

CARE LEAVER DIRECTORY

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CONNEXIONS

Connexions is the advice, guidance and support service for all young people 13-19 (and up to the age of 25 if you have learning difficulties or disabilities) in Manchester, and we are here to help you prepare for your future.

Planning for your Future – We can help with making choices, applying for opportunities, completing application forms, preparing for interviews.

Connexions have details of jobs vacancies, apprenticeships, training opportunities, part time and full time courses at schools, colleges, 6th forms, universities, voluntary work, activities and personal development opportunities.

**Check out the Connexions Website specifically for opportunities:
www.cnx2jobs.com**

Need to talk to someone?

If you are aged 13-19, you may come up against all kinds of choices, decisions and problems. If you're confused about what to do our Personal Advisers can help you with your choices - from careers, education and learning, and finding a job to a whole range of life issues. Quite often the biggest worries don't seem so bad when you talk to someone. Whatever's on your mind we should be able to help you! Your Personal Adviser is a good listener. Whatever you tell them will stay confidential (although sometimes it might be necessary to inform others if someone is at risk) and they'll help you to get in touch with other people who might be able to help you. Your information will not be passed on without your consent.

Connexions can give advice and help on many areas including:

Health matters including: how to get a GP, keeping healthy and where to get help re healthy eating, exercise, pregnancy, contraception, sexually transmitted diseases, alcohol, drugs, gambling, smoking etc.

Housing including leaving home, where to get help finding accommodation, housing benefit

Relationships such as, 1-2-1, bullying, divorce, domestic abuse, carer responsibilities.

Free time/leisure activities, voluntary work, personal development opportunities

The law – your rights, equal opportunities

Money – benefits, income tax, managing your money, money for learning, national insurance, wages and allowances.

Travel and transport – how to get around as cheaply

GETTING IN TOUCH WITH CONNEXIONS

Get in touch with us on 084567 13 2 19 or call into your local Connexions centre, there are several in Manchester.

Manchester North Connexions

Harpurhey Connexions

Unit A,
North City Shopping Centre
Lee Road
Harpurhey M9 4DH

0161 205 1644

Open

Mon, Tue & Fri 9.00am - 4.00pm
Wed 10.30am - 4.00pm
Thurs 10.00am - 4.00pm

Manchester Central Connexions

Moss Side Connexions

The Powerhouse
140 Raby Street
Moss Side M14 4SL

0161 226 8609

Open

Mon, Wed - Fri 9.00am - 4.00pm Tues 9.00am - 3.00pm

Manchester East Connexions

Longsight Connexions

551 – 553 Stockport Road
Longsight M12 4JH

0161 248 7684

Open

Mon 9 am - 3.15pm
Tues 10.00am - 4.00pm
Wed - Fri 9.00am - 4.00

Openshaw Connexions

Room OT014
East Manchester 6th Form
MANCAT
Ashton Old Road
Openshaw M11 2WH

0161 231 9660

Open

Mon, Tue, Thur & Fri 9.00am - 4.00pm
Wed 1.00pm - 4.00pm

Manchester South Connexions

Fielden Young People's Centre

141 Barlow Moor Road
West Didsbury M20 2PQ

0161 434 6582

Open

Mon - Wed 10.00am - 4.00pm
Thursday 1.00pm - 4.00pm

Wythenshawe Connexions

The Focus
Rowlandsway
Wythenshawe M22 5BQ

0161 437 4288

Open

Mon - Wed 9.00am - 4.00pm
Thur 10.00am - 4.00pm
Fri 9.00am - 3.00pm

Website Addresses: www.connexions-manchester.com

e-mail us info@connexions-manchester.com

If you want to contact or speak to someone out of our normal opening times contact **Connexions Direct**.

Tel: 080 800 13-2-19

Text: 077664 13-2-19

Connexions Direct advisers are on call from 8.00am to 2.00am seven days a week



SECTION 1

MONEY AND BENEFITS

SECTION 1.1

BENEFITS

Young people on low incomes may be eligible for benefits or tax credits. Here is some general information on the main ones. Check out the *Contacts* section for more details.

Income Support

To be eligible a young person must be over 16 and:

- a lone parent
- registered sick or disabled
- caring for someone who is ill or elderly
- is a student and either a lone parent, disabled, or estranged from their parents/guardian
- is not working or working less than 16 hours a week

If they work on average more than 16 hours a week, or have a partner or civil partner who works on average 24 hours a week or more they can not usually claim Income Support.

The amount payable varies according to individual circumstances. Factors which will affect this include:

- age
- if claimant lives alone or as a couple
- age and income of non-dependants living with them
- disability – including disability of dependants
- if they are caring for someone
- any savings of claimant or partner or civil partner
- any earnings of claimant or partner or civil partner

Income support is paid directly into their bank, building society, Post Office or National Savings account that accepts direct payment.

To claim contact your nearest Jobcentreplus

<http://www.jobcentreplus.gov.uk/JCP/Aboutus/Ouroffices/index.html>

or you can claim online at <http://www.dwp.gov.uk/eservice/>

An appointment will be made to see a financial assessor and personal adviser.

Jobseeker's Allowance (JSA)

This is mainly for unemployed people over 18 who are looking for work.

To be eligible claimant must be:

- capable of working
- available for work
- actively seeking work

The amount payable is a flat weekly rate which varies according to age.

JSA for 16 and 17 year olds

JSA is not payable to 16 and 17 year olds unless the following apply:

- they are estranged from their parents
- they will suffer extreme hardship if they don't get JSA
- they are part of a couple responsible for a child

To claim – 16 and 17 year olds are required to register for work and training at a Connexions centre and attend regularly to prove they are actively seeking employment. Connexions staff will help you complete a form to take to the Job centre Plus. An appointment will be made to attend a New Jobseeker interview and the claim will have to be confirmed in person every two weeks and regular reviews will be made.

Education Maintenance Allowance (EMA)

EMA can give a young person up to £30 per week plus additional bonuses to help them get more qualifications or vocational skills after 16.

To be eligible young person must be:

- 16, 17 or 18 and about to leave, or have already left, compulsory education
- be joining an LSC-funded e2e programme or starting a full-time further education course at college or school, or becoming a Programme Led Apprentice
- the learning must take place in England
- the annual household income used for assessment purposes is below the EMA threshold

To claim

Complete an application form available from schools, colleges, training providers or Connexions offices or online at

<http://www.dfes.gov.uk/financialhelp/ema/>

Tax Credits

Tax credits are payments from the government to help with everyday costs.

- **Working Tax Credit (WTC)**

This is for people in work but on low wages and can top up earnings whether employed or self-employed and extra may be available if claimant

- ⊗ is a parent or responsible for one or more children or young people
- ⊗ pays for childcare
- ⊗ is disabled

- **Child Tax Credit (CTC)**

To be eligible:for CTC

- Claimant must be responsible for at least one child under 16 or young person in full-time education at school or college, or who is doing approved training on a specified programme like Entry to Employment.

The amount payable depends on:

- number of children or qualifying young people
- if any child or young person is disabled
- household income

To claim tax credits

Telephone 0845 300 3900 for claim pack

Care to Learn

This is for parents under 20 and can give financial help for childcare while the parent is at school, college or in work-based learning. Your Connexions Personal Adviser can help you apply for this financial help.

To be eligible claimants must be under 20 and

- starting a course of learning or training in a school, college or as a trainee with a work-based learning provider that receives some public funding
- be caring for their own child(ren) – fathers are also eligible if they are the main carer
- be living in England
- use a registered childcare provider

Care to Learn will pay up to a set amount each week towards

- childcare costs
- registration fees
- any deposit normally charged
- childcare fees payable during holidays
- additional travel expenses to and from child carer

For more information check out website

<http://www.dfes.gov.uk/caretolearn/parents.cfm>

Carer's Allowance

This benefit is for anyone over 16 who is looking after another person, like a relative for more than 35 hours a week. The person cared for must be receiving Attendance Allowance or Disability Living Allowance.

To be eligible claimant must not be on a course of full-time education and the amount received will depend if claimants are in receipt of other benefits or wages.

Carers's Allowance may also affect other benefits.

To claim

Contact

Carer's Allowance Unit, Palatine House, Lancaster Road, Preston, PR1 1HB.

Telephone: 01253 856 123

Textphone: 01772 899 489

Fax: 01772 899 354

Email: cau.customer-service@dwp.gsi.gov.uk

Or
Local jobcentre
Benefit enquiry line 0800 88 2200

To apply online <http://www.dwp.gov.uk/carersallowance/>

For more information check out website
http://www.direct.gov.uk/en/CaringForSomeone/MoneyMatters/DG_10012522

Housing Benefit

This is a means-tested benefit that helps people on a low income pay for their rent. It is run by the local authority.

To be eligible claimant must be either

- on Income Support, Jobseeker's Allowance or Pension Credit
- working and on a low pay
- receiving other benefits

For a list of exclusions see website
<http://www.manchester.gov.uk/benefits/types/hbenefit.htm>

To claim contact:

The Benefits Service
Revenues and Benefits Unit
PO Box 3
MANCHESTER
M15 5B

Or download a form from

<http://www.manchester.gov.uk/benefits/claim/forms.htm>

Incapacity Benefit

This is for people over 16 who are unable to work due to an illness or a disability.

To be eligible claimant must:

- be ineligible for Statutory Sick Pay or it has ended
- be self-employed or unemployed
- been in receipt of Statutory Maternity Pay and not gone back to work as incapable of work
- been paying National Insurance contributions
- unable to work due to sickness or disability for at least four days in a row
- getting special medical treatment and unable to work for two or more days

or

- be aged 16-20 (or under 25 if in education or training for at least 3 months immediately before turning 20) and
- have been too ill to work for at least 28 weeks, and
- have been too ill to work before you turned 20 (or 25 if you were in education or training at least three months immediately before turning 20)

To claim contact the local Jobcentreplus office or claim online at

<http://www.dwp.gov.uk/eservice/>

Disability Living Allowance (DLA)

To be eligible

DLA is payable if claimant

- has a physical or mental disability or both
- the disability is severe enough for claimant to require help caring for himself or has walking difficulties or both

DLA is payable whether or not claimant is working and does not usually affect any savings or other income. It has two components

- a care component
- a mobility component

The care component and disability component are paid at different rates depending on how claimant is affected by their disability.

To claim contact the local Jobcentreplus office or claim online at

<http://www.dwp.gov.uk/eservice/>

Child Benefit

Child Benefit is a regular payment made to anyone bringing up a child or young person. It's paid for each child that qualifies and isn't affected by your income or savings. So most people bringing up a child can get Child Benefit.

To be eligible claimant must be bringing up

- a child aged under 16
- a young person under 19 who is either studying in full-time non-advanced education (A level or equivalent) or on an approved training programme
- a 16 or 17 year old who has recently left school or training and has registered for work or training with Connexions

Payment is four weekly but can be made weekly if claimant is

- a single parent
- claimant or partner or civil partner is getting Income Support or income based JSA

Claim should be made

- when child is born
- a child or young person comes to live with claimant
- claimant adopts a child
- claimant starts to contribute to the cost of looking after a child

To claim

If child has just been born claimant will receive a form at the hospital

To claim online

<http://www.hmrc.gov.uk/childbenefit/forms.htm>

Maternity Allowance (MA)

This is a benefit for women who are pregnant or have a new baby but don't qualify for Statutory Maternity Pay (SMP).

To be eligible claimant might get MA if

- employed but not eligible for Statutory Maternity Pay
- registered self-employed and paying Class 2 National Insurance contributions

May be eligible if

- she has been at work for at least 26 weeks of the "test period" (66 weeks up to and including the week before the baby is due)
- she earned an average of £30 in any 13 of the weeks in the test period.

Sure Start Maternity Grant

This is for people of a low income and is a one-off payment to help towards the cost of a new baby. The grant comes from the Social Fund and does not have to be repaid.

To be eligible claimant or partner or civil partner must receive any of the following

- Income Support
- Income-based JSA
- Child Tax Credit at a rate higher than the family element
- Working Tax Credit

For more information see website

http://www.direct.gov.uk/en/Bfs1/BenefitsAndFinancialSupport/Expecting_or_bringing_up_children/index.htm

Community Care Grants

Claimants may be able to get this if they need financial help to live independently in the community.

For more information check out www.direct.gov.uk

http://www.direct.gov.uk/en/Bfs1/BenefitsAndFinancialSupport/On_a_low_income/index.htm

or

contact your nearest Jobcentreplus

<http://www.jobcentreplus.gov.uk/JCP/Aboutus/Ouroffices/index.html>

Budgeting Loans

A budgeting loan is an interest-free loan for people who have been on Income Support, income-based Jobseeker's Allowance, Pension Credit or payment on account of one of these benefits for at least 26 weeks. It is intended to help spread the cost of certain one-off expenses over a longer period. The amount paid is decided by Jobcentre plus.

For more information check out

http://www.jobcentreplus.gov.uk/JCP/Customers/WorkingAgeBenefits/Dev_008440.xml.html

Crisis Loans

A crisis loan is an interest-free loan made from the Social Fund to help meet an immediate short-term need in an emergency or because of a disaster.. The claimant will have to show that a Crisis Loan is the only way that serious damage or risk to health or safety can be avoided. The person claiming does not have to be in receipt of any benefit but there are other conditions.

For more information see;

http://www.jobcentreplus.gov.uk/JCP/Customers/WorkingAgeBenefits/Dev_013949.xml.html

MANCHESTER JOBCENTRES

Altrincham

Roberts House
80 Manchester Rd
Altrincham
United Kingdom
WA14 4PU
Telephone: 0161 253 2400

Cheetham Hill Jobcentre Plus

36 Crescent Road
Cheetham Hill
Manchester
United Kingdom
M8 9DQ
Telephone: 0161 912 8300
Textphone: 0161 253 8705

Denton

68 Hyde Road
Denton
Manchester
United Kingdom
M34 3AA
Telephone: 0161 251 3300
Textphone: 0161 331 3700

Newton Heath Jobcentre Plus

1009 Oldham Road
Newton Heath
Manchester
United Kingdom
M40 2EP
Telephone: 0161 912 8300
Textphone: 0161 253 8705

Openshaw Jobcentre Plus

Cornwall Street
Openshaw
Manchester
United Kingdom
M11 2WR
Telephone: 0161 912 8300
Textphone: 0161 253 8705

Alexandra Park Jobcentre Plus

91 Moss Lane East
Moss Side
Manchester
United Kingdom
M15 5JB
Telephone: 0161 912 8300
Textphone: 0161 912 8363

Didsbury Jobcentre Plus

Danesmoor Court
95-97 Palatine Rd
West Didsbury
Manchester
United Kingdom
M20 3JQ
Telephone: 0161 912 8300
Textphone: 0161 912 8363

Failsworth Jobcentre

696 Oldham Road
Failsworth
Manchester
United Kingdom
M35 9FB
Telephone: 0161 253 3900
Textphone: 0161 253 3533

Atherton Jobcentre

129 Market Street
Atherton
Manchester
United Kingdom
M46 0DF
Telephone: 01942 755900

Rusholme Jobcentre Plus

96 Wilmslow Road
Rusholme
Manchester
United Kingdom
M14 5BJ
Telephone: 0161 912 8300

Chorlton Jobcentre Plus

Graeme House Chorlton Sq
Wilbraham Road
Chorlton-cum Hardy
Manchester
United Kingdom
M21 9BU
Telephone: 0161 912 8300

Greater Manchester East District Office

Othen House
7 Oldham Road
Middleton
United Kingdom
M24 1BE
Telephone: 0161 654 2000
Textphone: 01706 714036

Longsight Jobcentre Plus

123 Clarence Road
Longsight
Manchester
United Kingdom
M13 0ZL
Telephone: 0161 912 8300
Textphone: 0161 256 6145

Wythenshawe Jobcentre Plus

Simon House
Wavell Road
Wythenshawe
Manchester
United Kingdom
M22 5RA
Telephone: 0161 912 8300
Textphone: 0161 435 2007

Fountain Street Jobcentre Plus

18-20 Fountain Street
Manchester
United Kingdom 2 2AR
Telephone: 0161 912 8300
Textphone: 0161 253 8705

Manchester Airport Jobcentre Plus

Ground Floor Commonwealth House
Chicago Avenue
Manchester
United Kingdom
M90 3JB
Telephone: 0161 912 8300

SECTION 1.2

MONEY AND BENEFITS ADVICE

The following organisations offer advice on money, debt and benefits as well as a range of other issues.

Advice and Community Resource Centre

59 Withington Road
Whalley Range
Manchester
M16 7EX

Tel: 0161 226 7015

Email: family-advice-c@mcr1.poptel.org.uk

Cheetham Hill Advice Centre

1 Morrowfield Avenue
Cheetham Hill
Manchester
M8 9AR

Tel: 0161 740 8999

Email: office@cheethamadvice.org.uk

Manchester Advice – Central Team

Moss Side District Office
27 Bold Street
Manchester
M16 7AD

Tel: 0161 226 8131

www.manchester.gov.uk/advice

Manchester Advice – North Team

Harpurhey District Office
8 Moston Lane
Manchester
M9 4DP

Tel: 0161 295 7321

www.manchester.gov.uk/advice

Manchester Advice – South Team

5 Moorfield Road
Manchester
M20 2UZ

Tel: 0161 438 1624

www.manchester.gov.uk/advice

Manchester Advice – Town Hall

Level 1
Town Hall Extension
Manchester
M60 2AF

Tel: 0161 234 5600
Textphone 0161 234 5600
www.manchester.gov.uk/advice

Manchester CAB – Beswick

28 Chaddesley Walk
Beswick
Manchester
M11 3SW

Tel: 0161 231 2730
Email: cab.Wythenshawe@mcr1.poptel.org.uk

Manchester CAB – Central Office and Telephone Advice Service

1st floor, Swan Buildings
20 Swan Street
Manchester
M4 5JW

Tel: 0845 122 1112 helpline
Email: cab-telephone@pop3.poptel.org.uk

Manchester CAB – Harpurhey

Unit A, Harpurhey District Centre
Lee Road, Harpurhey
Manchester, M9 1DH

Tel: : 0845 122 1112 helpline
Email: cab.harpurhey@mcr1.poptel.org.uk

Manchester CAB – Hulme

Claremont Resource Centre
Royce Road, Hulme
Manchester
M15 5FS

Tel: : 0845 122 1112 helpline
Email: cab-hulme@mcr1.poptel.org.uk

Manchester CAB – Longsight

384 Dickenson Road
Longsight
Manchester
M13 0WQ

Tel: 0845 122 1112 helpline

Email: cab-longsight@mcr1.poptel.org.uk

Manchester CAB – Withington

Withington Methodist Church
439 Wilmslow Road, Withington
Manchester
M20 4AN

Tel: : 0845 122 1112 helpline

Email: cab-withington@mcr1.poptel.org.uk

Miles Platting Advice Centre

7 Queensbury Parade
Miles Platting
Manchester
M40 7DW

Tel: 0161 205 5031

Email: mpac.1@btinternet.com

LEGAL ADVICE

The following organisations can offer advice on a range of legal issues, including immigration and asylum, employment, welfare rights, disability and discrimination issues.

North Manchester Law Centre

Unit A, Harpurhey District Office
Lee Road, Harpurhey
Manchester
M9 4DH

Tel: 0161 205 5040
Email: info@nmic.org.uk

South Manchester Law Centre

584 Stockport Road
Longsight
Manchester
M13 0RQ

Tel: 0161 225 5111

Wythenshawe Law Centre

260 Brownley Road
Wythenshawe
Manchester
M22 5EB

THE LINKWORKER SERVICE

The linkworker service is offered by Manchester City Council to ensure people from minority ethnic communities have equal access to advice and information and has available a range of advisers who can speak different languages. Manchester Advice has also a selection of information leaflets in a variety of languages.

ADVICE FOR AFRICAN CARIBBEANS IN MANCHESTER

Linkworker Service - African Caribbean Linkworker

Ardwick Neighbourhood Office

Stockport Road

Ardwick

MANCHESTER

M12

Phone 0161 272 7853

Advice by appointment only

- Wednesdays 10am - 1pm

Kath Locke Centre

123 Moss Lane East

Moss Side

M15 5DD

Drop-in Advice (no appointment needed)

- Mondays 1.30am - 3.30pm
- Thursdays 10am - 12.30pm

Fulmead Children and Family Centre

2-12 Fulmead Walk

Cheetham

M8 9BJ

Drop-in Advice (no appointment needed)

- Fridays 10am - 12 noon

African Linkworker

Tel: 0161 272 7825

Fax: 0161 272 7831

**Appointments are available at
Ardwick Neighbourhood Office**

217 Stockport Road

Longsight

M12 4DY

We also run a drop-in service at the following three places.

Broad African Representative Council

34 Anson Road
Rusholme
M14

Drop-in Advice (no appointment needed)
Days and times

- Mondays: 11 am - 4 pm
- Wednesdays: 11 am - 1.30 pm
- Thursdays: 11 am - 1.30 pm

Advice Centre

Town Hall Extension
Level 1
St. Peter's Square
M60

Drop-in Advice (no appointment needed)
Days and times

- Fridays: 10am - 12.30pm

Rainbow Haven, PJ's

219 Capital Road
Gorton
M18 8TJ

Drop-in Advice (no appointment needed)
Days and times

- Tuesdays 10.30 am - 1.30pm

GENERAL ADVICE AND INFORMATION

In particular on welfare rights, housing, debt, and consumer rights

Manchester City Centre
Advice Centre
Ground Floor
Town Hall Extension
St Peters Square

Telephone (and Textphone): 0161 234 5600

ADVICE IN ARABIC	0161 272 7826
ADVICE IN BANGLA AND SYLHETI	0161 272 7823 or 0161 249 0862
ADVICE IN BOSNIAN	0161 740 9468
ADVICE IN CHINESE	0161 272 7822
ADVICE IN GUJARATI AND KUTCHI	0161 720 7574
ADVICE IN SOMALI	0161 272 7824
ADVICE IN URDU AND PUNJABI	0161 234 5601 or 0161 272 7827 or 0161 720 8641 or 0161 740 5068
ADVICE IN VIETNAMESE	0161 720 8463

SECTION 1.3

NATIONAL INSURANCE

Employees and self employed people aged 16 and over are required by law to pay National Insurance Contributions. You will need to give your National Insurance Number to your employer or training provider so they can pay your contributions for you, if your earnings are over a certain level. These contributions go towards paying for your pension and welfare benefits.

Everyone should have their own National Insurance Number which ensures that contributions and tax paid are properly recorded. Young people will be sent their National Insurance card in year 11. It is important to keep it safe, as it is with all identification unique to you.

If you did not receive your card or lose it you can phone the National Insurance Helpline on 0845 915 7006.

Anyone who does not have a National Insurance Number must apply for one, so contact the Jobcentre NI allocation Helpline on 0845 600 643.

SECTION 1.4

BANK ACCOUNTS

Before you leave compulsory education at 16 you will need to open a bank account in your own name.

You will need to have a bank account to apply for Education Maintenance Allowance (EMA) if you are going to college, or pay your wages into if you get a job. They are also a good way to save money.

The 'Basic Bank Account' allows you to pay money into your account and get cash out by card. You don't get a cheque book and can't get overdrawn. In most cases you don't need to put any money into a basic bank account to open it. With others £1.00 is usually enough to get you started.

To open an account you'll need some proof of identity like a passport or household bill, your bank will be able to tell you what they need. If providing this kind of proof is difficult don't worry, some banks/building societies will accept something else such as an original letter, or statement from a responsible person who knows you, like a social worker, teacher or Personal Adviser.

There is more information about basic bank accounts on the Financial Services Authority (FSA) website www.fsa.gov.uk or phone 0845 606 1234.

SECTION 1.5

BUDGETING

www.whatwouldyoudoforapound.com

When you get your own place it is important to have enough money to pay all your bills, buy food, clothes, travel expenses to work or college, and to save for those 'Big one Off's' such as birthdays, Christmas, trips/holidays or to replace furniture /equipment.

If you don't have enough money to pay for all these things you may find you get into debt and could lose your accommodation.

Therefore, it is important to work out your outgoing money against your income.

Complete an online budget calculator to see how much money you really have.

[http:// www.moneydeclared.fsa.gov.uk/tools/budgetcalculator.html](http://www.moneydeclared.fsa.gov.uk/tools/budgetcalculator.html).

SECTION 1.6

GAMBLING

Gambling is becoming a common activity for lots of people and for most it is not a problem. For some people it is the occasional game of Bingo, buying a Lottery ticket or scratch card, betting on a horse, playing a fruit machine, or doing the football pools. However, for a small number of people, and recent surveys have shown this number to be increasing, gambling has become an obsession and they no longer feel in control.

Where to get Help

Gam-Anon/Gamblers Anonymous

Gam-Anon is a support group for families of gamblers. Gamblers Anonymous (GA) runs support groups for gamblers themselves.

Gamblers Anonymous Northwest	0161 976 5000
National Helpline	020 7384 3040

GamCare is gambling neutral. The charity doesn't wish to restrict choices or opportunities for anyone and has a commitment to promote responsible attitudes to gambling. GamCare is also committed to issues of gambling amongst under 25 year olds.

GamCare	020 7378 5200
Helpline	0845 6000 133

Tacade

Tacade produces useful resources for those working with young people addressing gambling issues. For example "Just Another Game", gambling education materials for 13-19 year olds.

Tacade	0161 836 6850
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SECTION 1.8

STREET BEGGING

Tackling Begging

Street beggars can be seen in many of our cities and the public often believe that by giving them money they are helping the homeless. In reality, the majority of beggars are begging to support a drug or alcohol habit, or may even be a professional beggar and part of an organised gang that are dropped off at prime locations around the city.

Sometimes beggars can be aggressive and people can feel intimidated and unsafe. Shop keepers and other business people do not want beggars outside their premises and often report them to the authorities.

Manchester City Council are keen to get beggars off the streets and into programmes that can get them the support they need to rebuild their lives.

You can contact the council if you know someone who is begging on:

0161 234 5339 or 07919 325479 or 07717 0505070

Begging is illegal and arrests can be made under the following laws:

Highways Act 1980 (section 137)

If a person wilfully obstructs the free passage along a highway they are guilty of an offence – this carries a level 2 fine

Vagrancy Act 1824 (section 3)

Enables the arrest of anyone who is begging. It is an arrestable offence and carries a level 3 fine, currently £1000

Public Order Act 1986 (section 5)

Causing harassment, alarm or distress. This carries a level 3 fine (£1000) or a penalty notice of £80

Under the Criminal Justice Act 2003, courts can issue community sentences rather than fines when the courts consider the offence is serious enough. The court may include community penalties for drug, alcohol or mental health treatment.

Injunctions under section 222 of the Local Government Act 1972, Anti-Social Behaviour Orders (ASBO's) may be given.

SECTION 2

LESBIAN AND GAY

LGBT Organisation Groups

42nd St: (Inside Out) Offers Counselling, individual support and advice to LGB and questioning young people 14 – 25 who are in Manchester, Salford or Trafford residents. (Library available) Confidential Helpline: 0161 832 0170 Mon to Fri 2pm to 5pm

Albert Kennedy Trust: Housing support for lesbian, gay, bisexual and transgender young people. A mentor service is also available to prevent homelessness or can be used as an outreach service with unsupported accommodation. 0161 228 3308

BHA (Black Health Agency): Health services and initiatives for the diverse Black communities 0161 226 9145

Biphoria: Social and discussion group for bisexual men and women. Pre-recorded info line: 07941 811 124

Body Positive North West: (Provides support and services to those living with or affected by HIV/AIDS) Helpline 0161 873 8100 (10am-10pm, seven days a week)

Friends and Families of Lesbians and Gays: Support for families and friends of lesbians and gay men Helpline: 01454 852418 e mail: ann@fflag.org.uk

Gay Healthy Alliance Project: (Promotes the well being and holistic health of LGB people) 0161 835 9880

George House Trust: Information and services for people with HIV 0161 274 4499

Lesbian and Gay Foundation: Health organisation for lesbians, gay men and bisexual men and women. 0161 235 8035 Information and counselling helpline 0161 235 8000 6pm to 10pm daily. LGF run a range of support groups, those that may be appropriate for young people presently include:

Black LGBT Group: For any lesbians, bisexuals, gay men or transgender people who identify as black. 0161 235 8023 or Alistair@lgf.org.uk

Lesbian and Gay Youth Manchester (LGYM): Lesbian, Gay and Bisexual Project based in the city centre. Answerphone: 0161 273 7838 e mail: info@lgym.org.uk. LGYM run a range of support groups for young people and offer a befriending service for all new young people, groups presently include:

- **Lik: T: Young Women's Peer Health Project run by and for young lesbian and bisexual women. They work with young lesbian and bisexual people between 14-25 to improve women's health, by**

**promoting activities, which address the 6 areas of wellness. Amelia:
07813981338**

- **Women's Football team: Amelia: 07813981338**
- **Manchester Central: This is a youth group for under 19's that runs on a Tuesday evening 5:30 – 7:30. Sally Carr 07900680725**
- **Trans youth: This is open to all Tran gendered young people and runs on a Saturday 1:00-3:00. 0161 273 7838**
- **Out and About: This is open to all ages but is youth based, it is an out reach service that collects information though questionnaires. 0161 273 7838**

Lesbian Community Project: Providing information and newsletters for lesbian and bisexual women and support for groups setting up. 0161 273 7128 or email: mail@manchesterlcp.org.uk

Manchester Metropolitan University: Lesbian, Gay, Bisexual and Transgender Society 0161 273 1162

University of Manchester LGBT Society: 0161 275 2930

LGBT Safe: Community-based group set up to enhance the overall safety of the lesbian, gay, bisexual and trans communities of Greater Manchester

Manchester Parents' Group: the support and information network for parents of lesbians, gay men and bisexual men and women in the North West (affiliated to Families and Friends of Lesbians and Gays) 01565 733891

Northern Concord: Transsexual and transvestite organisations in Manchester. Social and self help group for transsexuals and transvestites. P.O. Box 258, Manchester, M60 1LN or email jennyb@northernconcord.org.uk

GHAP: Lesbian, gay and bisexual sporting organisation that runs a wide range of activities.

National Organisations:

Lesbian & Gay Switchboard: 020 7837 7324 or www.lgso.org.uk

Stonewall: Deals with a range of current issues around LGBT rights - Telephone: 020 7593 1850, Fax: 020 7593 1877, Minicom: 020 7633 0759, Email: info@stonewall.org.uk

SECTION 3

PARENTING AND TEENAGE PARENTS

SECTION 3.1

PARENTING ORGANISATIONS

Discovering you are pregnant or have just given birth, can stir up many different feelings, hopes and fears. A new baby, especially if it is your first, changes everything. It can both enrich your life but can also restrict what you want to do. There is plenty of advice and support around if you know where to look. Here are some of the organisations you may find useful.

Manchester Children's Information Service

Manchester City Council
The Alexandra Centre
Moss Side
Manchester
M16 7AQ
Freephone – 0800 083 7921

They provide information on childcare, parenting, family services, youth provision, becoming a childminder.

Surestart Children's Centres

They provide support and information for pregnant women, parents and young families. Childcare services with a programme of activities for parents and young children. Some centres have toy libraries, parent survival courses, baby clubs, baby massage classes, baby weaning, well baby clinic, parent and toddler groups, advice sessions on health issues etc.

They have centres all over the city. To find out more ring 0800 083 7921.

Reconnect

De Paul Trust Reconnect Manchester offers a mediation service to young people and their families, parenting courses of teenagers (13+) and sessions with young people who need help with coping with stressful issues and conflict.
Tel – 0161 232 0604

Family Nurse Partnership

Offers a support programme for young women having their first baby.
Tel – 0161 227 9705

Connexions Teenage Pregnancy Specialist PA's

Located at Connexions offices across the city these specialist PA's offer help, support and signposting to other agencies for pregnant young woman and their partners. They also help support teenage parents. Contact your local Connexions centre for more information.

SECTION 3.2 HEALTH SUPPORT		
Smoking Cessation	Tel – 0161 205 5998	Support for pregnant women and parents to stop smoking
Healthy Start	www.healthystart.nhs.uk	Free milk, fruit, vegetables and vitamins for families
Brook		Information, advice and guidance on family planning, sexual health
OTHER USEFUL CONTACTS		
Clinical Outreach Nurse	Tel – 0161 434 3555 or 07790 840294	Covers Manchester. Deals with issuing contraception
Care to Learn	Contact Connexions	Financial support for childcare for young parents returning to learning
Manchester Advice	Tel – 0161 234 1570	Benefit advice
Bookstart	Contact local library or Manchester Bookstart team on 0161 256 3845	Free books for children under four
DOMESTIC VIOLENCE		
End the Fear	www.endthefear.co.uk Tel – 0161 636 7525	Domestic violence information, advice, help and support
National Domestic Violence Helpline	Tel – 0808 2000 247	
St Mary's Sexual Assault Centre	Tel – 0161 276 6515	
Manchester Advice	Tel - 0161 234 5600	
Homelessness Domestic Violence Team	Tel – 0161 234 5341 or 5328	
Broken Rainbow	Helpline – 0208 539 9507	National Lesbian, Gay, Bisexual, Transgender domestic violence
Community Race Relations Officer	Afzal Iqbal Longsight Police Station Tel – 0161 856 4145 Tel – 07768 424124	

SECTION 3.3

BENEFITS for Parents

Living Costs

Income Support or Jobseekers Allowance

Your entitlement to these benefits depends on your age and income, whether you are at school or college, whether you live with your parents, whether you are sick and how many weeks pregnant you are.

Child Tax Credit

Most families can claim this. The maximum for the first 12 months after birth is £55 per week per child if you are on Income Support. This amount is reduced according to your income and goes down by a further £10.50 a week once your child is one year old.

Child Benefit

Claim when your baby is born – you will need to send off a birth certificate with the form (call 0161 234 5511 to register the birth).

Age and income don't matter as every parent is entitled to child benefit. Currently it is £17.45 a week for the first child and £11.70 per week for every other child.

Sure Start Maternity Grant

One off payment of £500. Claim 11 weeks before or 3 months after your baby is born. You, or in some cases your parents, need to be on income support, income-based jobseeker's allowance or in receipt of Child Tax Credit at more than the lowest rate.

Working Tax Credit

This tops up earnings if you are on a low wage. Claim if you have a child and you, or your partner, do paid work of 16 hours a week or more. You may also get help through Working Tax Credit to pay childcare costs.

Statutory Maternity Pay & Maternity Allowance

This depends on whether you have been working, how long you have worked for and your weekly wages.

SMP and MA are currently paid for 26 weeks, however this will change to 39 weeks in April 2007. Get advice on who will qualify.

SECTION 3.4

EDUCATION

Education Maintenance Allowance

You are able to claim between age 16 to 19 and it can be paid for two years, if you are studying at school or college. How much you get usually depends on your parents income, but in some situations it depends on your income.

Childcare Costs

If you are studying, there are schemes to help pay for childcare. Ask your adviser or Connexions.

Refer to section 9 for general information on education.

SECTION 4

MANCHESTER ON THE CHEAP

- Introduction
- Cheap food/free food
- Cheap supermarkets
- Markets
- Second hand furniture, household goods and clothes
- Sports halls and leisure centres
- Swimming pools
- Museums and art galleries
- Manchester parks
- Travel
- Cinemas and theatres

SECTION 4.1

This is a basic guide to some of the cheapest facilities in Manchester and how to get the best for your money.

CHEAP FOOD/FREE FOOD City Centre Project Oldham Street Manchester M4 1LE Tel – 0161 228 7654	Free breakfast from 10:00 am to 12:00 pm 16-25 year olds
Mustard Tree First Floor 110 Oldham Road Ancoats Manchester M4 6AG Tel – 0161 228 7331	One-off food parcels by appointment at first instance
Cornerstones 104b Denmark Road Hulme Manchester Tel – 0161 232 8888	Soup/bread/toast very cheap Dinner and pudding 50p 21 year olds and over
Booth Centre Manchester Cathedral Victoria Street Manchester M3 1SX	Free food, drinks 16 year olds
Beacon and Barnabus The Beacon 45 Bloom Street Manchester M1 3LY	Free breakfast (2 mornings) All ages. Women only on Fridays

Markets

There are lots of bargains to be had on Manchester market stalls. Check out the fresh fruit and vegetables, clothes, household items, bric-a-brac, etc.

Arndale Market Hall	9:00 to 5:30 pm
Ashton, Phoenix Hall and Market Street	9:00 to 5:00 pm
Castlefield Liverpool Street (special event days only)	9:00 to 4:00 pm
Church Street (fruit/veg)	9:00 to 4:00 pm
Gorton, Gortoncross Street (0161 231 3522)	9:00 to 5:00 pm
Grey Mare Lane, Beswick	9:00 to 5:00 pm
Harpurhey, Church Lane (0161 205 0215)	9:00 to 5:30 pm
Longsight, Dickenson Road (0161 225 9859)	9:00 to 4:00 pm
Wythenshawe, Civic Centre (0161 499 2832)	9:00 to 5:30 pm
Flower Market, Piccadilly Gardens (Fri/Sat)	11:00 to 5:00 pm
Organic Market (3 rd Fri/Sat of each month)	
Farmers Market, Piccadilly Gardens, (1 st Sat and preceding Fri of each month, then Fri/Sat 2 weeks later	10:00 to 5:00 pm
Fair Trade Market, Piccadilly Gardens (1 st Sat of Each month)	10:00 to 5:00 pm
Fashion Market, Tib Street (next to Debenhams, Sat)	10:00 to 5:00 pm

Special event markets are held throughout the year including an annual Irish market, European Christmas markets and others. Contact 0161 234 7357 for more details.

SECTION 4.2

SECOND HAND FURNITURE, HOUSEHOLD GOODS, CLOTHES

City Centre Project Oldham Street Manchester M4 1LE Tel – 0161 228 7654	Second hand clothes when available. Can use showers, shower packs available. Washing machine and powder available.
Lifeshare 23 New Mount Street Manchester M4 4DE Tel – 0161 953 4069	Availability varies – currently offering white goods such as, fridges, freezers, cookers etc for a nominal charge. Mon-Fri 9:00 to 6:00 pm. Ring first.
Mustard Tree First Floor 110 Oldham Road Ancoats Manchester M4 6AG Tel – 0161 228 7331	Furniture, electrical goods, clothes, for a nominal charge. By appointment at first. Referral forms to be completed. Mon-Fri.
Freecycle www.freecycle.org	Freecycle is a website where members like to recycle items they no longer want, to people who can use them. Simply click on the website and respond, you might get it. Membership is free. One person's rubbish is another person's treasure.
Tree of Life St Marks URC Oatlands Road Wythenshawe Manchester M22 1AH Tel – 0161 437 7623	Clothes and household items for a nominal charge.
Wood Street Mission 24 Wood Street Manchester M3 3EF Tel – 0161 834 3140	Emphasis is on the child, they cannot support single adults or families without children. Most referrals come from health visitors. Clothing, bedding, baby equipment, toys, and when available, cots and play pens.
Wesley Community Furniture Centre 56-58 Lloyd Street South Fallowfield Manchester M14 7HT Tel – 0161 226 9051 Fax – 0161 232 0631	Furniture and household effects at low prices to people in need. They will accept Social Fund loans and low price job lot furniture packages can be arranged. Referrals on agency's headed paper required.
Also check out the local second hand shops.	

SECTION 4.3

SPORTS AND LEISURE

Sports Halls and Leisure Centres

Leisure passes are available free to all Manchester residents, offering a discount for many Council sports and leisure services. You can get a pass from any of the centres. You will need proof of your address and 2 passport size photographs.

Ring the centre to find out what activities and facilities they offer:

Abraham Moss Leisure Centre, Crescent Road	0161 720 7622
Arcadia Sports Hall, Yew Tree Ave, Levenshulme	0161 224 0938
Ardwick Sports Hall, Stockport Road, Ardwick	0161 272 8076
Belle Vue Leisure Centre, Kirkmanshulme Lane	0161 953 2470
Chorlton Leisure Centre, Manchester Rd, Chorlton	0161 861 0790
Moss Side Leisure Centre, Moss Lane East	0161 226 5015
Platt Lane Complex, Yew Tree Rd, Fallowfield	0161 248 6610
Ten Acres Sports Hall, Ten Acres Lane, Newton Heath	0161 205 0241
Wythenshawe Forum Leisure Centre, Forum Square	0161 935 4020

Swimming Pools

Many of these venues offer other facilities – eg sauna or sun beds, keep fit, gymnastics or weight training. Ring the centre for more details:

Abraham Moss Leisure Centre, Crescent Road	0161 720 7622
Chorlton Leisure Centre, Manchester Rd, Chorlton	0161 861 0790
Moss Side Leisure Centre, Moss Lane East	0161 226 5015/6
Levenshulme Centre, Barlow Road	0161 224 4370
Miles Platting, Varley Street	0161 205 8939
New Moston, Broadway Leisure Centre	0161 681 1060
Openshaw, Bank Meadow Leisure Centre, Lime Bank St	0161 273 4675
Oxford Road, Manchester Aquatics Centre	0161 275 9450
Withington Leisure Centre, Burton Road	0161 445 1046

SECTION 4.4

LEISURE

Museums and Art Galleries

Most of the Museums and Art Galleries are free but some specialised centres charge a small fee. Ring to find out the opening times and if they are free. Here is a list of the main museums and art galleries:

Cornerhouse, Oxford Road	0161 228 2463
Gallery of Costume, Platt Hall, Rusholme	0161 224 5217
Greater Manchester Police Museum, Newton Street	0161 856 3287
Heaton Hall, Heaton Park	0161 773 2581
John Rylands Library, Deansgate, Manchester	0161 834 5343
Manchester Museum, Oxford Road, Manchester	0161 275 2634
Manchester Art Gallery, Mosley Street, Manchester	0161 235 8888
Manchester Jewish Museum, Cheetham Hill Road	0161 834 9879
Museum of Science & Industry, Liverpool Road	0161 832 2244
Museum of Transport, Boyle Street, Cheetham Hill	0161 205 2122
Pankhurst Centre, Nelson St, Rusholme	0161 273 5673
Tram Museum, Heaton Park	0161 773 2581
Wythenshawe Hall, Wythenshawe Park	0161 998 2117
URBIS, Corporation St, Manchester	0161 605 8200

Manchester Parks

Parks in Manchester are free. Facilities vary, eg play areas, formal gardens, picnic areas, sports facilities such as putting greens, boating lakes, tennis courts and bowling greens, where there may be a small charge.

To find out what is on offer near you, contact your District office:

North Manchester Parks	0161 795 2650
East Manchester Parks	0161 223 8278
Central Manchester Parks	0161 224 2902
South Manchester Parks	0161 998 2117

Travel

For details of **buses, trams and trains** operating in Manchester, including times and fares, contact:

Traveline public transport information on 0161 608 2608
or visit one of the GMTPE Travelshops at all major bus stations

People with learning difficulties may be able to get a free bus pass.

If you are under 16, you may be asked to prove your age by producing an Under 16 Card. If you cannot prove your age you may be charged full adult price. Therefore, we strongly advise you obtain an Under 16 Card from the GMTPE Travelshop (at all major bus stations). You will need a passport size photo of yourself and proof of your age, eg Passport, Birth Certificate or computerised Medical Card.

You may still be entitled to cheap fares on buses if you are over 16 and in full time education, on a course at school or college of further education. The Scholar's Concessionary Permit entitles you to travel on a specific journey between home and school/college.

If you are in full time Higher Education, you can purchase the Young Persons Bus Saver up to 26 years of age by producing a valid NUS card.

For information on pass and permits, contact GMPTE on 0161 242 6116.

Coaches – for information on national bus and coach travel, contact:

National Express, Chorlton Street, Manchester
Tel – 0870 580 8080

Cycling – if you have a bike, this is a cheap way of getting around. Many main routes now have cycle lanes. It is a good idea to wear a helmet and fluorescent clothing or reflectors so that you can easily be seen, especially at night.

For safer cycling courses by Manchester Road Safety ring 0161 234 4480.

To buy a cheap bike look in the Manchester Evening News, LOOT, local shop windows, second hand shops or if you have access to a computer try ebay or the Freecycle website www.freecycle.org

The National Cycling Centre provides first class facilities for cyclists. It also hosts events for basketball, netball and badminton. Contact Manchester Velodrome on 0161 223 2244.

Cinemas and Theatres

It can be very expensive to go to the cinema or theatre, but many offer mid week or matinee deals, or do concessions for students or unemployed young people. So it is best to ring first and see which is their cheapest offer. Here is a short list of some of the larger well known cinemas and theatres.

Red Cinema, The Lowry, Salford	0870 998 1878
Showcase Cinema, Belle Vue, Hyde Road	0161 220 8505
Parrswood, Wilmslow Road, Didsbury	0871 200 2000
The Dome, The Trafford Centre	0871 224 4007
Printworks	
Bridgewater Hall, Lower Mosley St	0161 907 9000
Carling Apollo, Stockport Road, Ardwick	0161 401 8000
Comedy Store, Whitworth St West	0161 839 9595
Library Theatre, St Peter's Square 3156	0161 236 7110 or 234
Opera House, Quay Street	0161 828 1700
Palace Theatre, Oxford Street	0161 245 6600
The Lowry, Salford	0870 787 5786
The Royal Exchange Theatre, St Ann's Square	0161 833 9833

SECTION 5

HOUSING

The law states that at 16 you can leave home with your parents/carers permission. If your parents/carers have not given their permission and you leave home, your parents/carers may report this to the Police. If the Police find you they may send you back home or depending on the circumstances, may involve Children's services.

If you are in Care and leave home under 16 , the Local Authority responsible for you will definitely inform the Police. When you are 18 you can leave care or home.

When you leave Care you may be entitled to a Leaving Care Grant. Children's Services can also offer support until you are 21, including money to help set up a home.

If you are 'sofa surfing' - staying with friends on a temporary agreement, or you are staying with friends or family and you suspect you are going to be thrown out with little or no warning, then you need to make some plans and be prepared when the time comes. Collect all your important documents together. For example: birth certificate, national insurance card, medical card , passport, address book, exam certificates, any legal documents or benefit papers. Contact your local Connexions centre or City Centre Project to find out what are your options.

There is a Council Housing waiting list for people wanting affordable accommodation in Manchester. If you become homeless your Council may help by providing you with temporary accommodation in a Hostel, B&B, or shared house. To qualify for this you will need to fulfill certain criteria. If the Council are unable to help, you can contact: SHELTER 0161 834 2582 or Housing Associations direct, you will find these in the local telephone directories.

From the 1st November 2007 Manchester City Council have changed the way they deal with 16/17 yr olds claiming they are homeless or at risk of becoming homeless.

Instead of presenting themselves at Direct Access 16/17 yr olds must be referred to the CITY CENTRE PROJECT based on Oldham Street, Manchester 0161 228 7654.

All youth support agencies in Partnership with Manchester Housing have been involved in this decision, to ensure that vulnerable young people are offered a personalised support package when they are faced with homelessness.

RECONNECT

Reconnect is a Mediation service for young people aged 16-25 who are homeless or at risk of becoming homeless. The organisation aims to reduce the incidence and impact of homelessness by helping young people to re-establish contact and develop positive relationships with their families.

The Connexions service can refer you to Reconnect or you can self refer- 0161-232 0604

Name of service	People supported by this service	Contact
<u>Carr-Gomm - Spenser Court</u>	Single Homeless with Support Needs Age 16-25	0161 220 8686
<u>De Paul Trust - Manchester Safestop Project</u>	Single Homeless with Support Needs Age 16-21	www.depaultrust.org
<u>ECHG - Tenancy Support</u>	Single Homeless with Support Needs All ages	0161 226 2787
<u>Manchester Housing - Men's Direct Access Centre</u>	Single Homeless with Support Needs	0161 273 7306
<u>Manchester Housing - Single Persons Resettlement Team</u>	Single Homeless with Support Needs All ages	0161 234 5340
<u>Manchester Housing - Womens Direct Access Centre</u>	Single Homeless with Support Needs All ages	0161 219 6050
<u>MMHA - Accommodation with support</u>	Single Homeless with Support Needs All ages	0161 447 5100
<u>Wilmott Street Salvation Army Hostel - Manchester</u>	Single Homeless with Support Needs Men all ages	0161 236 7537
<u>The Salvation Army Housing Association - Crossley Court</u>	Single Homeless with Support Needs All ages	08453 000008
<u>Catholic Children's Rescue Society - Scheme 1</u>	Teenage Parents Age 16-25 Women and children	0161 445 7741
<u>MMHA - Lorna Lodge</u>	Teenage Parents Age 16-25 Women and children	0161 448 1071
<u>MMHA - Tenancy Sustainment</u>	Teenage Parents Age 16-25 Women and children	0161 230 3730
<u>MMHA - Olivia Lodge</u>	Teenage Parents Age 16-25 Women and children	0161 438 5205
<u>Barnardos - Manchester Leaving Care</u>	Young People Leaving Care Age 18-25	www.barnardos.org
<u>Contact Hostel</u>	Young People Leaving Care Age 16-25 Women	0161 861 9806

<u>Copperdale Trust</u>	Young People Leaving Care Age 16-25 Single men	0161 437 1363 (out of hours – 0161 437 1363)
<u>MMHA - Accommodation with support for BME service users</u>	Young People Leaving Care Age 16-25 excluding offenders, couples, ???, drugs, alcohol etc	0161 447 5100
<u>City Centre Project</u>	Young People Leaving Care Age 16-25	0161 228 7654
<u>Adactus - East Manchester Tenancy Support Service for Young People</u>	Young People at Risk Age 16-25	0161 861 7881
<u>Adactus - Manchester Young Tenants Support Service</u>	Young People at Risk Age 16-25	0161 220 8418
<u>The Albert Kennedy Trust - Supported Lodgings</u>	Young People at Risk LGBS Age 16-25	0161 228 3308
<u>Christian Alliance - The Limes, Manchester</u>	Young People at Risk Age 16-49	0161 224 5883
<u>Creative Support</u>	Young People at Risk Age 16-25	-
<u>De Paul Trust - Burnage Lane Project</u>	Young People at Risk Age 16-25	0161 224 5403
<u>ECHG - Stopover Move-On</u>	Young People at Risk Age 16-49	0161 224 8594
<u>ECHG - Avon House</u>	Young People at Risk All ages	0161 431 8241
<u>ECHG - Stopover</u>	Young People at Risk Women Age 16-59	0161 224 8594
<u>ECHG - The Beeches</u>	Young People at Risk Age 16-49	0161 224 8300
<u>Manchester Housing - Woodward Court Temporary Accommodation Centre</u>	Young People at Risk	0161 205 3893
<u>Manchester Housing - Young Person's Team</u>	Young People at Risk	0161 234 5356
<u>MMHA - Young people at risk</u>	Young People at Risk	0161 447 5100
<u>Manchester Settlement - Young Peoples Housing Project</u>	Young People at Risk	0161 231 1114
<u>City Centre Project - Housing Support Service</u>	Young People at Risk	0161 228 7655
<u>City Centre Project</u>	Young People at Risk	-
<u>St Vincents Housing Association - Manchester Foyer</u>	Young People at Risk	0161 276 1000
<u>BESS Starting Support Scheme for Younger People</u>	Young People at Risk	0161 946 0695

SECTION 6

HEALTH

SECTION 6.1

INFORMATION ABOUT HEALTH

Where to get information about health

To find out about doctors, dentists, opticians, pharmacies and for any health queries or problems contact:

NHS DIRECT

Telephone

0845 464NHS D7

Website

www.nhsdirect.nhs.uk

PALS (Patient Advice and Liaison Service)

PALS can give advice and information on local NHS services for patients, their families and carers and can also offer support in resolving questions or concerns about GP and primary care services and treatment and in using the NHS complaints procedure.

For more information contact:

North Manchester

Telephone

0161 881 2507/8

Central Manchester

Telephone

0161 958 4117

South Manchester

Telephone

0161 845 7973

SECTION 6.2

DOCTORS, DENTISTS, CLINICS, HEALTH CENTRES

DOCTORS

You need to register with a doctor to be seen as a patient. For a list of local doctors, contact NHS direct, your local PALS service or Manchester PCT
<http://www.manchesterpct.nhs.uk/local/doctors.html>

DENTISTS

To find an NHS dentist with spaces,

Telephone

0161 237 2596

Or contact NHS DIRECT or Manchester PCT

<http://www.manchesterpct.nhs.uk/local/dentists.html>

For emergency out-of-hours treatment, contact 0845 6018529

OPTICIANS

A list of local opticians is available from NHS Direct or Manchester PCT

<http://www.manchesterpct.nhs.uk/local/opticians.html>

Eye tests cost around £18 but free tests and vouchers for glasses are available to those who are on low incomes.

PHARMACIES

Details of opening times and local pharmacies can be obtained by contacting NHS Direct or Manchester PCT

<http://www.manchesterpct.nhs.uk/local/pharmacies/>

HOSPITALS

The three main Manchester hospitals are:

North Manchester General Hospital

Delaunays Road
Crumpsall
Manchester
Tel – 0161 795 4567
Website – <http://www.pat.nhs.uk>

Manchester Royal Infirmary

Oxford Road
Manchester
M13 9WL
Tel – 0161 276 1234
Website – <http://www.cmmc.nhs.uk>

Wythenshawe Hospital

Southmoor Road
Wythenshawe
M23 9LT
Tel – 0161 998 7070
Website – www.smtr.nhs.uk

All have Accident & Emergency departments. For minor emergencies, you could go into a Walk-In Centre.

CLINICS AND HEALTH CENTRES

North Manchester	South Manchester
Ancoats Clinic 6 Piercy Street (on the corner of Carruthers Street) Ancoats Manchester M4 6FB Tel – 0161 203 4033	Baguley Clinic 206 Hall Lane Baguley Manchester M23 1NA Tel – 0161 946 0802
Charlestown Health Centre Charlestown Road Blackley Manchester M9 7ED Tel – 0161 740 7786	Burnage Health Care Centre 347 Burnage Lane Burnage Manchester M19 1EW Tel – 0161 443 0600
Clayton Health Centre 89 North Road Clayton Manchester M11 4EJ Tel – 0161 231 1151	Northenden Health Centre 489 Palatine Road Northenden Manchester M22 4DH Tel – 0161 945 3624
Cornerstone Centre Graham Street Beswick Manchester M11 3AA Tel – 0161 230 2200	Withington Clinic 535 Wilmslow Road Withington Manchester M20 4BA Tel – 0161 445 1555

<p>Crumpsall Clinic Humphrey Street Crumpsall Manchester M8 7SJ Tel – 0161 861 2950</p>	<p>Brownley Green Health Centre Brownley Road Brownley Green Wythenshawe Manchester M22 4GA Tel – 0161 493 9077</p>
<p>Harpurhey Health Centre 1 Church Lane Harpurhey Manchester M9 4BE Tel – 0161 861 2400</p>	<p>Forum Health Simonsway Wythenshawe Manchester M22 5RX Tel – 0161 490 7142</p>
<p>Newton Heath Health Centre Old Church Street Newton Heath Manchester M40 2JF Tel – 0161 684 9696</p>	
<p>Plant Hill Clinic Plant Hill Road Higher Blackley Manchester M9 8LX Tel – 0161 740 8004</p>	
<p>Victoria Mill Healthcare Centre 10 Lower Vickers Street Miles Platting Manchester M40 7JL Tel – 0161 861 2500</p>	
<p>Central Manchester</p> <p>Abbey Hey Clinic Constable Street Abbey Hey Manchester M18 8GB Tel – 0161 223 4193</p>	
<p>Alexandra Park Health Centre 2 Whitswood Close Whalley Range Manchester M16 7AP Tel – 0161 226 0101</p>	
<p>Brunswick Health Centre Hartfield Close Chorlton-on-Medlock Manchester M13 9YA Tel – 0161 276 2206</p>	
<p>Chorlton Health Centre 1 Nicholas Road Chorlton Manchester M21 9NJ Tel – 0161 861 8888</p>	

Gorton Clinic 45 Blackwin Street Gorton Manchester M12 5JY Tel – 0161 223 3025	
The Kath Locke Centre 123 Moss Lane East Hulme Manchester M15 5DD Tel – 0161 455 0211	
Levenshulme Health Centre Dunstable Street Levenshulme Manchester M19 3BQ Tel – 0161 861 2300	
Longsight Health Centre 526 Stockport Road Longsight Manchester M13 0RR Tel – 0161 225 9274	
Moss Side Health Centre Monton Street Moss Side Manchester M14 4GP Tel – 0161 226 5031	
Rusholme Health Centre Walmer Street Rusholme Manchester M14 5NP Tel – 0161 861 2200	
The Vallance Centre Brunswick Street Brunswick Manchester M13 9UJ Tel – 0161 274 1550	

WALK-IN CENTRES

A primary care facility, providing accessible treatment for minor illnesses and injuries.

Manchester Piccadilly NHS Walk-In Centre

1-3 Gateway House
Piccadilly South
Manchester
M1 2GH
Tel – 0161 233 2525

Open Monday to Friday 7am – 7pm. Bank Holidays 7am – 7pm. Excluding Christmas Day, Boxing Day and New Years Day.

Primary Care Emergency Centre

Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL

Monday to Friday 10am – 10pm

Saturday and Sunday, and all Bank Holidays: 10am – 5pm at weekends

Withington Community Hospital

Nell Lane
West Didsbury
Manchester
M20 2LR
Tel – 0161 217 3015

Monday to Friday and all Bank Holidays, 11am – 9pm

Saturday and Sunday, 9am – 5pm

Wythenshawe Forum Walk-In Centre

Simonsway
Wythenshawe
M22 5RX
Tel – 0161 490 8082

Monday to Friday and Bank Holidays 8am – 6pm

Saturday and Sunday 8am – 9pm

Burnage Walk-In Centre

347 Burnage Lane
M19 1EW
Tel – 0161 443 0600

Open Monday to Friday 8:30am – 4:30pm

Ancoats Community Clinic

6 Piercy Street
Ancoats
Manchester
Tel – 0161 203 4033

Open every day 9am – 9pm

SECTION 6.3

SEXUAL HEALTH

The age of consent for sexual activity in England and Wales is 16. There are different restrictions in other parts of the UK, for example the age of consent is 17.

Act responsibly, avoid casual sex, using a condom can protect against disease as well as unwanted pregnancies.

Sexually Transmitted Diseases (STI)

STI's are on the increase and there are 25 different types. 8 have no noticeable symptoms, whilst 4 are incurable.

A lot of STI's can easily be treated, they will not go away on their own so you need to seek help.

You could go to see your doctor or go and visit a family planning clinic, or young persons clinic. Alternatively you could visit a GUM clinic for a free check up.

There is no need to feel embarrassed, medical staff have seen it all before. GUM clinics offer a free confidential service, you don't even have to give your real name, they won't even tell your GP.

Sexual Health Clinics

North Manchester 0161 720 2681

Central Manchester 0161 276 5200

South Manchester 0161 217 4939

Young People's Sexual Health Drop In Clinic (MRI)

Manchester Centre for sexual health, Manchester Royal Infirmary, Oxford Road, Manchester M13.

Open Wednesday 3:30pm – 5:30pm

Tel – 0161 276 5200

GUM (Genito-Urinary Medicine) Clinic

Call NHS Direct for your nearest clinic, tel – 0845 4647

Sexual Health Information Line

Advice on STI's including HIV and AIDS

www.playingsafely.co.uk or call free on tel – 0800 567 123

Need2know

Advice for young people on lots of things, including sexual health

www.need2know.co.uk

Likeitis

Website for teenagers that gives information on sex and sexual health

www.likeitis.org.uk

Family Planning Association

Advice on sexual health and family planning

Tel – 0845 122 8690, Monday to Friday 9am – 6pm

www.fpa.org.uk

Childline

24 hour help on any matter

Tel – 0800 1111

www.childline.org.uk

Brook Advisory Service

Confidential Advice on all sexual matters for people up to 25

Call free on tel – 0800 0185 023
www.brook.org.uk

Sexwise

Advice to people under 18 on sexual health matters and sexuality
Tel – 0800 28 29 30, open 7 days a week 7am – midnight
www.ruthinking.co.uk

National AIDS Helpline

Tel – 0800 567 123

Terence Higgins Trust

Tel – 0207 242 1010

Positively Women

Tel – 0207 713 0222

MASH

Manchester Action on Street Health
Tel – 0161 228 3433

16 – 17 Community Mental Health Team

A Citywide Mental Health Support Service for 16 - 17 year olds. This is part of Child and Adolescent Mental Health Services. Offering one to one support, group work, consultation, training, advice and information to young people and anyone with concerns about the mental health of a young person.

0161 230 2241

Connexions

Manchester Connexions has a Mental Health Co ordinator working in partnership with the 16 – 17 Community Mental Health Team. Connexions PA's can support 13 – 25 year olds with various mental health needs and refer on to specialist agencies. Please contact Connexions for more information

Complex Needs Service, Manchester

Multi agency service for young people (initially targeting 10-15 year olds) with complex mental health needs and needs within Children's Services and Education. The service aims to provide a co-ordinated response from Health, Children's Services and Education for:

- Young people presented with acute crises, for whom a period of well co-ordinated and intensive intervention could prevent further deterioration and stabilise the situation.
- A small number of children currently placed outside Manchester whose provision may be replaced by provision within Manchester with input from the Complex Needs Service

0161 220 5032

Useful WEBSITES

www.btinternet.com/~blackice/addnet

Add Net UK

Information about UK support groups, news, events, and provides links to other relevant Internet resources. In addition, it hosts an ADHD information library.

www.autism-resources.com/autism.faq.html

Autism FAQ memo

The site is in the form of a documentation of facts about Autism. Information is provided on the definition of terms, book references, useful organisations and treatment programs.

www.nas.org.uk

National Autistic Society website is a useful source of information for professionals and parents/carers.

www.eating-disorders.com

Provides comprehensive information on a range of Eating Disorders. Resources include definitions, causes, treatment, on-line support, relevant organisations and links to other Internet sites.

www.ocdresource.com

OCD Resource Centre

This web site is a useful resource for those inquiring about OCD. It provides information in terms of its diagnosis, treatment and how to obtain help.

www.udel.edu/bkirby/asperger

On-line Asperger Syndrome Information and Support (OASIS)

Information is provided about related disorders, social skills, and education, including links to research papers and support groups.

General Resources

www.mhsource.com

This site informs of 'what's new', including mental health news and site updates, provides links to articles and on-line and off-line support. In addition, the site contains a symptom/disorder list, which provides information on individual disorders relevant to child and adolescent mental health, including links to related sites.

www.mentalhelp.net

Resources available include information about individual disorders and treatments, services, news, books, journals and links to other relevant sites. A symptoms list provides access to information on symptoms, treatment and on-line resources specific to childhood disorders. Alternatively information relating to child and adolescent mental health problems can be accessed via an 'index' of 'disorders, treatment and support resources'.

www.rethink.org/at-ease/

A new mental health resource for young people under stress.

www.youngminds.org.uk

Info on all aspects of young people's mental health.

www.ru-ok.com

Information for young people under pressure.

www.bullying.co.uk

Bullying online, info and advice around bullying.

www.antibullying.net

Anti-Bullying Network

www.alcoholconcern.org.uk

Alcohol Concern

The national agency on alcohol misuse.

www.mind-in-manchester.org.uk

General mental health information.

www.mindbodysoul.gov.uk

Mental health information for 14-16 year olds.

www.lifebytes.gov.uk

Health information for 11-14 year olds.

www.mentalhealthinmanchester.org.uk

Local information.

www.there4me.com

NSPCC website for young people

www.nspcc.org.uk/inform

UK's free online specialised child protection resource – virtual enquiry desk, information, resources, training information etc.

www.childline.org.uk

Leaflets and information to download.

www.thewhocarestrust.org.uk

Information and support for young people who are or have been in residential or foster care.

www.getconnected.org.uk

Service for young people assisting them to find local services whatever the problem.

www.mind-in-manchester.org.uk (general mental health information)

www.advicekit.info (new weekly service at mind for mental health issues)

www.mindbodysoul.gov.uk (mental health information for 14-16 year olds)

www.lifebytes.gov.uk (health information for 11-14 year olds)

www.mentalhealthinmanchester.org.uk (local information)

www.there4me.com (NSPCC website for young people)

www.nspcc.org.uk/inform (UK's free online specialised child protection resource – virtual enquiry desk, information, resources, training information etc)

www.childline.org.uk (leaflets and information to download)

www.thewhocarestrust.org.uk (information and support for young people who are or have been in residential or foster care)

www.getconnected.org.uk (service for young people assisting them to find local services whatever the problem)

TELEPHONE CONTACTS

0161 230 2241	16 – 17 Community Mental Health Team
0207 255 9900	Parentline (National helpline for parents)
0800 400 222	NSPCC Child Protection Team
0207 730 3300	KIDSCAPE Organisation which teaches children about personal safety – including bullying and abuse
0800 1111	Childline (free 24 hours a day)
0161 953 4079	MIND in Manchester
0207 336 8445	Young Minds (publications/information)

0800 0182138	Young Minds Parents Helpline (Tue/Wed/Thu 1:00pm – 4:00pm)
0161 832 0170	42 nd Street Under 25's mental health project Helpline, ring between 12:30pm and 4:30pm
0161 236 8103	CRUSE Bereavement Care Information, support, counselling, groups
0161 834 6069	Gaddum Centre Bereavement service for children and families
0161 273 4500	Manchester Rape Crisis
0161 237 3001	Brook Sexual health advice, information and counselling for under 25's
0161 205 5063	Fresh Sexual health service for under 25's Harpurhey Health Centre Mondays 4-6pm, Thursdays 6-8pm, Saturdays 12:30-3:30pm
0161 764 4113	Relate Teen Counselling service for 11-18 year olds whose parent are getting divorced/separated
0161 226 6722	Barnardo's Leaving Care Service Including counselling service
0161 221 3054	YASP (Young Persons Advice and Support Project) Help and support with housing, benefits etc, based at Stockport Road
0161 273 6686	Eclipse Young person's substance misuse project – information and support
0207 403 0888	Al-ateen Alcohol – support information and advice for young people
0800 169 7384	Peer Support Project Lesbian, Gay and Bi-Sexual Youth Project 14-25 year olds
0808 808 2007	Crisisline Freephone 8pm-midnight. Daytime 0161 839 5030
0161 839 4930	After Adoption
0161 236 8000	Samaritans – 24 hour helpline
0161 255 8250	Social Services Emergency Out of Hours Service
0845 606 5678	Xmas Careline

0208 907 69068	ADDISS ADHD information services
0870 600 8585	Autism helpline
0800 282 986	Child death helpline
0808 800 2222	Parentline Plus
0161 835 4090	Carers line
0808 808 7777	Carers UK Line

SECTION 6.5

ALTERNATIVE THERAPIES/SELF HELP GROUPS

SELF HELP SERVICES

Current at publication

Category	Group	Venue	Time	Facilitators	Additional Info
Anger Management Groups	Anger Management Group	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	This group operates on a 6 week basis. Places limited. Call Caroline for further info 0161 226 5412	Jo & Clare	Structured support group which runs on a cognitive behavioural therapy basis for anyone experiencing issues around anger.
	Social Skills Programme	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	This group operates on a 6 week basis. Places limited. Call Caroline for further info 0161 226 5412	Rose	Structured support group which enhances the development of social skills using relaxation techniques, assertiveness training, stress management and anger management.
Anxiety Disorder Groups	Chorlton Anxiety Group	Chorlton House, 70 Manchester Rd, Chorlton M21 9UN	Tuesdays 7-9pm	Fenia & Lisa	Support group for people living with all anxiety disorders; panic attacks, OCD. The building will be locked up at the front for health & safety reasons – the group will still be on. Please access the group at the back of the building where the car park is and ring the bell, a facilitator will then come out to meet you.
	Trafford Anxiety Group	Trafford Council for Voluntary Service, Cadman House, Wharf Rd, Sale M33 2AF	Thursdays 7-9pm	Barbara & Sam	Support group for people living with all anxiety disorders; panic attacks, OCD, social phobia etc
	Zion Anxiety Group	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Wednesdays 1-3pm	Pete	Support group for people living with all anxiety disorders; panic attacks, OCD, social phobia etc

	Central Social Phobia Group	Big Issue, 134/141 Oldham St, Manchester M4 1LN	For further information call Caroline on 0161 226 5412	This group is on hold at the moment	Support for people suffering from social anxiety/phobia
	Manchester Social Phobia Group	Kath Locke Centre, 123 Moss Lane West, Hulme M15 5DD	Tuesdays 7-9pm	Jeff & Johanna	Group for anyone affected by social anxiety/phobia
	Structured Social Phobia Group	Chorlton House, 70 Manchester Rd, Chorlton M21 9UN	This group operates on a 10 week basis. For further information call Caroline on 0161 226 5412	Julie & Jo	Structured self-recovery group based on CBT model, for people affected by social phobia, wishing to move on. The building will be locked up at the front for health & safety reasons – the group will still be on. Please access the group at the back of the building where the car park is and ring the bell, a facilitator will then come out to meet you.
	Post Traumatic Stress Disorder Group	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Thursdays 5-7pm	Kate	Support group for people living with PTSD.
Carers Groups	Zion Carers Group	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY		This group is on hold at the moment	Support group for people caring for/living with a person with mental health/emotional problems including borderline personality disorder, depression, eating disorders, self harm etc
Complementary Services	Acupuncture (whole body)	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Call Caroline on 0161 226 5412 to make an appointment	Gus	1:1 clinic offering body acupuncture
	Indian Head Massage	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Call Caroline on 0161 226 5412 to make an appointment	Karey	1:1 clinic offering Indian Head Massage. Relieves tensions and stresses of everyday living & provides vital energy
	Meditation Classes	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Mondays 12:30-2:30pm	Anthony	The classes run on a drop-in basis so please just turn up. All are welcome.

	Yoga	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Wednesdays 3-4pm	Heidi	The yoga classes run on a drop-in basis for one hour
Depression Groups	Chorlton Depression Group	Chorlton House, 70 Manchester Rd, Chorlton M21 9UN	Mondays 7-9pm	Sue & Avril	Group for anyone living with depression and/or manic depression. . The building will be locked up at the front for health & safety reasons – the group will still be on. Please access the group at the back of the building where the car park is and ring the bell, a facilitator will then come out to meet you
	North Manchester Depression Group	Big Issue, Oldham St, Manchester M4 1LN	Thursdays 2-4pm	Mark & Mandy	Group for anyone living with depression and/or manic depression
	SAD (Seasonal Affective Disorder) Light Box Therapy Service	Zion Centre, 339 Stretford Rd M15 4ZY	For an appointment contact Zion Centre reception on 0161 226 5412		1:1 Light box therapy service available for half hour appointments – suitable for treating seasonal affective disorder (winter blues)
	Trafford Depression Group	Trafford CVS, Cadman House, Wharf Rd, Sale M33 2AF	Tuesday 7-9 pm	Sue & Andy	Group for anyone living with depression (including pre & post natal depression)
	Zion Depression Group	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Wednesday 3-5pm	Jean & Carol	For anyone living with depression and/or manic depression
Eating Disorders Groups	Chorlton Eating Disorders Group	Chorlton House, 70 Manchester Rd, Chorlton M21 9UN	Monday 7-9pm	Pam & Ann-Marie	Group for anyone affected by eating disorders. The building will be locked up at the front for health & safety reasons – the group will still be on. Please access the group at the back of the building where the car park is and ring the bell, a facilitator will then come out to meet you

	Manchester Eating Issues Group	Coupland III Building, School of Nursing, Midwifery & Social Work, The University of Manchester, Coupland III, Oxford Rd, Manchester M13 9PL	Tuesdays 6:30-8:30pm	Liz & Dionne	Group for anyone affected by eating disorders. Directions – walk through the arch next to Manchester Museum on Oxford Rd (the arch is on Coupland Rd). 100 yards to the left is Coupland III building. The building will be locked but one of the facilitators will be there to meet you. If there is no one there when you arrive please wait.
Lesbian, Gay & Bi-sexual Groups	Right 2 Unite Womens Support Group	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Tuesdays 6-8pm	Jenny & Chrissie	Group for lesbian, bi-sexual and transgender women experiencing mental health/emotional issues
	Zion Gay Men's Group	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Tuesdays 6-8pm	Tahira	Group for gay men – an alternative to the 'gay scene'. Hate crime surgery also available.
Personality Disorder Groups	BPD Group (Users)	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	This operates on a 12 week basis. Places are limited. Call Caroline for further info on 0161 226 5412	Jane & Catherine	Support group for people living with borderline personality disorder (BPD).
Self Esteem & Assertiveness	New Self Esteem & Assertive Course	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	This operates on a 6 week basis. Places are limited. Call Caroline for further info on 0161226 5412	Fenia	Structured support group that teaches strategies to improve self esteem and aims to strengthen people's ability to make personal choices.
Self Harm Groups	PUSH – People Understanding Self Harm	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Tuesdays 6-8pm	Emma & Sharon	Group for men and women experiencing issues around self-harm
	SHUSH – Self Help Uniting Self-Harmers	Mind Social Centre, Dickson Rd, Blackpool FY1 2AP	Every 2 nd and 4 th Monday of the month	Kayleigh	Group for women experiencing issues around self-harm.

Self Esteem & Assertiveness	New Self Esteem & Assertive Course	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	This operates on a 6 week basis. Places are limited. Call Caroline for further info on 0161226 5412	Fenia	Structured support group that teaches strategies to improve self esteem and aims to strengthen people's ability to make personal choices.
Self Harm Groups	PUSH – People Understanding Self Harm	Zion Centre, 339 Stretford Rd, Hulme M15 4ZY	Tuesdays 6-8pm	Emma & Sharon	Group for men and women experiencing issues around self-harm
	SHUSH – Self Help Uniting Self-Harmers	Mind Social Centre, Dickson Rd, Blackpool FY1 2AP	Every 2 nd and 4 th Monday of the month	Kayleigh	Group for women experiencing issues around self-harm.
Survivors Groups	Manchester Men's Survivors Groups	Big Issue, Oldham St, Manchester M4 1LN	Thursdays 6-8pm	David & Richard	A safe and comfortable men only drop-in group for male survivors of sexual, physical or psychological abuse by a male or female perpetrator. Fathers, sons, brothers and partners of survivors are also welcome.
	Manchester Women's Survivors Groups	Chorlton House, 70 Manchester Rd, Chorlton M21 9UN	Tuesdays 6-8pm	Julie & Maureen	A safe and comfortable women only drop-in group for female survivors of sexual/physical or psychological abuse by a male or female perpetrator. Mothers, daughters, sisters and partners of survivors are also welcome.
Womens Groups	Longsight Asian Women's Group		Please call Caroline for further info.	This group is on hold at the moment	Group for Asian women to discuss emotional/mental health difficulties
	Old Trafford Asian Women's Group	Old Trafford Community Centre, Shrewsbury St, Old Trafford M16 9AX		This group is on hold at the moment	Group for Asian women to discuss emotional/mental health difficulties
	Womens Refugee Group	DASH Venue, 185 Princess Rd, Moss Side M14 4RL		This group is on hold at the moment	A womens drop-in group for female refugees and asylum seekers to discuss emotional/mental health difficulties

For further information on any of the groups listed above, please contact Nicky or Caroline at Self Help Services on 0161 226 5412.

www.selfhelpservices.org.uk

email: info@selfhelpservices.org.uk

SECTION 6.6

DRUGS, ALCOHOL, SMOKING AND SUBSTANCE USE

Drugs prescribed by the Doctor for medical reasons are perfectly legal, as are drugs that you can obtain over the counter from the chemists, providing you follow the instructions and do not exceed the recommended dose. Other drugs are illegal.

The Misuse of Drugs Act established 3 main categories of drugs:

Class A drugs – includes cocaine and crack, ecstasy, heroin, LSD.

Class B drugs – includes amphetamine (class A if injected).

Class C drugs – includes cannabis, anabolic steroids.

If you are found in possession or it is proven that you are intent to supply you could be sent to prison, fined or both.

Alcohol can be purchased and drunk in the UK at the age of 18. No one under 18 is permitted to purchase alcohol from a shop/pub/bar or drink alcohol in a pub/bar.

It is an offence to be drunk and disorderly and causing a public nuisance. Some research indicates a moderate amount of alcohol can be beneficial to your health, however when you over indulge it has the opposite affect. When drinking too much becomes part of your lifestyle serious long-term effects to your health and your relationships occur.

Substance use such as glue, gases and aerosols are sometimes called volatile substance abuse (VLA). The risks are extreme and in some cases can be fatal on using for the first time.

Smoking tobacco can give you illnesses and diseases, and is now seen in today's society by many as unacceptable. People are no longer allowed to smoke in pubs, bars, restaurants and work places.

Drugs, alcohol, smoking and substance use can seriously damage you health, has financial implications, can be addictive and can kill you.

For further information and advice

DASH

Support for drug users and dependants, needle exchange, drop ins, access to services, alternative therapies

Tel – 0161 226 0202

Eclipse

Advice, information, support and treatment for drugs and alcohol for anyone under 19 in Manchester

Tel – 0161 273 6686

Email – info@eclipse-yps.org.uk

Connexions

Advice, information and a specialist Drugs Co ordinator for 13 – 19 year olds

Tel – 0161 437 4288

Lifeline

Alcohol, drug and substance use advice

Tel – 0161 839 2054

FRANK

24 hour confidential drug information and advice service
Tel – 0800 77 66 00

Manchester Drugs and Race Unit

c/o Black Health Agency, Zion Centre, 339 Stretford Rd, Hulme M15 4ZY
Tel – 0161 232 5389
Email – mdru@blackhealthagency.org.uk

Black Health Agency

Tel – 0845 450 4247

Addaction

Information on a variety of drugs and what to do in drug situations
www.youngaddaction.org.uk

Drugscope

Tel – 0207 940 7500 or 08707 743 682
www.drugscope.org.uk

Release

Offers a range of drug services, including legal issues
Tel – 0845 4500 215
www.release.org.uk

Solve It

Provides information and support on all matters relating to VSA
24 help line tel- 01536 420604
www.solveitonline.co.uk

Alcoholics Anonymous (AA)

Advice and help for those wanting to give up alcohol
Helpline tel – 0845 769 7555
www.alcoholics-anonymous.org.uk

Al-Anon

Advice and support to families and friends of drinkers
Tel – 0207 403 0888
Alteen is for those aged 12-17
www.al-anonuk.org.uk

Childline

Tel – 0800 1111

Drinkaware and Drinkline

Tel – 0800 917 8282
www.drinkaware.co.uk

Down Your Drink

Find out if you are drinking too much with a simple questionnaire
www.downyourdrink.org.uk

National Association for Children of Alcoholics (NACOA)

Tel – 0117 924 8005
www.nacoa.org.uk

STOP SMOKING

NHS Smoking helpline 0800 169 0169
www.givingupsmoking.co.uk and www.ash.org.uk and www.nhsborders.org.uk

SECTION 6.7

DOMESTIC VIOLENCE

In an emergency phone 999

Women's 24 hour domestic violence helpline: 0808 200 0247

www.womensaid.org.uk (can link to domestic abuse information in 12 languages).

Manchester Women's Domestic Violence Helpline: 0161 636 7525 (for survivors who want to discuss their situation, request information or to access refuge space they can also refer survivors on to local Women's Aid outreach services)

MALE Men's Advice line and enquiries -

Service for male survivors of domestic abuse: 0808 801 0327

www.mensadvice.org.uk

For website information for both professionals and survivors of domestic abuse visit www.endthefear.co.uk

Name	Description	Telephone No.	Website / Email
Broken Rainbow	For lesbian, gay, bisexual and transgender survivors of domestic abuse	08452 604460	
Careline	Careline provides a confidential crisis telephone counselling service for children, young people and adults. Open 10am-1pm and 7pm-10pm.	08451 228622	www.carelineuk.org
Childline	Free helpline for Children and Young people providing counselling, advice and support	0800 1111	www.childline.org.uk
Children's Workers	Specialising in supporting children who have been or are being exposed to domestic abuse	Contact can be arranged through Women's Aid, Manchester Advice and the Homeless Families teams.	
42 nd Street	Counselling	0161 832 0170	
Dog's Trust		0207 837 0066	
Homeless Families	Emergency accommodation	0161 234 4847 (9am-4pm) 0161 224 6452 (out of hours)	
Housing	Domestic Violence Outreach Team	0161 234 5341	
Law Centres	North Manchester South Manchester	0161 205 5040 0161 225 5111	
Manchester Advice	Domestic Violence Team	07798 947596	
Multikulti website	Information on emergency housing and legal rights for survivors of domestic abuse in many languages		www.multikulti.org.uk/en/housing/domestic-violence/
NSPCC	Free confidential service for anyone concerned about children at risk	0800 800500.	www.nspcc.org.uk

Name	Description	Telephone No.	Website / Email
Police PPIU	North South	0161 856 3704 0161 856 4664	
Rape Crisis		0161 273 4500	
Respect.	Information for perpetrators or for those working with perpetrators in the UK.	0845 122 8609.	www.respect.uk.net email info@respect.uk.net
St Mary's Sexual Assault Referral Centres	On-going treatment, advice, counselling and follow up specialist and forensically trained doctors and nurses. The service is for both women and men. They aim to provide a one-stop-shop service to survivors of rape. Open 24 hours.	0161 276 6515.	
Sanctuary scheme	If a survivor is no longer in a relationship with the perpetrator but feels unsafe in their home as the perpetrator knows where they live - security measures can be added to a survivors home including a 'safe room'. For further information you can contact the Domestic Violence Outreach Team	Contact homeless families for further information. on 0161 234 5341	
Samaritans	24 hour confidential emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.	08457 909090.	jo@samaritans.org email: www.samaritans.org.uk
Social services, Survivors UK	Help men who have experienced any form of sexual violence	0845 1221201.	www.survivorsuk.org email: info@survivorsuk.org.uk
Solicitors	Specialising in family law		
	Gillian Price-Myers Lister Price:	0161 926 9969	
	George Davies Solicitors:	0161 236 8992	
	Glaisyers:	0161 224 3311	
Victim Support	Provides free and confidential support including information on police and court processes and information about compensation	0161 445 7999	
Women's Aid	Provide outreach worker support, refuge accommodation and advice. Accessed via the Manchester Women's D.V Helpline	0161 636 7525	
Women's Direct Access	Offer accommodation for single women without children	0161 228 1294.	

SECTION 7

EMPLOYMENT RIGHTS

SECTION 7.1

YOUR RIGHTS AT WORK

All workers have some rights as soon as they start work; they gain others through length of service. The list below shows your main statutory rights (as at March 2007), and the length of service you need, if any, before you can claim them. (You may also have other or better rights under your contract).

Your rights	Length of service required
Minimum wage: contact us for current rates	From day 1
Four weeks' paid holiday per year (increase due October 2007)	From day 1
A written statement of main terms and conditions	After 2 months
A payslip showing gross pay, details of deductions, and net pay	From day 1
Right to at least one week's notice	After 1 month
Right not to be unfairly dismissed	After 12 months
Right not to be unfairly dismissed for asserting a statutory right	From day 1
Right to redundancy pay	After 2 years
Right not to work more than 48 hours per week	From day 1
Limits on working hours and night working for young workers	From day 1
Right to breaks at and from work	From day 1
Right to join a trade union	From day 1
Right to have a grievance dealt with by your employer	From day 1
Right to be accompanied at disciplinary and grievance hearings	From day 1
Paid time off for ante-natal appointments	From day 1
52 weeks' maternity leave	From day 1
Rights to Statutory Maternity Pay or Maternity Allowance	Contact us for details
Right to request flexible working for parents of children under 6 and disabled children up to 18 years	After 26 weeks
2 weeks' paternity leave	After 41 weeks
Parental leave for parents of children under 5 and disabled children up to 18 years	After 12 months
Rights for adoptive parents	Contact us for details
Time off for family emergencies	From day 1
Equal rights with permanent employees for some fixed-term employees	From day 1
Right not to be discriminated against or dismissed on grounds of disability, sex, race, pregnancy, religious belief, sexual orientation or age	From day 1
Right for women and men to be paid the same for doing work of equal value	From day 1
Equal rights with full-timers for some part-time workers	From day 1

This is not a full list of all your rights. It is a summary of some of the main rights. For more details of these and other rights, and advice on how to assert them at work contact us on 0161 839 3888.

SECTION 7.2

CHILDREN AND EMPLOYMENT

Greater Manchester Pay and Employment Rights Advice Service Factsheet

This factsheet outlines the law about the employment of children. In employment legislation, a “child” is defined as anyone of school age. This means that they have not yet reached the last Friday in June in year 11, (unless they are a year or more older than other children in that year). When a child reaches that date they become a “young worker” in law. These regulations do not apply to Work Experience arranged in year 10. This is covered by the Education (Work Experience) Act 1973. Your local council’s Education Welfare Office can tell more about this, and the addresses and telephone numbers of all the main Offices in the Greater Manchester area are listed on the back page.

The law about the employment of children is a mixture of national legislation made by the government, and local byelaws which are made by local councils. The national legislation is explained below; your local council’s Education Welfare Officer can advise you on the local bye-laws which apply in your area. It is very important that you contact her/him if you are considering working and you are under school leaving age, because you need to check what kinds of jobs are allowed for someone of your age. You also have to get a work permit, and your employer has to register there too.

What Work Can’t Children Do?

There are national laws which say that children of any age are not allowed to:

- work in “industrial undertakings”, eg mines, factories, building sites, railways;
- drive or ride on any vehicle or machine, including farm machinery;
- work in a betting office;
- sell or serve alcohol, or do any work in a bar;
- work on a ship;
- handle any load which may cause injury.

Your local council will also have a separate list of jobs which are also not allowed. This will probably include work in:

- telephone sales;
- cinemas;
- commercial kitchens, slaughterhouses, butcher’s shops;
- fairgrounds, amusement arcades;
- selling or delivering milk or fuel oils;
- refuse collection;
- work which brings you into contact with “adult materials”, ie pornography;
- more than 3 metres from the ground or floor level;
- hazardous work;
- door to door selling, canvassing or collecting;
- caring in a residential home, unless under adult supervision
- street trading.

What Jobs Can Children Do?

The type of work that a child can do depends on how old s/he is. National legislation says that no one under the age of 14 can work. However, your local council may have bye-laws which allow under 14 year olds to do some work. Children under 13 may be allowed to do light, agricultural work, occasionally, with and for their parents. This may be allowed from the age of 10. Local byelaws will explain what work is allowed and what age it is allowed from.

At 13

If you are 13 you are allowed to do “light work” but only if it is on your local council’s list of jobs that are approved for children that age. Light work is work that isn’t dangerous and won’t stop you going to school. The type of work on the list will usually include:

- agricultural work;
- newspaper delivery;
- work in shops, cafés, hairdressing salons, offices;
- domestic work in hotels;
- work in riding stables;
- car washing by hand in residential setting; ie not in a garage.

If you are under 14 and want to work, you must ask your local council what work you are allowed to do.

14 And Over

If you are 14 or over, you are also allowed to do “light work”. Besides not being dangerous or interfering with school, it also mustn’t interfere with your work experience in year 10.

Over School Age

You will be issued with your National Insurance number when you are 16, although if you leave school before your 16th birthday you can work without it until it comes through. Again, contact the Unit for a copy of the Rightswise card for young workers.

When Children Can Work

Any Day

No child is allowed to work before 7 in the morning or after 7 in the evening.

School Days

- *You aren’t allowed to work before the end of the school day, although your local Council’s bye-laws may allow 1 hour before school starts. It is very important that you check with your local Council if you are thinking about doing a morning paper round for example, because this might not be allowed in your area.*
- You aren’t allowed to do more than 2 hours` paid work in any school day.

Saturdays

- If you are **under 15** you can’t do more than 5 hours` paid work on a Saturday;
- If you’re **15 or over** you can’t work for longer than 8 hours.

Sundays

You can’t do more than 2 hours` paid work on any Sunday, even in the school holidays.

School Holidays

- If you’re **under 15** you’re not allowed to do more than 5 hours` paid work per day, and not more than 25 hours per week;
- If you’re **15 or over** you can’t work more than 8 hours per day, and not more than 35 hours per week.

Breaks and Holidays

- You must not work for more than four hours in any day without a rest break of one hour;
- You should have at least two weeks` complete break from both work and school together in every year.

Registration

Employers must inform the local Council within a week of employing a child. They must provide the following information:

- their name and address;
- your name, address and date of birth;
- details of your job, including the number of hours that you work and the nature of the work that you have to do;
- evidence of your parents` approval;
- the name of your school;
- a health and safety statement which shows that an appropriate risk assessment has been carried out.

The Council will then check that the job that you have been employed to do is allowed, and that it is safe for you to do. In some cases, they might want you to have a medical examination to make sure that you are fit to do the job. They will then send you a work permit to do that job, which you could be asked to produce by a police officer or other authorised person. If you don't have one you might not be covered by your employer's liability insurance policy. This means that if you are injured in an accident at work you won't get any compensation for it. You also won't have any employment rights. A child who is legally employed has the same employment rights as an adult worker. Contact the Unit for more information about your rights at work. If your work changes, your employer should inform the Council again.

Health and Safety Regulations

Besides the above regulations, which came into force in August 1998, employers of children must also comply with the Health and Safety (Young Persons) Regulations 1997 which are intended to protect young people, including children, at work. When carrying out health and safety risk assessments for young workers, an employer must take into account their inexperience of work, their lack of awareness of the risks that work might involve, and their general immaturity. When assessing the risks associated with work, s/he must look at:

- the layout of the workplace and workstation and its fixtures and fittings;
- equipment used at work and the way it is used;
- the health and safety training available to the young worker;
- whether it involves any exposure to physical, biological and chemical agents. Workers under 18 are not allowed to do certain particularly dangerous jobs unless they are very carefully supervised and the jobs are carefully controlled. These include jobs which involve strenuous physical activity, exposure to certain chemicals or radiation, or which involve extremes of temperature, noise or vibration.

Most council's say that any child who works outside must wear suitable clothes and shoes.

Income Tax and National Insurance

A child does not have to pay National Insurance contributions. S/he may have to pay tax if her/his income is above the relevant tax threshold, but this is very unlikely unless s/he has other income besides what they earn at work.

Rates of Pay

There are no legal minimum rates of pay for children except in agriculture. You could try to find out what other children are paid for doing similar work in your area, and ask for a similar rate.

If you need more information about pay and employment rights, contact
Greater Manchester Pay and Employment Rights Advice Service
 ☎ **0161 839 3888**
 4th Floor, Swan Buildings, 20 Swan Street, Manchester, M4 5JW

We give telephone advice only and cannot see people face to face

or visit our website: www.gmemploymentrights.org.uk

Greater Manchester Pay and Employment Rights Advice Service is an independent research and information body funded by all local authorities in Greater Manchester under the AGMA grants scheme

USEFUL WEBSITES

ACAS/Equality Direct ACAS aims to improve organisations and working life through better employment relations, up to date information, independent advice, high quality training, to solve problems and improve performance	www.acas.org.uk	0845 47 47 47
Apprenticeship Helpline	www.apprenticeships.org.uk	08000 150 400
Commission for Racial Equality	www.cre.gov.uk	0161 835 5500
Disability Rights Commission	www.drc-gb.org	08457 622 633
Equal Opportunities Commission	www.eoc.org.uk	0845 601 5901
GM Pay & Employment Rights Advice	www.gmemploymentrights.org.uk	0161 839 3888
Health and Safety Executive	www.hse.gov.uk	0845 345 0055
HM Revenue & Customs	www.hmrc.gov.uk	08457 143 143

SECTION 8

IMMIGRATION

ASYLUM SEEKERS/REFUGEES

Seeking Asylum in the UK is asking to be officially recognised as a refugee. Apply for Asylum at the Airport, seaport or train station when you first enter the country, alternatively at one of the Border and Immigration Agency Offices (BIA).

When you are not accompanied by an adult and are under 18 you will be classed as an 'unaccompanied minor'. Social Services will take responsibility for unaccompanied minors and make sure you have a solicitor to help with your Asylum application. When BIA receive your Asylum application you may be given an ARC (application registration card).

'**Refugee Status**' means your claim for Asylum has been recognised and you have been given leave to remain for 5 years only (this can then be reassessed). You will be entitled to work, earn money and receive benefits, medical treatment, housing, education in the same way as a citizen of the UK. If your application is refused you have the right to appeal.

Useful Contacts

Immigration Advisory Service (IAS)
www.iasuk.org

National Asylum Support Service (NASS)
Provides support, accommodation while claims are being considered
National helpline 0845 602 1739
Manchester 0161 261 1307

Refugee Action
www.refugee-action.org.uk

Office of Immigration Services Commissioner (OISC)
www.oisc.gov.uk
Tel – 0845 000 0046

Red Cross
Offers help tracing relatives
www.RedCross.org.uk
Tel – 0161 888 8900

Refugee Council
www.refugeecouncil.org.uk
Tel – 0207 346 6700

Asylum Aid
www.asylumaid.homeoffice.gov.uk
Tel – 0207 377 5123

Immigration Advisory Service
Tel – 0207 967 1200

Home Office
www.bia.homeoffice.gov.uk
Tel – 0845 602 1739

Community Legal Services

www.clsdirect.org.uk

Tel – 0845 345 4345

Detention Advice Service (DAS)

www.detentionadvice.org.uk

Tel – 0207 254 6888

National Youth Advocacy Service (NYAS)

Free phone 0800 616101 (for children and young people)

Tel – 0151 649 8700

Refugee Education and Training Advisory Service, Education Action International

Provides advice and guidance to refugees/asylum seekers aged 16+

Tel – 0207 426 5800

National Register for Unaccompanied Children

www.nruc.gov.uk

Greater Manchester Immigration Aid Unit

400 Cheetham Hill Road

Manchester M8 7LE

Tel – 0161 740 7722

SECTION 9

EDUCATION

MANCHESTER – PROFESSIONALS' BOOKLET

Continuing Education

Continuing education courses are available at different levels:

- Entry level – Level 1 – Level 2 – Level 3
- Some require entry qualifications to start them
- Can be full or part time courses
- A levels are essentially more academic traditional route – but there are A levels with a vocational core to them
- Vocational craft or diploma courses are vocational courses that can point young people in a particular career direction
- Diplomas are supplementing the above from September 2008, with newly designed Level 1 to provide an introductory programme, Level 2 to develop “broad understanding and working knowledge” and Level 3 to develop “a range of analytical and investigative skills and knowledge”, to a particular sector. Manchester will run initially with Diplomas in Construction and Creative Media.

Further details from www.prospectus.manchester14-19.co.uk

Range of locations most commonly used are:

- School sixth forms, or sixth form colleges, or colleges of Further Education. Each has their own particular advantages in terms of familiarity, range of courses, age range of students, physical locality.
- It is becoming increasingly likely that young people will study their course/subjects at more than one site – part in school or college and remainder with an alternative learning provider.

Education Maintenance Allowance – EMA may be available for students if they fit eligibility criteria. Students receive regular payments to help them remain in college; if they attend regularly and achieve study targets.

See leaflet “Get in the Know” or the EMA resource pack available from schools, colleges, local Connexions centres. You can order an application form online or call the EMA helpline 0808 101 6219. You will need to open a bank account in your name first.

More details can be found on:

- www.prospectus.manchester14-19.co.uk
- “cnx2your future – your choices in 2008 in Manchester”

Work Based Learning – earning while learning is an alternative to continuing education

Apprenticeships

Permanent full time training leading to qualified employment

- Available locally in range of settings from construction to care – from hairdressing to hospitality; business & finance to media and printing
- Can even do them at graduate level

- But they are competitive and much sought after locally
- Can involve sitting initial application tests and having, or expecting to have the required entry qualifications
- If you do not have the entry qualifications, in some occupations it might be possible to do a pre-apprenticeship course

More details of vacancies can be found on:

CNX2JOBS web page – www.cnx2jobs.org

Further general information on apprenticeships including types, availability and progression through them can be obtained from staff at the local Connexions centres [detail to be added] or on www.apprenticeships.org.uk

Jobs without Training

Jobs without training are still available to young people, however the Government is keen to encourage employers to offer a relevant training package equivalent to NVQ Level 2 to any 16/17 year old they employ who does not already have 5 A-Cs.

Further details can be obtained from the local Connexions Centre. Contact your nearest centre on 08456 713 219. Check out the website at www.cnx2jobs.com

Entry to Employment – e2e

- Meant to be a stepping stone, offers a chance to try a range of activities
- Qualifications are not needed to enter e2e; it is open to 16-18 year olds and offers extra support to build confidence and develop basic vocational skills

Further details can be obtained from the local Connexions Centre.

EDUCATION AND LEARNING

STUDENT FINANCE – GETTING STARTED

If you are going into higher education there is money available to help you, whether from the government, your place of study and other sources. Types of help include non-repayable grants and student loans.

Help with your costs at university and college

There are lots of things to think about when you're considering going to university or college, and cost is just one of them.

These pages help you work out how much help you can get for your higher education course, how to apply, and how to repay any student loans you take out.

Who does this information apply to?

These pages outline the help available if you are at university or college in 2007/2008 or 2006/2007, or are repaying student loans.

The information only applies to students who are living in England.

If you live outside England, follow the link below.

Students from Northern Ireland, Scotland and Wales

Help for new full-time students

The financial help you can get as a new full-time student, depends on your course, where you live while you are studying, and your individual circumstances.

What types of financial help can you get?

Types of help for new full-time higher education students include:

- Tuition fee loans to cover the full cost of your tuition fees
- Living cost loans to cover the cost of your living expenses
- Grants for living costs
- Bursaries and scholarships from universities and colleges

You could get extra help if you have children or adult dependants, or have a disability or specific learning difficulty.

For more details on all these types of help, and to work out how much you could get, see 'Finance for new full-time students'.

Finance for new full-time students

What will it cost?

New full-time higher education students studying in England can be charged up to £3,070 a year in tuition fees in 2007/2008 .

As well as fees, you will also have to pay for your day-to-day living expenses such as accommodation, food, books, travel and so on. For more information, see 'Tuition fees and living costs'.

Tuition fees and living costs

How do you apply?

You can apply for student finance online at this site, or by requesting a paper form that you will fill in and send to your authority. See 'Applying for student loans, grants and bursaries' for more details.

[Applying for student loans, grants and bursaries](#)

Part time students

What types of financial help can you get?

If you are studying a part-time course, you may be eligible for non-repayable grants towards tuition fees and course costs.

Finance for part-time students

How do you apply?

To apply for finance as a part-time student, you will need to get your application form signed by your place of study before sending it to your local authority.

[Applying for student loans, grants and bursaries](#)

Help after your first year

You need to apply for financial help every year while you are in higher education. However, the types and amounts of help you can get depend on the year in which you started your course.

[Guide to student finance after your first year](#)

Postgraduate courses

If you are studying a course where the entry requirements ask that you already have a degree, you will be classed as a 'postgraduate' student. Such courses can include master's degrees, diplomas and postgraduate certificates.

Generally there is no funding available from the government for postgraduate studies, with the exception of Initial Teacher Training courses.

[Financing your postgraduate course](#)

[Initial Teacher Training finance factsheet](#)

Repaying student loans

If you take out a student loan, you will not have to repay it while you are studying. Repayments only start after you leave your course and are earning more than £15,000 a year (or the monthly or weekly equivalents).

You'll be asked to repay nine per cent of any earnings above a certain amount – currently £15,000.

Checking that you qualify for financial help

Whatever type of course you are thinking of taking, make sure that both you and your chosen course are eligible to receive student finance before you apply.

This means, for example, checking that you meet UK residence requirements and that your course leads to a higher education qualification.

FINANCE FOR NEW FULL-TIME STUDENTS

New full-time students can get loans, grants and bursaries to help with tuition fees and living costs. These help you study first, and pay back when you're earning.

Starting university or college: help with your costs

If you're a new full-time higher education student in 2007/2008, the financial help you can get includes loans, grants and bursaries.

Tuition fee loans

How much can you get?

Universities and colleges can charge new full-time higher education students up to £3,070 per year in tuition fees in 2007/2008.

Tuition fees and living costs

However, all eligible full-time students can now get a Student Loan for Fees (sometimes known as a 'tuition fee loan') to cover the full amount charged, so no one has to find the money for fees either before or during the course.

Student loan factsheet

How much will you have to repay?

If you take out a student loan, you won't have to start making repayments until you've left your course and are earning over a certain amount, currently £15,000 a year.

Your repayments will be nine per cent of your earnings over this set amount. So if, for example, you were earning the average starting salary of a graduate level job of £18,000, your repayments would be £5.19 a week.

The interest rate (currently 2.4 per cent) is linked to the rate of inflation, so the amount you repay is the same in real terms as the amount you borrow.

What if you don't earn enough to afford payments?

Repayments are very much linked to how much you earn and not how much you owe. If your earnings were to drop below £15,000 at any time, your repayments would stop until you were earning over this amount again.

Repaying student loans (courses starting from 1998)

Living cost loans

You can also apply for a Student Loan for Maintenance (also known as a 'living cost loan') to cover the cost of living expenses.

How much can you get?

The amount depends on where you study, where you live while you study, and the academic year.

For example, if you live away from home and study in London you could get up to £6,315 in 2007/2008.

Or if you live at home you can get a loan of up to £3,495 in 2007/2008.

All full-time students can automatically get around 75 per cent of the full loan amount but how much you get will depend on your household income.

Student loan factsheet

What about repayments?

The repayment system is the same as for the tuition fee loan. You don't have to start any repayments until you have left your course and are earning over £15,000. If you take out the tuition fee loan and the living cost loan the amounts are added together so you only make one repayment.

Grants for living costs

Around half all full-time students are also likely to be eligible for a yearly Maintenance Grant of up to £2,765 for 2007/2008. This grant is non-repayable.

How much you get depends on your household income and the year of study. For example, for 2007/2008:

- You will receive the full grant if your household income is less than £17,910
- You will receive a partial grant if your household income is between £17,911 and £38,330

If you receive means-tested benefits such as income support, you may receive the Special Support Grant in place of the Maintenance Grant.

Bursaries and scholarships

If your tuition fees are over £2,765 in 2007/2008 and you receive the full Maintenance Grant, your university or college will give you extra financial help.

For example, if you are charged tuition fees of £3,000 this academic year, you will get a minimum bursary of £300.

Many institutions are offering more than the minimum amount, and some are offering bursaries to all students.

So, it's well worth contacting the universities or colleges that you're interested in attending to find out exactly what they're offering.

Extra financial help

You can apply for extra help if you have a disability or specific learning difficulty, or if you have children or adult dependants.

If you need extra financial support for your course or to stay in higher education, you may also be able to apply for help from the Access to Learning Fund.

Disabled students – extra financial help

Students with children or other dependants – extra financial help

Adding it all up: the student loan and grant calculator

The simplest and most convenient way to work out how much help you could get is to use the 'Student loan and grant calculator'.

The calculator asks you for details about your financial circumstances, and then gives you an estimate of the help you might receive.

It currently features financial help for the 2007/2008 academic years.

How to apply

Not everyone is eligible for all the types of financial help outlined above. To find out if you qualify, go to the EMA website

Apply online or on paper

To find out more about how and when to apply, see 'Applying for student loans, grants and bursaries' on the EMA website

EMA: HOW MUCH, AND HOW OFTEN?

Whether you can get EMA depends on your age, type of learning and your household income.

Do you qualify for EMA?

To get EMA, you must be aged 16, 17 or 18, and about to leave, or have already left, compulsory education.

You must also be thinking about starting one of the following types of course or learning programme in England:

- A full-time further education course at college or school (for example, A levels, GCSEs or NVQs)
- An LSC-funded Entry to Employment (e2e) programme; or
- A course that leads to an Apprenticeship

Finally, your household income needs to be below a certain level – see ‘how much you could get’, below.

How much you could get

If you qualify for EMA, the amount you get depends on your household income.

This is the combined income of the adults who have responsibility for you in your home, whether that’s your parents, another family member or a legal guardian.

If your household income is:

Up to £20,817 per year	you get £30 per week
£20,818 - £25,521 per year	you get £20 per week
£25,522 - £30,810 per year	you get £10 per week
More than £30,810 per year	no entitlement to EMA

These thresholds represent household income before tax, and relate to the tax year 2007-2008.

Bonus payments of up to £500

From time to time, you may also qualify for bonus payments. If your learning programme lasts over two years, these payments could be worth up to £500.

To get these, you’ll need to meet specific goals agreed between you and your school, college or provider, demonstrating real progress and commitment to your learning programme.

To find out how much your bonus payments could be, contact your school, college or learning provider.

Does EMA affect other types of financial help?

If you’re 16-19 and receiving EMA, you may also qualify for Learner Support Funds or (if you have children) Care to Learn.

You are not entitled to receive EMA if you receive a Dance and Drama Award, Adult Learning Grant, Jobseekers Allowance or NHS Bursary.

If your household income or circumstances change

There are some family circumstances which can affect your EMA entitlement. These are:

- The death of a parent or carer
- Becoming estranged from a parent or carer, and receiving Income Support
- Becoming a parent yourself, and having care of your child
- The disability of a parent or carer

If you've applied for EMA and are affected by any of the above, let the Assessment and Payment Body (APB) know – they may need to reassess your EMA for the year. Call the EMA helpline on 0808 10 16219.

Your parent, carer or Connexions Personal Advisor can contact EMA on your behalf if necessary.

Next step: apply for EMA

Once you've checked you're eligible for EMA, your next step is to get an application form.

How to apply for EMA

Applying for EMA is easy: just follow these six simple steps. Apply as soon as you can, otherwise you may have to wait longer for your money.

1. Make sure you have a bank account

If you don't have a bank account yet, you'll need to set one up as soon as possible – see 'Getting a current account'.

If you change your bank account details, contact the EMA helpline on 0808 10 16219.

2. Get an application form

You can order an application form online, or by calling the EMA helpline on 0808 10 16219.

You can also pick up a form from your school, learning provider or local Connexions office.

If you are currently receiving EMA and want to apply for your second year, you will need to order a new form.

3. Complete the form

Complete the EMA application form with your parents or carers. There are some really important things to provide along with the form, including evidence of household income and bank account details.

To find out more, and to make sure your application goes through as smoothly as possible, see 'Completing your EMA application form'.

4. Send in the form

Send your application form to the EMA Assessment and Payment Body (APB). You can find details of where to send your form in your application pack.

The APB will assess your application and will write to you within two weeks to tell you whether or not you qualify for EMA, or to ask you to provide the correct evidence or amend your application form.

If you have not heard back within two weeks, phone the EMA helpline on 0808 10 16219 to check what is happening.

If you'd like someone else to phone the helpline on your behalf, you must be there when they call so that you can let the helpline operator know you're authorising it.

5. Enrol on your course or programme

If you qualify, you'll be sent a Notice of Entitlement (NoE).

This explains how much money you'll get each week. It is an important document, and confidential to you – keep it safe. The NoE includes detachable Contract Part 1 (CP1).

Before your EMA payments can start, you must give the detachable (CP1) to your school, college or learning provider. Both you and your learning provider will need to sign it.

6. Sign the agreement, and receive your EMA!

Finally, you'll need to sign an agreement with your learning provider which sets out what's expected of you in terms of your attendance, course work and progress.

Your teacher or tutor will also let you know what you need to do to qualify for your bonus payments.

And that's it! Payments will be made directly into your bank account – and you'll continue to get it as long as you meet the level of attendance required on your learning programme.

“Can you backdate EMA applications?”

EMA payments begin from the Monday of the week your application is received, assuming your learning programme has started and you are meeting the attendance criteria.

Successful EMA applications received before or within four weeks of the start of a learning programme will be eligible to receive backdated payments to the start of the programme.

Successful EMA applications received more than four weeks from the learning programme start date will be eligible to receive payments backdated to the Monday of the week in which they were received, as long as the learning programme has already started and attendance criteria have been met.

It's best to apply well in advance of the start of your course or learning programme.

PARENTS

EMA: WHAT PARENTS AND CARERS NEED TO KNOW

If your child stays in learning after 16, Education Maintenance Allowance could give them up to £30 a week to help with their costs. It won't affect a penny of any benefits you get.

What is EMA?

If your child wishes to stay on in school, college or learning provider after they reach 16, they could be eligible for Education Maintenance Allowance (EMA).

EMA is a weekly payment of up to £10, £20 or £30 a week (depending on your household income) which is paid directly into your child's bank account.

Your child could also qualify for bonuses if they do well on their course and meet agreed targets set by their school, college or learning provider.

How EMA can help your child

As well as helping to ease any financial pressure, handling EMA payments can help develop your child's sense of personal responsibility, and their understanding of how to manage money.

In addition, having to make sure that they turn up for every class to earn their EMA will help them get used to showing the self-discipline they'll need in the workplace.

EMA won't affect your benefit payments

If you're getting any benefit payments, these will not be affected in any way by your child's EMA.

This includes Income Support, Child Benefit, Working Tax Credit and any other types of financial help.

Does your child qualify for EMA?

To get EMA, your child needs to be aged between 16 and 19 and to have left compulsory education. They will need to be thinking about:

- Starting a full-time further education course at a college or school
- Joining an LSC-funded Entry to Employment (e2e) programme; or
- Starting a Programme Led Apprenticeship

For your child to qualify for EMA, your household income also has to be below £30,810. For more information, see 'EMA: how much, and how often?'

How to apply: your role

Before your child can receive EMA, you'll need to supply details of your household income.

You can do this by completing Part B of the EMA application form, after your child has completed Part A.

You will also need to provide proof of household income, for example a copy of a:

- Tax Credit Award Notice
- Self-Assessment Form (SA302); or
- P60 for the last complete tax year

For further details, see 'Completing your EMA application form'.

What is being assessed

There are four main areas of income which will need to be assessed:

- Income earned as an employee (as shown on a P60)
- Gross profits earned from a business, if self-employed (or share of the profits if in partnership)
- Income from taxable benefits, such as Incapacity Benefit or Carer's Allowance
- Any other income, for example, interest on savings and investments

Find out more

To find out more about EMA, call the EMA helpline free on 0808 10 16219.

CARE TO LEARN: HELP WITH CHILDCARE WHILE YOU LEARN

If you are under 20 and have one or more children, Care to Learn can help with the cost of your childcare while you learn.

How Care to Learn can help you

If you are a young parent, Care to Learn can help pay for your childcare and travel costs while you're learning.

Get up to £160 per child per week (£175 in London) for childcare costs.

The subject or course you take is entirely up to you. You can choose, for example, whether you want a qualification or not, or whether you want to learn at a college or through work.

Wherever you learn, you can be confident that your child is being safely looked after.

These pages give you more information about Care to Learn. If you'd like to speak to someone to see if you qualify, or to help you apply, you can either:

- Phone the Care to Learn helpline on 0845 600 2809
- Contact your Connexions Personal Adviser

What you can learn

When you get Care to Learn, it's up to you what you learn.

Fit your learning around your life.

You could choose to take a course or learning programme that lasts only for a few days, or one which lasts for several years. There are no set hours, so you could study part time or full time.

While you're learning, you could be helping to build a better future for you and your family.

More and more employers are looking for people with higher level skills and qualifications, and the latest research shows that people with qualifications tend to earn more than those without. You'll also be meeting new people and making new friends, getting out and about and perhaps getting a greater sense of confidence and independence.

The most important thing is that you choose something that suits and interests you.

Finding a course

You can use Care to Learn to pay for your childcare during any learning, not just learning that leads to qualifications.

All you need to do is choose learning that receives some public funding. There are thousands of learning opportunities available, ranging from those based in the community that are short and help to build your confidence, to a two-year course in your local college.

If you're looking for ideas or inspiration about what to learn, either take a look at the article, 'Choices at 16: what's right for you', or contact Connexions Direct:

- Connexions Direct: 080 800 13219

Childcare: who looks after your child

Letting someone else look after your child can be a big step.

Care to learn helps by letting you choose the type of childcare that most suits you and your child.

You can, for example, use Care to Learn to pay for childcare at any of the following places:

- Childminder
- Pre-school playgroup
- Day nursery
- Out of school club
- Other registered childcare (such as your college nursery or crèche)

The one condition is that the childcare must be registered. Registered childcare providers must meet national standards, and are inspected each year to make sure they are providing good quality care.

If you have any concerns about your child's or your own well-being and safety, please contact the Care to learn helpline on 0845 600 2809.

Finding childcare

If you're unsure about what childcare to use, ask for advice – your Connexions Personal Adviser or local Children's Information Service are good places to start.

They can help arrange for you to go and visit different childcare providers, to find the one that best suits your needs.

During the visit, make sure you're happy the place is right for your child.

You may want to find out about:

- How the day is structured
- What happens when your baby is upset, hungry or needs a change of nappy
- How the childcare fits around your child's school day

You can get more information by asking the childcare provider for a copy of their 'Guidance to Parents Booklet', which explains what they do in different circumstances.

Care to Learn has produced a Code of Practice specifically for childcare providers highlighting issues you may be facing.

Next step: find out if you qualify

If you're interested in applying for Care to Learn, your next step is to check that you qualify.

HELP WITH THE COST OF TRANSPORT TO COLLEGE OR SIXTH FORM

If you are 16 to 19, you could get help with the cost of transport to and from your college or sixth form.

Get help with your transport costs

If you're in further education, your local authority may be able to help with the cost of transport to your place of learning.

Whether you qualify for help depends on your age, and where you're studying.

Your age

To get help with transport costs, you must be

- Aged 16 to 18
Or
- Continuing on a course that you started before your 19th birthday

Where you're studying

As well as being the right age, you must either be:

- In Year 12 or 13 at school
- At sixth form college
- At a further education college

What help is available

The help you can get depends on where in England you live, because each local authority gives help in different ways.

However, every local authority must ensure that students aren't prevented from going to college either because their fares are too high, or because there are no transport services to take them there.

Local authorities must also ensure that college students are treated no less favourably than those studying at school sixth forms.

Find help in your local area

Each year, your local authority will publish a statement to show the support you can receive while you are studying. The statement contains information on the services, discounts and concessions which are available in your area.

Other sources of help with transport costs

Learner Support Funds

Learner Support Funds are available in colleges and school sixth forms to help with learning costs. The funds are prioritised for those who face financial hardship.

Although it is the responsibility of colleges to allocate the funds, money is sometimes made available for transport costs.

To find out more, contact the student support officer at your place of study, or see 'Learner Support Funds'.

Help if you're studying away from home

If you need to attend a course beyond your local area, you may be able to get help with the cost of residential or lodging allowances and travel costs.

For more information, see 'Help if you're studying away from home'.

If you live in London

If you live in London and are 16 or 17, you could qualify for free transport.

Finances for CARE LEAVERS going to University

If you are a Manchester young person who is, or used to be, in the care of Manchester Local Authority and you want to go onto Higher Education or University anywhere in the UK. Then don't be put off by how much you think it might cost because you could get financial help from Manchester Local Authority in the form of a "**Higher Education Allowance**".

What you get:

- £125.50 per week for 52 weeks of the year to pay for your accommodation, bills, food etc
- Help towards paying for your course books and buying a computer
- A grant from the Student Finance Company and a bursary from your University which you can use to pay your fees...then you won't have to pay any money back in the future!
- 6 free return journeys from your University to Manchester
- Help to find accommodation during holidays whether you stay away at University or come back to Manchester

And bonus:

- You can also have a part time job which won't affect your Higher Education Allowance.

Something to think about...

We know you won't be rich but we want you to have this money so you don't have to take out a student loan to live on or pay your fees. But if you choose to take out a loan it won't affect your Higher Education Allowance...BUT REMEMBER that loan is your debt and your responsibility and you will need to pay it back yourself one day!

So what should I do next?

You can speak to your Social Worker or Leaving Care Worker and they will be able to tell you more about the Higher Education Allowance and how you would get it if you were at University. Usually it would be paid weekly into your bank account.

So no ifs and no buts – if you want to go onto higher education or university don't worry – you CAN get financial help to go!

SECTION 10

LAW

SECTION 10.1

THE LEGAL SYSTEM IN ENGLAND

LEGAL ADVICE

The following organisations can offer advice on a range of legal issues, including immigration and asylum, employment, welfare rights, disability and discrimination issues.

North Manchester Law Centre

Unit A
Harpurhey District Office
Lee Road
Harpurhey
Manchester
M9 4DH

Tel – 0161 205 5040
Email – info@nmic.org.uk

South Manchester Law Centre

584 Stockport Road
Longsight
Manchester
M13 0RQ

Tel – 0161 225 5111

Wythenshawe Law Centre

260 Brownley Road
Wythenshawe
Manchester
M22 5EB

LAW

Stop & Search

Stop and search is when a Police Officer stops you and searches you, your clothes and anything you are carrying.

Only a Police Officer (not a Police Community Support Officer) can search you. You can only be searched if a Police Officer has good reason to suspect you are carrying: drugs, weapons or stolen property.

You can be stopped in a public place, or anywhere the Officer believes you have committed a crime.

Before you are searched the Police Officer should tell you: what law they are using and your rights, their name and the station they are from, what they are looking for, and they must issue you with a form straight away showing details of the stop and search.

For more info on stop and search www.apa.police.uk

Cautioning

If you get arrested you will be taken to a Police Station. If the Police think you have committed a crime they may formally charge you. Sometimes they decide to give you a formal caution instead. Being cautioned avoids a court appearance but still appears on your criminal record.

Arrest and Detention

If you are taken into custody you have a right to consult a Solicitor. If you are over 17 years of age the Police can keep you without charge for 24-36 hours and then for a further 24-36 hours if a magistrate agrees.

If you are under 14 years of age the Police can hold you over night in a Childrens home. If you are under 16 the Police cannot question you without an independent adult being present.

It is the Crown Prosecution Service, based on evidence, that decide if there is a good case against you and to prosecute.

ASBO

You can be issued with an Anti-Social Behaviour Order if you are 10 years of age or over and has behaved in a manner that caused or was likely to cause harassment, alarm or distress to someone who does not live in your household.

An ASBO stops you from going to particular places or doing particular things. If you do not comply with the order you can be prosecuted.

When Convictions become spent

For information on spent convictions contact the NACRO website www.nacro.org.uk

Useful contacts:

Citizen's Advice Bureau (CAB)

Helpline – 0845 122 1112

Manchester Law Centres

North Manchester

Tel – 0161 205 5040

South Manchester

Tel – 0161 225 5111

Youth Justice System

Manchester YOT Headquarters www.makingmanchestersafer.com

Tel – 0161 234 4564

Central Manchester YOT (Longsight)	Tel – 0161 227 3430
Beswick YOT	Tel – 0161 223 0488
Manchester Court Team	Tel – 0161 234 7500
Tameside YOT	Tel – 0161 330 3012
Trafford YOT	Tel – 0161 911 8201
Stockport YOT	Tel – 0161 476 2876
Salford YOT	Tel – 0161 607 1900

NACRO

www.nacro.org.uk

Tel – 0207 582 6500

Rehabilitations of Offenders Act 1974

Helpline

Tel – 0207 840 6464

Freephone for ex-offenders, friends and family

Tel – 0800 0181 259

The Equality and Human Rights Commission

(replaced the Equal Opportunities Commission, Commission for Racial Equality, Disability Rights Commission in October 2007)

www.equalityhumanrights.com

SECTION 10.2

YOUTH JUSTICE SYSTEM

Sentences, Orders and Agreements

When young people first get into trouble, behave anti-socially or commit minor offences, they can usually be dealt with, by the police and local authority, outside of the court system, using a variety of orders and agreements. This is to stop young people getting sucked into the youth justice system too early, while still offering them the help and support they need to stop offending.

All of the sentences, orders and agreements you can get in the youth justice system, at every stage, are listed below. Click on them to see what they involve.

You should also click to read about the Intensive Supervision and Surveillance Programme, which can be a condition of bail, a Supervision Order, Community Rehabilitation Order, or the part of a Detention and Training Order or Section 90/91 sentence spent in the community.

Pre-court measures

Reprimand

A Reprimand is a formal verbal warning given by a police officer to a young person who admits they are guilty of a minor first offence. Sometimes the young person can be referred to the youth offending team (YOT) to take part in a voluntary programme to help them address their offending behaviour.

Final Warning

A Final Warning is a formal verbal warning given by a police officer to a young person who admits their guilt for a first or second offence. Unlike a Reprimand, however, the young person is also assessed to determine the causes of their offending behaviour and a programme of activities is identified to address them.

Anti-social behaviour measures (ABC)

An Acceptable Behaviour Contract is given when a local authority and youth offending team (YOT) identify a young person who is behaving anti-socially at a low level. With the young person and their parents/carers, they agree a contract under which the young person agrees to stop the patterns of behaviour that are causing nuisance to the local community and undertake activities to address their offending behaviour.

If they breach the terms of the contract, the local authority can use this to get an Anti-Social Behaviour Order applied to the young person.

Anti-social Behaviour Order (ASBO)

An Anti-Social Behaviour Order (ASBO) can be used against anyone who is 10 years of age or over and has behaved in a manner that caused or was likely to cause harassment, alarm or distress to someone or some people who do not live in their own household.

An ASBO stops the young person from going to particular places or doing particular things. If they do not comply with the order, they can be prosecuted.

Any one of the following agencies can apply for an order, subject to a legal obligation to consult with other agencies.

- Local authorities: district councils, London boroughs, the Corporation of London, the Isle of Wight, Welsh counties or county boroughs and English county councils
- Police Forces
- British Transport Police
- Registered Social Landlords (as defined by Section 1 of the Housing Act 1996)
- Housing Action Trusts (as defined by Section 62 of Housing Act 1988)

For more information on powers relating to anti-social behaviour, see the [Respect website](#)

Individual Support Order (ISO)

An Anti-Social Behaviour Order (ASBO) can be used against anyone who is 10 years of age or over and has behaved in a manner that caused or was likely to cause harassment, alarm or distress to someone or some people who do not live in their own household.

An ASBO stops the young person from going to particular places or doing particular things. If they do not comply with the order, they can be prosecuted.

Any one of the following agencies can apply for an order, subject to a legal obligation to consult with other agencies.

- Local authorities: district councils, London boroughs, the Corporation of London, the Isle of Wight, Welsh counties or county boroughs and English county councils
- Police Forces
- British Transport Police
- Registered Social Landlords (as defined by Section 1 of the Housing Act 1996)
- Housing Action Trusts (as defined by Section 62 of Housing Act 1988)

For more information on powers relating to anti-social behaviour, see the [Respect website](#)

Other measures

Local Child Curfew

Under a Local Child Curfew, a local authority or local police force can ban children under 16 from being in a public place during specified hours (between 9pm and 6am) unless under the control of a responsible adult. With children under 10, contravening a ban imposed by a curfew notice (for instance being found outside their homes after the curfew) is one of the

conditions under which a family proceedings court could make the child subject to a Child Safety Order.

A local authority or police force can apply to the Home Secretary for a Local Child Curfew where a problem had been identified, for instance, with unsupervised children or young people involved in late night anti-social behaviour. A Local Child Curfew can last for up to 90 days and only applies to children under 16 years of age.

No local child curfew scheme has yet been set up under these powers which were provided by the Crime and Disorder Act 1998 and Sections 48 and 49 of the Criminal Justice and Police Act 2001. Use has been made, however, of the dispersal and curfew powers under section 30 of the Anti-social Behaviour Act 2003. For more information on powers relating to anti-social behaviour, see the Respect website [opens in new window].

Measures for under 10 year olds

Child Safety Order

This order only applies to children under 10 years of age. It can be applied to a child who has committed an offence, has breached a Child Curfew or has caused harassment, distress or alarm to others.

Under a Child Safety Order, a social worker or officer from the youth offending team (YOT) supervises the child. If the order is not complied with, the parent can be made the subject of a parenting order if that would be in the interests of preventing repetition of the behaviour that led to the child safety order being made.

Sentences in the community

Supervision Order

A Supervision Order can last up to three years. A range of conditions can be attached to a Supervision Order when the sentence is used for more serious offences. These are called 'specified activities' and can last for up to 90 days. Examples of 'specified activities' might be participation in an Intensive Supervision and Surveillance Programme (ISSP), drug treatment (for young people aged 16+), curfews or residence requirements, which might require a young person to live in local authority accommodation for the period of the sentence.

A young person receiving a Supervision Order is also required to take part in activities set by the youth offending team (YOT), which could include repairing the harm done by their offence either to the victim or the community and programmes to address their offending behaviour, such as anger management.

Community Rehabilitation Order

This sentence is only available to courts for young people aged 16-17. It is equivalent to a Supervision Order, but for this specific age range. It is supervised by a youth offending team (YOT) and can include activities such as repairing the harm caused by their offence, programmes to address offending behaviour or an Intensive Supervision and Surveillance Programme (ISSP).

Community Punishment Order

This sentence is only available to courts for young people aged 16-17. It requires a young person to complete unpaid community work for a period of 40-240 hours. Examples of the type of activities involved are:

- carpentry
- conservation
- decorating
- working with the elderly or vulnerable.

The sentence is supervised by the Probation Service Community Service Team.

Action Plan Order

An Action Plan Order is an intensive, community-based programme lasting three months. The order is supervised by the youth offending team (YOT). The programme developed by the YOT is specifically tailored to the risks and needs of the young person. It can include repairing the harm done to the victim of the offence or the community, education and training, attending an Attendance Centre or a variety of other programmes to address a young person's offending behaviour.

Attendance Centre Order

An Attendance Centre Order sentences a young person to attend an attendance centre.

The main purpose of attendance centres is to put a restriction on young offenders' leisure time – they are open on Saturdays for two or three hours. Their programmes concentrate on group work to give attendees basic skills – literacy and numeracy, life skills, cookery, first aid and money management, for example - as well as encouraging attendees to make better use of leisure time.

The programme also includes victim awareness sessions, which consider the impact of offending on individuals and the community and how the young person might make amends; and sessions on drug and alcohol awareness, and sexual health matters.

The order can last up to 36 hours depending on the age of the offender and the seriousness of the offence.

Referral Order

A Referral Order is given to a young person who pleads guilty to an offence when it is his/her first time in court.

The only exceptions are if the offence is so serious that the court decides a custodial sentence (Detention and Training Order or Section 90/91) is absolutely necessary, or the offence is relatively minor (i.e. a 'non-imprisonable' offence such as a traffic offence or fare evasion), in which case an alternative such as a fine or an absolute discharge may be given.

When a young person is given a Referral Order, he/she is required to attend a youth offender panel, which is made up of two volunteers from the local community and panel adviser from a youth offending team (YOT). The panel, with the young person, their parents/carers and the victim (where appropriate), agree a contract lasting between three

and 12 months. The aim of the contract is to repair the harm caused by the offence and address the causes of the offending behaviour.

The conviction is 'spent' once the contract has been successfully completed. This means that in most circumstances the offence will not have to be disclosed by the young person when applying for work.

Reparation Order

Reparation Orders are designed to help young offenders understand the consequences of their offending and take responsibility for their behaviour. They require the young person to repair the harm caused by their offence either directly to the victim (this can involve victim/offender mediation if both parties agree) or indirectly to the community. Examples of this might be cleaning up graffiti or undertaking community work. The order is overseen by the youth offending team (YOT).

Fine

The size of a fine reflects the offence committed and the offender's financial circumstances.

For a person under 16 years of age, the payment of the fine is the responsibility of their parents/carers and their financial circumstances will be taken into account when the level of the fine is set.

Conditional Discharge

A young person receiving a Conditional Discharge receives no immediate punishment. A period of between six months and three years is set and, as long as the young person does not commit a further offence during this period, no punishment will be imposed. However, if the young person commits another offence during this period, they can be brought back to court and resentenced.

Under the Crime and Disorder Act 1998, courts can only use this sentence in exceptional circumstances.

Absolute Discharge

A young person is given an Absolute Discharge when they admit guilt or are found guilty, but no further action is taken against them.

All sentences to the community are open to the following orders

Curfew Order

This sentence requires a young person to remain for set periods of time at a specified place, and can be given along side other community orders. The time period can be between 2-12 hours a day and the sentence can last no more than:

- six months for those 16 years of age and above
- three months for those under 16 years of age.

Parenting Order

Parenting Orders can be given to the parents/carers of young people who offend, truant or who have received a Child Safety Order, Anti-Social Behaviour Order or Sexual Offences Prevention Order. It does not result in the parent/carer getting a criminal record.

A parent/carer who receives an order will normally be required to attend counselling or guidance sessions for a period of up to three months. They may also have conditions imposed on them such as attending meetings with teachers at their child's school, ensuring their child does not visit a particular place unsupervised or ensuring their child is at home at particular times. These conditions can last for a period up to 12 months. A parent/carer can be prosecuted for failing to keep the requirements of the order.

Drug Treatment and Testing Order

The Drug Treatment and Testing Order is used for young offenders who have drug misuse issues that require treatment. The order lasts between six months and three years and the young person must agree to comply with it before it can be made.

Under the order, the young person receives regular drug testing and treatment in the community. The young person receiving the order is supervised by the Probation Service.

Sentences to custody

Detention and Training Order

The Detention and Training Order (DTO) sentences a young person to custody. It can be given to 12 to 17-year-olds. The length of the sentence can be between four months and two years. The first half of the sentence is spent in custody while the second half is spent in the community under the supervision of the youth offending team (YOT). The court can require the young person to be on an Intensive Supervision and Surveillance Programme (ISSP) as a condition of the community period of the sentence.

A DTO is only given by the courts to young people who represent a high level of risk, have a significant offending history or are persistent offenders and where no other sentence will manage their risks effectively. The seriousness of the offence is always taken into account when a young person is sentenced to a DTO.

Section 90/91

If a young person is convicted of an offence for which an adult could receive at least 14 years in custody, they may be sentenced under Section 90/91. This sentence can only be given in the Crown Court.

If the conviction is for murder, the sentence falls under Section 90, otherwise the sentence will be under Section 91. The length of the sentence can be anywhere up to the adult maximum for the same offence, which for certain offences may be life.

A young person given a Section 90/91 sentence will be placed in custody.

If they are sentenced to less than four years, they will leave custody at the halfway point of their sentence and be supervised on licence by their supervising officer until the three-quarters point. If certain conditions apply, the young person may be released on a tag up to 134 days earlier, under the Home Detention Curfew scheme. For young people sentenced to four years or more, if they are successful at their parole hearing, they will leave custody at the half-way point. If they are unsuccessful, they will leave at the two-thirds point. In both cases, they will be supervised by their supervising officer until the three-quarters point.

SECTION 10.3

DISCLOSURE AND THE REHABILITATION OF OFFENDERS ACT 1974

If your conviction is spent under the Rehabilitation of Offenders Act, you can say 'no' if an employer or insurer asks if you have a conviction.

Most convictions become spent after five years. Some take more time than this, some take less time (check on the chart below).

If you have more than one conviction or you have been in prison, your convictions may take many years to become spent.

If you have been given a prison sentence of more than 2.5 years, your convictions will never become spent.

The Rehabilitation of Offenders Act does not help you when a job is exempt from the Act.

For these jobs you have to tell employers about all your convictions – including spent ones.

You have to tell employers about all your convictions:

- If you want to work with children
- If you want to work with old or sick people.

To find out if the work you want to do is exempt from the Act, ring the Helpline number below, or ask someone who would know (such as a probation officer).

The police will keep a record of your conviction for at least 10 years if it is for an offence such as theft. Serious convictions, such as those for violence, will be kept for life.

This Act may change in the future. The Government has accepted in principle proposals to cut the time it takes for convictions to become spent. Under the proposals people given prison sentences of more than 2.5 years will also be helped by the Act.

When convictions become spent

The main sentences and the time it takes for them to become spent are set out in the chart below.

If your sentence is not listed in the chart, ring the Helpline number below to find out about it, or ask someone who would know.

If you have many convictions, your first convictions may not become spent until the last one does. To check this, ring the Helpline number, or ask someone who would know.

Sentence	Time it takes to become spent if you were 17 or under when found guilty	Time it takes to become spent if you were 18 or older when found guilty
Prison and YOI term of 6 months or less	3.5 years	7 years
Prison and YOI term of more than 6 months, up to 2.5 years	5 years	10 years
Fine, compensation, probation, community service or combination order	2.5 years	5 years
Action plan, curfew, drug treatment and testing order or reparation order	2.5 years	5 years
Absolute discharge	6 months	6 months
Sentence	Time it takes to become spent if you were 12, 13, or 14 when found guilty	Time it takes to become spent if you were 15, 16 or 17 when found guilty
Detention and training order of 6 months or less	1 year after order ends	3.5 years
Detention and training order of more than 6 months	1 year after order ends	5 years

Sentence	Time it takes to become spent
Probation, supervision, conditional discharge and bind-over	1 year or until the order ends (whichever is longer)
Attendance centre order	1 year after the order ends
Referral order	Once the order ends

If you want to know more about the Rehabilitation of Offenders Act, you can call the Helpline on 020 7840 6464. Ex-offenders, their families and friends can call free on 0800 0181 259. A detailed leaflet on the Act is also available from Nacro publications. For information about this and the Helpline's other resettlement leaflets, contact Nacro publications on 020 7840 6475.

SECTION 10.4

DRUGS & THE LAW

Cannabis is still illegal

On 29th January 2004 Cannabis was reclassified from a class B to a class C drug under the 1971 misuse of drugs act. This means that the drug will stay controlled and possession will remain a criminal offence. However the penalties for possession will be reduced from five years to two years imprisonment.

Maximum penalties for supplying and dealing in Cannabis will remain at 14 years imprisonment. The FRANK campaign has produced literature dealing with this change in the law which can be viewed at <http://www.drugs.gov.uk/ReportsandPublications/Communications/1074080344> or ordered from Prologue 2414680 quoting 34331. This covers legal questions as well as providing some information for companies or young people.

If young people in Manchester up to 19 years are concerned with their cannabis use they can call Eclipse, Manchester's specialist young people's service on 0161 273 6686. Eclipse offers a confidential non judgmental service for young people whose drug use is causing them problems.

Drugs and the law continued

The law relating to drugs is becoming increasingly complex and fast changing. A key piece of law involves the Misuse of Drugs Act 1971.

Anyone who breaks the laws governing drugs risks getting a criminal record that may seriously affect them, for example by limiting job prospects or putting restrictions on travel to other countries. If a police officer has grounds to suspect you are carrying an illegal drug, you can be stopped and searched and may be taken to the station for this to be carried out. There are three main types of offence under The Misuse of Drugs Act 1971.

1. Possession

This includes having the drug on you or with you, or having control over a drug, such as within our home or car and extends to having someone else look after it for you.

2. Intent to Supply

Whether you are in lawful (eg prescribed for you) or unlawful possession of a drug, it is an offence if you give or sell that drug to someone else.

3. Supply

It is an offence to give, sell or share an illegal drug with someone else.

Supply includes:

Intent to supply; If you are caught with more drugs than can be argued are solely for personal use, this is considered intent to supply and therefore leave you open to much stiffer penalties which could include prison sentence. A possible example of this is in nightclubs where people may pool money to buy a large amount of drugs.

Courts take a dim view of those involved in dealing even on a small-scale basis. High level or mid level inevitably face a prison sentence if caught. Smaller, street-level dealers are not immune from prosecution.

A conviction is recorded against you for a number of years. Employers can take prior convictions into account when applying for a job. For other forms of work such as working with young people criminal record checks are necessary parts of the vetting process.

Emigration to some countries in the world is not possible if you have prior drugs convictions. You may be refused entry to certain countries in the European Union and beyond if you have drug convictions on your record.

The Misuse of Drugs Act (1971) separates out drugs into classes which give an indicator of their harm and penalties attached to them. Commonly used illicit drugs are covered by classes A to C whilst other prescribed drugs, most anti-depressants, are covered in class D.

Class A Drugs

Opiates and Opioids such as Methadone liquid, Physeptone (tablets and ampoules containing Methadone), Morphine, Diamorphine and Heroin powder. Slang names include: Smack, Dragon, Horse, Tiger, Powder.

Hallucinogens such as prepared magic mushrooms, LSD (microdot, capsule or other form). Slang names: Magic mushrooms, trippers, acid.

Cocaine and crack cocaine. Slang names include: Snow, Base, Crack, Wash, Rocks, Coke, White.

MDMA – Ecstasy and similar chemical compounds. Slang names include: Doves, E's, Pills.

Maximum Penalties for Class A Drug Offences:

Possession – 7 years imprisonment, a fine or both

Supply – life imprisonment, fines or both

Class B Drugs

Amphetamines (unless prepared for injection in which case it is a class A drug).

Slang names include: Uppers, Sweets, Whizz

Maximum Penalties for Class B Drug Offences:

Possession – 5 years imprisonment or a fine or both

Supply – 14 years imprisonment, a fine or both

Class C Drugs

This class involves a whole range of substances, mainly pharmaceutical preparations. Many of these are in the Benzodiazepine group of sedatives (eg Temazepam) and anti-depressants. The better known drugs include the following: Librium, Distalgesic, Valium, Ativan, Mogadon, Phentermine, Halcion, Ritalin.

Maximum Penalties for Class C Drug Offences:

Possession – 2 years imprisonment, a fine or both (unless you can prove that they are on prescription)

Supply – 5 years imprisonment, a fine or both

Cannabis

On 29th January 2004 Cannabis was reclassified from a Class B to a Class C drug. For further information on Cannabis please visit the Cannabis section above. Slang names for cannabis include: Grass, Hash, Pot, Hemp, Draw, Skunk.

SECTION 11

DISABLED PEOPLE

HELP WITH FINDING WORK

You can get help to gain new skills, find a job or stay in work from a range of organisations, including Jobcentres, Connexions services and voluntary organisations.

Connexions Centres

Your Connexions Personal Adviser can advise on job opportunities, training, personal development opportunities and activities and voluntary work. They can also advise on any benefits that you may be eligible for. Phone your local centre for an appointment.

Jobcentre Plus Offices and Jobcentres

Jobcentre Plus is responsible for the national network of Jobcentres. These give skilled advice at every stage of your search for a job and make sure you know which benefits or allowances you're entitled to claim. They can also support you if you're concerned about the impact of your disability on your existing job.

Your local Jobcentre Plus office or Jobcentre can help and advise you regardless of your situation – even if you don't have any work experience or if you haven't worked for a long time.

Booklet and 'We can help' DVD from Jobcentre Plus

You, or someone you know, may benefit from a 70 page booklet and/or DVD about Jobcentre Plus disability services. Both contain information about the advice and practical support that can be offered to you, using 'real life' examples of people who have benefited from Jobcentre Plus disability services.

The booklet and DVD are available in various community languages plus British Sign Language (DVD) and Braille and audio tape (booklet).

Visit or contact your local Jobcentre Plus or Jobcentre office to get hold of your free copy.

Disability Employment Advisers

You and your Jobcentre Plus adviser may decide that further specialist advice and help would be a good idea. They can then arrange for you to have an interview with a Disability Employment Adviser (DEA).

Advisers for people receiving Incapacity Benefit

Most Jobcentre Plus offices and Jobcentres have a Special Incapacity Benefit Personal Adviser (SIBPA) who can give advice and support for people claiming Incapacity Benefit but not other disability benefits – such as Disability Living Allowance.

'Pathways to Work' is a programme that has been developed to provide greater support to help people claiming Incapacity Benefit back into work. It is a programme that is currently available on in some areas of the UK. Incapacity Benefit Personal Advisers (IBPA) are part of the 'Pathways to Work' programme and are also responsible for giving specialist advice and support to people.

Work schemes and programmes

If you have a disability that affects the kind of work you can do, you will be eligible to join some of the many programmes open to people who have been unemployed for some time, without having to wait for the qualifying period.

Working and receiving disability and sickness benefits

Disability Living Allowance

Disability Living Allowance is a benefit that can be paid whether you are in or out of work or training, providing you have a level of care or mobility needs which meets the entitlement conditions. If you receive Disability Living Allowance and are about to start or return to work, your Disability Living Allowance will remain the same as long as your care and/or your mobility needs have not changed.

However, if you are starting or returning to work or training because your care and/or mobility needs have changed and you have not already reported this change to the Department for Work and Pensions, then you must report it so that your benefit award can be reviewed and, if necessary, a new decision made. This could result in either an increase or decrease in the amount of Disability Living Allowance you are entitled to.

Incapacity Benefit – ‘Permitted Work’

If you receive Incapacity Benefit you may be able to do some types of work – within limits. This is called Permitted Work. But if you get Incapacity Benefit and a wage, this could affect income-related benefits you receive, like Income Support, Housing Benefit or Council Tax Benefit.

The Learning and Skills Council

Gaining new skills or improving the skills you already have may improve your job prospects. The Learning and Skills Council can tell you what training is on offer from various training providers.

Careers advice for disabled people aged 16-25

Connexions Personal Advisers at your local Connexions Centre brings together a full range of information and advice for young people, including learning, careers and work.

Connexions can offer you careers advice through a network of personal advisers linking in with specialist support services.

FINANCIAL SUPPORT IF I'M A DISABLED STUDENT

Disabled Students' Allowances

If you have a disability and are studying or plan to study a Higher Education course (for example BSc, BA, DipHE, HND, HNC), you may be entitled to a Disabled Students' Allowance (DSA) from your Local Authority (LA). The allowance is payable to students who may have disability-related costs whilst studying. It is available to both full and part-time students, and for undergraduate and postgraduate study, and is not means tested. You can apply for the DSA any time before starting your course, or at any point during your course.

The allowance can help you get equipment or personal help to assist you with your studies. There are three areas to the grant:

- Special Equipment Allowance: a one-off payment for large items such as personal computers, cassette recorders etc
- Non-medical Helpers Allowance: an annual allowance to cover costs of practical help including signers, readers, note takers, and personal assistants
- General Allowance: an annual allowance for small items and consumables, which can also be used to supplement the other allowances

In addition to the three areas above, reasonable travel costs will also be covered if any extras are incurred because of your disability. For further information look at the links provided or contact your LA.

The Department for Children, Schools and Families (DCSF) produces a useful guide to the DSA called 'Bridging the Gap'. It is available online via the link above, or by calling 0800 731 9133.

Skill produces a number of information booklets, including one on 'Applying for Disabled Students' Allowances'. This is available online via the link above, or by calling 0800 328 5050.

Who can help

Visit The Department for Children, Schools and Families (DCSF) website at <http://ema.direct.gov.uk/ema.html> or call 0800 731 9133. They will have details of any financial assistance you may be entitled to.

Skill, the National Bureau for Disabled Students will be able to offer you all the information you may need on any issue affecting you. Visit their site at www.skill.org.uk or call 0800 328 5050.

After16 is a website for people with a wide range of abilities and disabilities. It's full of information and advice about money www.after16.org.uk/pages/money.html

For more help and advice if you are hearing impaired, try the RNID (Royal National Institute for the Deaf) website and NDCS (National Deaf Children's Society) website.

To contact your Local Authority (LA) visit

www.dfes.gov.uk/studentssupport/students/lea_lea_contact_det.shtml

You can also have a look in the Yellow Pages or visit their website www.yell.com

You can speak to a Personal Adviser at your local Connexions Centre. To find your local centre click on the Local Services icon in the footer of the homepage or check out your local phone book.

You can also contact a Connexions Direct Adviser by phone on 080 800 13 2 19, by text on 07766 4 13 2 19, by textphone 08000 968336, by adviser online or by email.

Advisers are here between 8am and 2am. .