



# Coordinator's Pack

# Introduction

## Background

The J9 Domestic Abuse Initiative is named in memory of Janine Mundy, who was killed by her estranged husband while he was on police bail. The initiative was started by her family and the local police in Cambourne, Cornwall, where she lived and aims to raise awareness of domestic abuse and assist victims to seek the help they so desperately need. In Essex, the initiative was started by Epping Forest District Council. It expanded to Harlow and Uttlesford soon afterwards. Training is now available across the county and a list of Community Safety Partnerships delivering J9 training is available under Further Information and Resources below.

## Training

The training sessions provided by Safer Places are intended to raise awareness and increase knowledge and understanding of domestic abuse for staff in public and voluntary sector organisations. In the course of their work, these staff may come into contact with someone they suspect is a victim of domestic abuse, or a client may reveal that they are suffering abuse. The training aims to ensure that staff are equipped to respond appropriately and effectively.

## Information Pack

There is an information pack which compliments the J9 training session. Information in this pack is intended to be used to 'signpost' victims of domestic abuse to the support services they need. The leaflets can be photocopied and copies can also be downloaded from:

[www.eppingforestdc.gov.uk/J9](http://www.eppingforestdc.gov.uk/J9)

This information pack contains a J9 logo. All organisations which have staff, who have attended a J9 training session, are asked to display the logo in their premises so that victims know where they can obtain information which will help them to access the support they need. For visiting staff there are lanyards and badges available.

The website, supporting literature and the central mailing list of people who have been through the training are currently maintained by Epping Forest Community Safety Partnership.

## J9 Network News

The J9 Network is for staff from public and voluntary sector organisations in Essex whose work may bring them into contact with victims of domestic abuse. The purpose of the Network is to provide an opportunity to share information and stay up-to-date on domestic abuse issues. A newsletter is produced quarterly which gives information on the development of the J9 initiative and other useful information and contacts.

Contact – Caroline Wiggins on 01992 564608 or via email at [safercommunities@eppingforestdc.gov.uk](mailto:safercommunities@eppingforestdc.gov.uk)

## Safer Places

Safer Places is an independent charity which provides a comprehensive range of services to adults and children affected by domestic and sexual abuse who live in Essex, east Hertfordshire and Southend.

Domestic abuse and social isolation rob people of their confidence, self esteem and their hope for the future. Safer Places comprehensively work with the survivors of domestic abuse, to help them recover, to empower them, to rebuild their lives and to go on and achieve for themselves things they might once have thought of as impossible.

Safer Places provide support to people living in their own homes or in one of our refuges. We also offer legal advice, specialist programmes for people who have experienced Domestic Abuse, counselling, individual and group support, support with accessing housing and benefits and a wide range of activities for adults and young people. They also offer excellent training and employability within a safe and nurturing environment where learners can develop new skills, gain qualifications and get the support and help they need to be able to go on to further education or employment.

Safer Places are the charity which deliver J9 training.

**Address:** Safer Places, PO Box 2489, Harlow, Essex

**Phone:** 03301 025811

**Email:** [info@saferplaces.co.uk](mailto:info@saferplaces.co.uk)

Charity Registration Number 1018832

Company registration number 2789572

## J9 Information Pack

The leaflets in this information pack are intended to be used to 'signpost' victims of domestic abuse to the support services they need. The leaflets can be photocopied and copies can also be downloaded from: [www.eppingforestdc.gov.uk/J9](http://www.eppingforestdc.gov.uk/J9)

Contents of the information pack:

1. What is Domestic Abuse?
2. Common Myths about Domestic Abuse
3. Your Legal Rights
4. Crisis Planning
5. Sanctuary Schemes
6. Housing Options
7. Safer Places
8. Changing Pathways
9. Benefits
10. Impact of Domestic Abuse on Children
11. Teenage Healthy Relationships
12. Staying Safe on the Internet
13. Getting Help and Advice
14. Supporting Friends and Family
15. Crimestoppers
16. Advice for Employers
17. Further Information and Resources
18. Domestic Abuse Victims – Help at Jobcentres
19. Useful Numbers – Quick Reference

The website, supporting literature and the central mailing list of people who have been though the training are currently maintained by Epping Forest Community Safety Partnership.

Contact – Caroline Wiggins on 01992 564608 or via email at [J9@eppingforestdc.gov.uk](mailto:J9@eppingforestdc.gov.uk)

*Please note that the information pack is regularly reviewed and updated therefore please visit [www.eppingforestdc.gov.uk/J9](http://www.eppingforestdc.gov.uk/J9) for the most recent version.*

# Training Procedures

## Before the Course

- 1) Identify the needs for a course.
- 2) Book trainer via Safer Places.
- 3) Book an appropriate venue (note capacity).
- 4) Prepare course promotion (flyer).
- 5) Send out invitations to the course via email.
- 6) Log booking requests on spreadsheet and send confirmation email to delegates to confirm they are booked on.
- 7) Once capacity is reached – notify delegate that the course is full and offer an alternative date or add them to a waiting list.
- 8) Prepare signing in sheet for delegates.
- 9) Order/print J9 materials for delegates – Information packs, lanyards and evaluation forms.
- 10) Nearer the course date – send out course joining instructions including date and time of the course, the venue and parking arrangements (if applicable).
- 11) Arrange visitor badges prior to course if necessary.

## On the day

- 1) Gather course materials and get them to the venue. (Signing in sheet, information packs, lanyards, evaluation forms).
- 2) Other site specific arrangements such as ensuring the room is set up as asked by the trainer, the correct stationery is available and arrange visitors badges if necessary.

## After the course

- 1) Scan and send the signing in sheet to [J9@eppingforestdc.gov.uk](mailto:J9@eppingforestdc.gov.uk) for delegates to be added to the J9 network news mailing list.
- 2) Scan and send the evaluation forms to [J9@eppingforestdc.gov.uk](mailto:J9@eppingforestdc.gov.uk) for Epping Forest District Council to review.
- 3) Create and email attendance certificates to delegates.

## Bookings

Bookings for the J9 training course can be completed using an online bookings system for simplicity or done manually via a Microsoft Excel spreadsheet. When taking bookings for J9 training courses you should ask for the delegates:

- Course details e.g. Trainers name, car registration and email address
- Delegates first name
- Delegates last name
- Name of the delegates organisations
- Delegates role / job title
- Delegates email address
- Date allocated for delegate to attend training
- Date confirmed for delegate to attend training

## Promotional Flyer

To promote the J9 training course you can use a flyer which can be sent out via email and social media to encourage professionals to attend a training session.

The flyer should include:

- Date and time of the training session
- Venue details
- Parking arrangements (if applicable)
- Booking information

## Signing In Sheet

A signing in sheet should be prepared for delegates. This can be done on Microsoft Excel along side the bookings spreadsheet. This should include:

- Delegates name
- Email address
- Space for signature
- Disclaimer stating that if the delegate puts their email address they will be added to the J9 Network news email distribution list and receive quarterly news updates on the J9 project (This is a legal requirement)

Once a training session has been completed the signing in sheet should be scanned to [J9@eppingforestdc.gov.uk](mailto:J9@eppingforestdc.gov.uk) in order for delegates to be added to the J9 Network news distribution list.

## Evaluation Form

All delegates who attend a J9 training session should be asked to complete an evaluation form to see how effective the training has been and how it can be improved for the future.

The evaluation form covers:

- Content of training
- Delivery of training
- Main learning points

After each training session scan and send the evaluation forms to [J9@eppingforestdc.gov.uk](mailto:J9@eppingforestdc.gov.uk) for Epping Forest District Council to review.

## Attendance Certificates

An attendance certificates should be given to all delegates who have attended a J9 training session to recognise their participation.

The attendance certificate should include:

- J9 and any other relevant logos
- Name of attendee
- Date and time of the training course
- Signed by relevant people such as a local Councillor or Community Safety Officer

## J9 Windows Stickers

All organisations which have staff who have attended a J9 training session are asked to display a J9 window sticker in the premises so that victims know where they can obtain information which will help them to access the support they need.

## J9 Lanyards

All organisations which have visiting staff can receive lanyards which are white and have the J9 logo on which helps to raise awareness of the J9 logo.

## J9 Essex Contacts

Area	Contact	Telephone Number	Email Address
Basildon	Katie Wilson Julie Hennessey	01268 208073	<a href="mailto:katie.wilson@basildon.gov.uk">katie.wilson@basildon.gov.uk</a> <a href="mailto:julie.hennessey@basildon.gov.uk">julie.hennessey@basildon.gov.uk</a>
Braintree	Moira Groborz	01376 552525	<a href="mailto:moira.groborz@braintree.gov.uk">moira.groborz@braintree.gov.uk</a>
Castle Point	Helen Collins	01268 882461	<a href="mailto:hcollins@castlepoint.gov.uk">hcollins@castlepoint.gov.uk</a>
Chelmsford	Karen Buttress	01245 606233	<a href="mailto:karen.buttress@chelmsford.gov.uk">karen.buttress@chelmsford.gov.uk</a>
Epping Forest	Caroline Wiggins	01992 564608	<a href="mailto:J9@eppingforestdc.gov.uk">J9@eppingforestdc.gov.uk</a> <a href="mailto:saferecommunities@eppingforestdc.gov.uk">saferecommunities@eppingforestdc.gov.uk</a>
Harlow	Lisa Whiting Karen Vigor	01279 446371 01279 446362	<a href="mailto:lisa.whiting@harlow.gov.uk">lisa.whiting@harlow.gov.uk</a> <a href="mailto:karen.vigor@harlow.gov.uk">karen.vigor@harlow.gov.uk</a>
Rochford	Graham Browne	01702 318103	<a href="mailto:graham.browne@rochford.gov.uk">graham.browne@rochford.gov.uk</a>
Tendring	Leanne Thornton	01255 686353	<a href="mailto:lthornton@tendringdc.gov.uk">lthornton@tendringdc.gov.uk</a>
Uttlesford	John Starr	01799 510559	<a href="mailto:jstarr@uttlesford.gov.uk">jstarr@uttlesford.gov.uk</a>

## National contacts

### National Centre for Domestic Violence

T: 0800 970 2070 or 0207 186 8270

### National Stalking Helpline

T: 0808 802 0300

### National Crime Stoppers

T: 0800 555 111