

F9FE 04 (GK201) Provide Safe, Emergency Accommodation for Victims/Survivors of Domestic and/or Sexual Abuse/Violence

Elements of competence

GK201.1 Identify victims/survivors requiring emergency accommodation

GK201.2 Support victims/survivors in accessing emergency accommodation

About this Unit

This Unit is about responding immediately to victims of domestic and/or sexual abuse/violence needing safe accommodation urgently. This involves making a rapid assessment of the victim's circumstances and where emergency accommodation is required, arranging this and providing the appropriate support to the victim to enable them to access the accommodation.

It is recognised that abuse can occur without physical violence, yet can be equally damaging to those affected. Throughout this standard, where the term 'abuse' is used it is taken to include instances also involving physical violence.

Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit — please see details overleaf.

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Specific Evidence Requirements for this Unit
Simulation:
Simulation is not permitted for this Unit.
The following forms of evidence ARE mandatory:
<p>Direct Observation: Your assessor or expert witness must observe you in real work activities which provide a significant amount of the Performance Criteria for example when undertaking the initial assessment of the situation explaining the nature of the emergency accommodation assessing the health of all involved and any need for intervention and what can be offered. This observation may be undertaken by a manager of supervisor.</p> <p>Reflective Account/professional discussion: These will be a description of your practice in particular situations based on working practices. How you set up the emergency placement identifying which housing would be best suited to their needs provide clear information regarding the role of the accommodation and support they will receive once there. How the accommodation will also offer a support in terms of accessing future housing, benefits and counselling if required. You should include in your account legislation, policies and procedures affecting your work practice.</p>
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<p>Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.</p> <p>Expert Witness: A designated expert witness may provide direct observation of practice, questioning, undertaking a professional discussion or providing feedback on a reflective account.</p> <p>Working with victims survivors and witnesses can pose a number of challenges for Direct Observation of practice by assessors not based in the workplace and it is vital that expert witnesses are identified at the planning stage as they will be required to work closely with your assessor in the evidence gathering process.</p> <p>Witness testimony: Can be a confirmation or authentication of the activities described in your evidence that your assessor has not seen. A work colleague or another key person could provide this. It is NOT appropriate to use witness testimony from any member of their family or circle of friends.</p> <p>Products: These can be referral or initial assessments records, records of any meetings, agency approved forms and records. Any risk assessments you undertake and if appropriate referring to case files although copies of any service user or agency files should not be in the portfolio. Where products have not been developed or compiled by the candidate you need to provide an explanation of the contribution you made to them or your reasoning for offering them to the service user(s), eg brochures and application forms.</p> <p>Due to the nature of this Unit considerable care should be given to the inclusion of any anonymised records in your portfolio. They should remain where they are normally stored and checked for their authenticity by your assessor as well as occasionally by your Verifier. Where records are included great care should be taken to ensure they are anonymised to ensure confidentiality.</p>

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General guidance

- ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods (including potential products) and the tasks you will be undertaking to demonstrate your competence.
- ◆ Candidates must comply with local Child Protection or Adult protection Guidelines in relation to reporting procedures at all times.
- ◆ Evidence must be provided for ALL of the Performance Criteria, ALL of the knowledge and parts of the scope that are relevant to your job.
- ◆ Candidates and assessors should ensure that knowledge evidence should be integrated into the reflective accounts, direct observations and if appropriate in professional discussions. Care should be taken to avoid assessment of knowledge through set or banks of questions as they generally do not reflect real work practice.
- ◆ The evidence must reflect the policies and procedures of your workplace and be linked to the current legislation, values and principles of best practice within the Community Justice Sector and in particular those staff working with victims, survivors and witnesses.
- ◆ ALL evidence must relate to your own work practice.

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Knowledge Specification for the Unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
Legislative, regulatory and organisational requirements	
1 Legal and organisational requirements which relate to the provision of safe, emergency accommodation for victims of domestic and/or sexual abuse, and their impact for your area of operations.	
2 Legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations.	
3 Your organisation's policy and procedures regarding confidentiality of information and the disclosure of information to third parties, and the specific circumstances under which disclosure may be made.	
4 The role of your organisation and its services relating to tackling domestic and/or sexual abuse, including the provision of accommodation and support to victims.	
5 Case registration and management procedures used by your organisation and your responsibilities within these.	
6 The limits of your authority and responsibility, and the actions to take if these are exceeded.	
Key, general requirements in addressing domestic/sexual abuse/violence	
7 What constitutes domestic and/or sexual abuse/violence, and its prevalence in the community.	
8 Signs of abuse and the methods used by abusers to gain power and control.	
9 The impact upon all of those affected by domestic and/or sexual abuse, including victims and children.	
10 How children may be used by abusers as part of their abuse.	
11 Typical types of information and areas of support sought by those affected by domestic and/or sexual abuse, and the sources of information available to them.	
12 The role of the principal external support agencies, and multi-agency arrangements towards providing safe, emergency accommodation and support for victims in your area.	

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You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
Requirements particular to providing safe, emergency accommodation	
13 The different types and providers of safe, emergency accommodation that are available and the forms of support which they offer to victims, and how to access these.	
14 The benefits and drawbacks of the different types of accommodation for victims with different needs and issues.	
15 The factors that need to be taken into account assessing whether a victim requires emergency accommodation and when arranging safe accommodation for victims, including children and young people.	
16 The rights which victims have in relation to where they may be housed and accommodated, and the duties of local authorities to house and support different groups of individuals.	
17 The benefits which are available to certain groups of individuals to assist them with housing and accommodation, including funding initiatives relevant to providing accommodation support, and how to access these.	
18 The importance of evaluating safe accommodation that is provided for victims and your role in this process.	
19 Key factors affecting the behaviour of individuals, including their physical, social, psychological and emotional development.	
20 Factors impacting upon the vulnerability of victims/survivors of domestic and/or sexual abuse.	
21 The reasons why some victims may feel loyalty to their abusers.	
22 Circumstances where victims are considered to be at a very high risk, requiring particular support and associated accommodation, and how to progress such support.	
Requirements relating to communicating with victims/survivors	
23 The importance of building trust and empathy with victims and the methods for achieving this.	
24 Different styles and forms of communication that may be appropriate when talking to victims and the importance of non-verbal communication, such as body language, and how different cultures use and interpret body language in different ways.	
25 Possible barriers to communication, their causes, and ways to overcome them, including the feelings and reactions which victims may have that hinder their ability to disclose abuse.	
26 The importance of being aware of your own values and beliefs, and their impact upon your ability to challenge discriminatory or potentially damaging attitudes and behaviour.	

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GK201.1 Identify victims/survivors requiring emergency accommodation

Performance Criteria		DO	RA	EW	Q	P	WT
1	Gather relevant information necessary to establishing the immediate risk to the victim, including their personal details, immediate circumstances, their health and wellbeing, and whether any dependents are involved.						
2	Assess whether the victim is under immediate threat of harm.						
3	Explain clearly to the victim the nature of emergency accommodation, how it works and the nature of any restrictions that apply to those within it, and the length of stay available.						
4	Explain, where relevant, any charges associated with the emergency accommodation and the nature of any assistance that may be available to the victim to assist in meeting such charges.						
5	Identify any obstacles for the victim in accessing emergency accommodation.						
6	Establish whether emergency accommodation is a suitable option for the victim.						
7	Provide the victim with relevant information to allow them to make an informed choice regarding the option(s) available, ensuring that these address their immediate needs and are feasible.						
8	Determine correctly the number of dependents, if any, requiring safe, emergency accommodation.						
9	Communicate in a manner, and at a pace, appropriate to the victim.						
10	Treat the victim with dignity and respect, and avoid being judgemental.						

DO = Direct Observation
EW = Expert Witness

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

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GK201.2 Support victims/survivors in accessing emergency accommodation

Performance Criteria		DO	RA	EW	Q	P	WT
1	Identify correctly the availability of safe, emergency accommodation.						
2	Make prompt contact, where relevant, with the necessary agency to provide the accommodation required.						
3	Identify the support required by the victim, and any dependants, to access the accommodation and make the necessary arrangements, in line with your organisation's procedures.						
4	Ensure that the victim understands the arrangements and agrees with the way forward.						
5	Provide victims with clear and accurate information about whom to contact about further support and assistance.						
6	Maintain accurate and up to date records.						
7	Keep all relevant parties informed of progress, whilst maintaining confidentiality in line with statutory and organisational requirements.						

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To be completed by the candidate

I submit this as a complete Unit

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I certify that sufficient evidence has been produced to meet all the Elements, PCs and Knowledge of this Unit.

Assessor's name:

Assessor's signature:

Date:

Assessor/internal verifier feedback

To be completed by the internal verifier if applicable.

This section only needs to be completed if the Unit is sampled by the internal verifier.

Internal verifier's name:

Internal verifier's signature:

Date: