



Training 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 in this handout pack.

Training

The training sessions 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.

Following attendance at a J9 training session, attendees will be given a J9 window sticker and organisations 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. All attendees will be provided with a J9 lanyard or pin badge.

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 information packs can be downloaded from:

www.setdab.org/j9-initiative

The information packs, and training waiting lists are maintained by Epping Forest District Council Community Safety Partnership: Contact – Carly Stratton via email at J9@eppingforestdc.gov.uk

SETDAB Newsletter

The SETDAB website and central mailing list of people who have been through the training is maintained by Southend, Essex and Thurrock Domestic Abuse Partnership. Following training, attendees will be sent an email to opt in to receive the monthly newsletters.



Training Providers

J9 training sessions are carried out by 2 providers:

Safer Places – An independent charity which provides a comprehensive range of services to adults and children affected by domestic and sexual abuse.

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 and to empower them to rebuild their lives and go on to achieve for themselves, things they might once have thought impossible.

Safer Places provide support to people living in their own homes or in one of their refuges. They 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.

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

Tel: 03301 025811

Email: info@saferplaces.co.uk

Joanne Majauskis – Independent Trainer

Jo Majauskis has been working in the Domestic Violence Sector for nearly 15 years. Before becoming an Independent Trainer and Consultant, Jo was the Director of Practice and Development at Safer Places, a Domestic Abuse Support Service. She is also an Associate Lecturer for the National Centre for the Study and Prevention of Violence and Abuse (NCSPVA) at the University of Worcester. Jo completed her Masters in Dynamics of Domestic Violence with Distinction in 2015. Jo is a qualified Independent Sexual Violence Advocate (ISVA) and an Independent Stalking Advocacy Caseworker (ISAC).



Training Procedures

Before the training session:

- Identify the needs for a course
- Book trainer
- Book an appropriate venue (note capacity)
- Prepare course promotion
- Send out email invitation to potential attendees
- Log booking requests on spreadsheet and send confirmation email to delegates to confirm they are booked in, include time, date venue and parking arrangements.
- Prepare signing in sheet
- Order J9 materials for attendees via email: j9@eppingforestdc.gov.uk
- Arrange visitor badges prior to the course if necessary

On the day:

- Gather the course materials (signing in sheet, evaluation sheets, lanyards/pin badges, window stickers)
- Other site-specific arrangements such as ensuring the room is set up as asked by the trainer, the correct stationary is available and arrange visitor badges if necessary
- Ensure lanyards/pin badges, window stickers and information of how to download the Information pack is given to attendees.

After the course:

- Scan the signing in sheet to J9@eppingforestdc.gov.uk so attendees can be invited to opt in to receive the SETDAB newsletter
- Scan the evaluation forms to J9@eppingforestdc.gov.uk
- Create and email attendance certificates to attendees



Bookings

Bookings can be recorded on an excel spreadsheet. When taking bookings for a J9 training session you should request the following information:

- Attendees first name and surname
- Name of organisation
- Job role/title
- Attendees email address



Bookings
Spreadsheet

Promotional Flyer

To promote the training course you can use the 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 venue of the training session
- Venue details
- Parking arrangements
- Booking information



J9 Training Flyer



Signing in Sheet

A signing in sheet should be prepared for attendees. This should include:

- Attendees name
- Email address
- Space for signature
- Consent to be contacted to sign up to SETDAB Newsletter (this is a legal requirement)



J9 Training
Attendance Sheet

Once a training session has taken place the sign in sheet should be scanned and emailed to J9@eppingforestdc.gov.uk

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 has taken place the evaluation forms should be scanned and emailed to J9@eppingforestdc.gov.uk



J9 Training
Evaluation Sheet



J9 Window Stickers

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

J9 Lanyards/Pin Badges

All attendees will be issued with a J9 lanyard or pin badge, wearing these will help to raise awareness of the J9 logo.

J9 Information Pack

The information pack give further information about domestic abuse and specialist services that are available to help signpost victims of domestic abuse to the help they need. The information pack can be found on the SETDAB website www.setdab.org/j9-initiative

Contents of the information pack:

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

Please note that the information pack is regularly reviewed and updated, therefore please visit www.setdab.org/j9-initiative for the most recent version.



Essex Community Safety Partnership details

CSP	CSP LEADS	CONTACT DETAILS
Basildon	Paula Mason	J9 - Katie Wilson/Julie Hennessey Katie.wilson@basildon.gov.uk Julie.hennessey@basildon.gov.uk
Braintree	Tracey Parry	Tracey.parry@braintree.gov.uk J9 Moira Groborz moira.groborz@braintree.gov.uk
Brentwood	Dan Cannon	daniel.cannon@brentwood.gov.uk
Castlepoint	Helen Collins	hcollins@castlepoint.gov.uk
Chelmsford	Spencer Clarke	J9 - Karen Buttress communitysafety@chelmsford.gov.uk
Colchester	Mel Rundle	Melanie.rundle@colchester.gov.uk
Epping Forest	Caroline Wiggins	cwiggins@eppingforestdc.gov.uk J9 – Carly Stratton J9@eppingforestdc.gov.uk
Harlow	Marysia Rudgley	J9 - Lisa Whiting lwhiting@harlow.gov.uk
Maldon	Spencer Clarke	Spencer.clarke@maldon.gov.uk
Rochford	Andy Parkman	andy.parkman@rochford.gov.uk
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Tendring	Leanne Thornton	lthornton@tendringdc.gov.uk
Thurrock	Michelle Cunningham	micunningham@thurrock.gov.uk
Uttlesford	Fiona Gardiner	J9 - Fleur Brookes fbrookes@uttlesford.gov.uk