you have any concerns about the study you can contact the senior doctor running the study (Dr Raghu Lingam) or an independent person at the University (Professor Judith Rankin 0191 208 3463).

Any suggestions and complaints about the study or how you were treated will be dealt with, in writing, within 7 working days. They should be made in writing or by email to Dr Raghu Lingam at the address below.

Institute of Health and Society,  
Newcastle University,  
Baddiley-Clarke Building,  
Richardson Road,  
Newcastle upon Tyne,  
NE2 4AX  
Telephone: 0191 208 8500  
Email: [solid@newcastle.ac.uk](mailto:solid@newcastle.ac.uk)

Supporting Looked After Children and Care  
Leavers In

Decreasing Drugs, and alcohol  
[SOLID]

Information Leaflet

(Interviews with Drug and alcohol workers)

## Introduction

We would like to invite you to take part in our research study. Before you make a decision please take time to read the following information carefully; it will provide details on why we think this research is important, what benefits it will have for people in our community and what it will involve for you. Please feel free to ask questions if there is anything you are unsure about or if you would like further information.

## What is the purpose of the study?

The aim of this research is to understand how to help Looked After Children and care leavers aged 12-20 years who use alcohol and/or drugs.

## Why have I been invited?

You have been invited to take part in this study because you are a key professional, who we think will have important ideas about how we can support Looked After Children and care leavers to decrease their drug and alcohol use.



## Do I have to take part?

No. Taking part in the research is entirely voluntary and even if you agree to participate, you can still withdraw from the study at any time, without providing a reason. Information we have already collected with your consent will be retained and used in the study. Withdrawal from the study will not affect your legal rights.

## What will happen if I take part?

Taking part will involve attending a group discussion with other colleagues across the region facilitated by a researcher from Newcastle University. The discussion will take place at the University of Newcastle.

We will use your views to help us understand the extent to which staff understand the principles of the MET/SBNT and key barriers to successful delivery and integration of the Interventions.

There are no right or wrong answers to the questions we ask.

The interviews will last approximately hour.

The interview will be digitally audio recorded; after the interview the digital tape will be listened to and typed up to ensure we accurately reflect what was said. Your name and details will be removed to protect your identity and to ensure confidentiality.

Your travel expenses will be reimbursed.



## Will my taking part in this study be kept confidential?

Yes. The interview data will be kept confidential and reported anonymously. Any direct quotation will be attributed to general job title only (for example "Drug and Alcohol worker A").



The information collected will be stored securely in locked university offices, computers will be password protected. The interviews will be recorded and transcribed. In line with the Newcastle University's code of conduct for research, the interview transcripts will be destroyed ten years after collection .

We understand that confidentiality is important to you and we will keep your information confidential. Confidentiality can only be broken, without your consent, in very exceptional circumstances. **Usually this is if the researcher sees or is told something which raises serious concern for your personal safety or the safety of young persons in your care.**

## What are the possible benefits of taking part?

Although we cannot promise that you will benefit from this study directly, we think the study will give you the chance to talk openly about alcohol and drug use in clients you work with. The information that you give will be used to help understand how to help Looked After Children and care leaver's to change their drinking and/or drug use.

## What are the possible disadvantages and risks of taking part?

We do not see any risks for you taking part in this study . However some people do not like talking about their experiences whilst others find this helpful. The other possible disadvantage is that you are giving up some of your time.

### Who is funding and organizing the research?

The study is funded by the NHS research arm, the National Institute for Health Research (NIHR) and is sponsored by Newcastle University.

---

### What will happen to the results of the research study?

We are happy to send you a report at the end of the project if you are interested. The study will be printed in academic journals and presented at conferences.

# Thank you

### Thank you....

for taking the time to read this leaflet. Please ask us to answer any questions or concerns you may have about the project.

If you have any concerns about the study you can contact the senior doctor running the study (Dr Raghu Lingam) or an independent person at the University (Professor Judith Rankin 0191 208 3463).

Any suggestions and complaints about the study or how you were treated will be dealt with, in writing, within 7 working days. They should be made in writing or by email to Dr Raghu Lingam at the address below.

Institute of Health and Society,  
Newcastle University,  
Baddiley-Clarke Building,  
Richardson Road,  
Newcastle upon Tyne,  
NE2 4AX  
Telephone: 0191 208 8500  
Email: [solid@newcastle.ac.uk](mailto:solid@newcastle.ac.uk)

  
**National Institute for  
Health Research**

Supporting Looked After Children and Care  
Leavers In

Decreasing Drugs, and alcohol  
[SOLID]

Information Leaflet

(Focus Groups with professionals)

Doc 26: SOLID Process Evaluation: Participant Information leaflet

(Focus Groups with professionals); Version 1.0, 23.03.2016

## Introduction

We would like to invite you to take part in our research study. Before you make a decision please take time to read the following information carefully; it will provide details on why we think this research is important, what benefits it will have for people in our community and what it will involve for you. Please feel free to ask questions if there is anything you are unsure about or if you would like further information.

## What is the purpose of the study?

The aim of this research is to understand how to help Looked After Children and care leavers aged 12-20 years who use alcohol and/or drugs.

## Why have I been invited?

You have been invited to take part in this study because you are a key professional, who we think will have important ideas about how we can support Looked After Children and care leavers to decrease their drug and alcohol use.



## Do I have to take part?

No. Taking part in the research is entirely voluntary and even if you agree to participate, you can still withdraw from the study at any time, without providing a reason. Information we have already collected with your consent will be retained and used in the study. Withdrawal from the study will not affect your legal rights.

## What will happen if I take part?

Taking part will involve attending a group discussion with other colleagues across the region facilitated by a researcher from Newcastle University. The discussion will take place at the University of Newcastle.

We will use your views to help us understand the extent to which staff understand the principles of the MET/SBNT and key barriers to successful delivery and integration of the Interventions.

There are no right or wrong answers to the questions we ask.

The discussion groups will last approximately one and a half hours.

The groups will be digitally audio recorded; after the discussion, the digital tape will be listened to and typed up to ensure we accurately reflect what was said. Your name and details will be removed to protect your identity and to ensure confidentiality.

Your travel expenses will be reimbursed.



## Will my taking part in this study be kept confidential?

Yes. The interview data will be kept confidential and reported anonymously. Any direct quotation will be attributed to general job title only (for example "Social Worker A" or "Drug and Alcohol worker A").



The information collected will be stored securely in locked university offices, computers will be password protected. The interviews will be recorded and transcribed. In line with the Newcastle University's code of conduct for research, the interview transcripts will be destroyed ten years after collection .

We understand that confidentiality is important to you and we will keep your information confidential. Confidentiality can only be broken, without your consent, in very exceptional circumstances. **Usually this is if the researcher sees or is told something which raises serious concern for your personal safety or the safety of young persons in your care.**

## What are the possible benefits of taking part?

Although we cannot promise that you will benefit from this study directly, we think the study will give you the chance to talk openly about alcohol and drug use in clients you work with. The information that you give will be used to help understand how to help Looked After Children and care leaver's to change their drinking and/or drug use.

## What are the possible disadvantages and risks of taking part?

We do not see any risks for you taking part in this study . However some people do not like talking about their experiences whilst others find this helpful. The other possible disadvantage is that you are giving up some of your time.

# SOLID

## Supporting Looked After Children and Care Leaver in Decreasing Drugs, and Alcohol Assent Form

To be completed by the young person under 16 years

PLEASE  
INITIAL  
EACH BOX

1. I confirm that I have read the participant information leaflet dated 01/03/2016 (version 1.0) for the above study.
2. I confirm that I have had the opportunity to ask any questions about the study and any questions I have asked have been answered to my satisfaction.
3. I understand that taking part is voluntary and that I'm free to change my mind at any time without giving any reason and without my care, services from children's services or my legal rights being affected.
4. I agree to the interview being tape recorded and transcribed (written out).
5. I agree to be the research team accessing my attendance records at the drug and alcohol service.
6. I agree to my GP being informed of my participation in the study.
7. I understand that any data created from this study will be held in a locked filing cabinet for ten years after which the data will be destroyed. All the data collected will be kept anonymous and confidential, and only members of the research team will have access to this data.
8. ***I agree to take part in the above study. I am aware that a copy of this consent form will be provided to me for my records.***

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person taking consent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# SOLID

## Supporting Looked After Children and Care Leaver in Decreasing Drugs, and Alcohol Consent Form

To be completed by the parent/guardian for the young person under 16 years

PLEASE  
INITIAL  
EACH BOX

1. I confirm that I have read the participant information leaflet dated 01/03/2016 (version 1.0) for the above study.
2. I confirm that I have had the opportunity to ask any questions about the study and any questions I have asked have been answered to my satisfaction.
3. I understand that my child/the child in my care's participation in this study is voluntary and that I am free to change my mind about my child/the child in my care taking part at any time without giving any reason and without their care, services from children's services or my legal rights being affected.
4. I agree to .....(name) taking part in the above study
5. I agree to the research team accessing my child/the child in my care's attendance records at the drug and alcohol service.
6. I agree to my child/the child in my care's GP being informed of their participation in the study.
7. I understand that any data created from this study will be held in a locked filing cabinet for ten years after which data will be destroyed. All data collected will be anonymous and kept confidential, and only members of the research team will have access to this data
8. ***I agree for my child/the child in my care to take part in the above study. I am aware that a copy of this consent form will be provided to me for my records***

\_\_\_\_\_  
Name of Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person taking consent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# SOLID

## Supporting Looked After Children and Care Leaver in Decreasing Drugs, and Alcohol

### Consent Form

To be completed by young person 16 years and over

PLEASE  
INITIAL  
EACH BOX

1. I confirm that I have read the participant information leaflet dated 01/03/2016 (version 1.0) for the above study.
2. I confirm that I have had the opportunity to ask any questions about the study and any questions I have asked have been answered to my satisfaction.
3. I understand that taking part is voluntary and that I'm free to change my mind at any time without giving any reason and without my care, services from children's services or my legal rights being affected.
4. I agree to the interview being tape recorded and transcribed (written out).
5. I agree to be the research team accessing my attendance records at the drug and alcohol service.
6. I agree to my GP being informed of my participation in the study.
7. I understand that any data created from this study will be held in a locked filing cabinet for ten years after which the data will be destroyed. All the data collected will be kept anonymous and confidential, and only members of the research team will have access to this data.
8. ***I agree to take part in the above study. I am aware that a copy of this consent form will be provided to me for my records.***

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person taking consent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# SOLID

## Supporting Looked After Children and Care Leaver in Decreasing Drugs, and Alcohol Consent Form

PLEASE  
INITIAL  
EACH BOX

1. I confirm that I have read the participant information leaflet dated 01/03/2016 (version 1.0) for the above study.
2. I confirm that I have had the opportunity to ask any questions about the study and any questions I have asked have been answered to my satisfaction.
3. I understand that taking part is voluntary and that I am free to change my mind at any time without giving any reason and without my legal rights being affected.
4. I agree to the interview/group discussion being tape recorded and transcribed (written out).
5. I understand that any data created from this study will be held in a locked filing cabinet for ten years after which the data will be destroyed. All data collected will be anonymous and kept confidential, and only members of the research team will have access to this data.
6. ***I agree to take part in the above study. I am aware that a copy of this consent form will be provided to me for my records.***

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person taking consent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature