

# Sponsor Handbook

Homes for Ukraine

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### Introduction

LRIT have worked with a range of partners to assist refugees access language provision, health advocacy, education, training, work placements, benefits, local orientation and various other services essential for effective integration. Our aim is to assist people in becoming independent, capable of contributing to their communities and enabling them to reach their potential.

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### What is a Refugee?

A refugee is defined by the Geneva Convention as 'someone who is unable or unwilling to return to their country of origin due to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion'. The application process for official 'refugee status' however can be complicated and lengthy, so the UK government has opted for a Visa route to try and speed up the process for Ukrainians.

### **Legal Status and Immigration**

The scheme 'Homes for Ukraine' is the Government's programme to help Ukrainian individuals and family members arrive safely and adapt to life in the United Kingdom. The scheme aims to provide a safe space for at least six months and can be extended up to a maximum of 18 months or three years depending on the date the guest applied for a visa. The Visa is valid for 36 months (for applications submitted before 3pm on 19 February 2024) and for 18 months (for applications submitted after 3m on 19 February 2024). Guests arriving under this scheme will be able to:

- Live and work in the UK for the length of their visa.
- Access healthcare, benefits, employment support, education, and ESOL as well as other support including service referrals (mental health services/adult social care/children's services).
- Obtain an interim payment of £350 per guest for subsistence costs.

When your guest arrives in the UK on the Homes for Ukraine scheme they will need to show the letter that gives them permission to travel to the UK, or their visa, to the

Border Force officers. A Border Force officer may need to ask some questions and make further checks when they first arrive.

### If they already have a visa

If they already had a visa, Border Force officers will stamp this to confirm they arrived.

### If they used the 'UK Immigration: ID Check' app

If they used the 'UK Immigration: ID Check' app to apply, they passport won't be stamped, the Border Force officers can check their status digitally.

### If they have a letter with permission to enter the UK

Border Force officers will stamp their passport with a 6-month entry stamp.

### **Sponsor Responsibilities**

There are some responsibilities that will be expected of you as a sponsor. Some of these will be optional or desirable, but others will be a requirement.

#### Pre-arrival

- You must respect the privacy of your guests throughout the duration of the sponsorship.
- You should inform Lancashire Refugee Integration Team (LRIT) with the arrival date of any guests, either present or expected, as soon as possible. You can contact us at <a href="mailto:homesforukraine@lancashire.gov.uk">homesforukraine@lancashire.gov.uk</a>.
- To ensure a safe and suitable environment for people arriving from Ukraine, Ministry of Housing, Communities and Local Government and the Home Office are carrying out checks, in conjunction with local authorities (background and in-person) on Sponsors, their family and the accommodation that they will provide. You will need to engage with these checks. At least one in-person visit will be conducted shortly after a guest has arrived to assess accommodation suitability and check the welfare of guest(s).
- You must not charge for rent or other items such as furniture bought for your guests to use. You may ask guests to pay a reasonable and proportionate contribution (according to use) for water, gas and electricity consumed or supplied to the accommodation or to any shared facilities.
- You will need to trust the guest(s) with access to and from the property, including in your absence

#### Arrival

 Support your guests by signposting them to public services and assist them with tasks such as registering with a local GP surgery/dentist.

- People may have difficulties accessing services for a variety of reasons, so
  whilst it's not an obligation, it is expected that a sponsor is able to offer some
  form of assistance in such matters. This could be helping someone to register
  with a GP, complete their Universal Credit application or local orientation, such
  as navigating public transport to get to local amenities.
- People may experience a delay in their benefits and may be reliant on support
  with food and other essentials. It is advised that you offer some assistance in
  such circumstances. This could be practical or signposting, such as informing
  a client how to make a referral to a foodbank.
- People may need help in applying for a school place, accessing English Language provision or any other type of access to training and employment.
   Whist not a requirement, it would be desirable for any sponsor to help any guest(s) with these needs, be that through practical support or signposting.
- It would be advantageous for any sponsor to do some basic Safeguarding Training. The guests may have experienced trauma and as such may be exhibiting certain symptoms of a range of mental health conditions, such as Depression or PTSD. People will also be vulnerable to exploitation or Modern Slavery.

#### Post-arrival

Once your guests have arrived in the UK, here are some of the first practical things they should do:



### 1. Notify Homes for Ukraine Team of their arrival

We can be contacted on <a href="mailto:HomesforUkraine@lancashire.gov.uk">HomesforUkraine@lancashire.gov.uk</a> or 0300 123 6718. We can communicate in English or Ukrainian depending on your preferences.

#### 2. Apply for a Welcome Payment

Lancashire County Council will issue all Guests with a £350 payment to assist them whilst they apply for Universal Credit or start working. To apply they must complete the <a href="form">form</a> on our website and this can then be cashed at a local post office.





#### 3. Obtain a working UK SIM for mobile phones

It can be quite difficult for Ukrainians to communicate with companies and UK based friends or family without a working sim card. There are a few places these can be obtained for free, and more information is available <a href="here.">here.</a>

#### 4. Apply for their eVisa

In some instances, they will receive the entry stamp on arrival. However, it is only valid for the first six months. They will need an eVisa to extend their stay for up to 18 months or 3 years allowed under this scheme.



#### 5. Set up a Bank account



Guests will need a UK bank account in order to receive any wages or benefits being paid. They can apply to any bank to open an account, however below are some banks who are quite easy for non UK nationals to open accounts with

• Santander: internationalteam.retail@santander.co.uk

• Natwest: <u>www.natwest.com/ukraine-refugees.html</u>

• Monzo: <a href="https://monzo.com">https://monzo.com</a>

Revolut: <u>www.revolut.com/open-banking</u>

### 6. Apply for a National Insurance Number



National Insurance numbers are required for starting work or claiming benefits in the UK. To apply please visit <a href="www.gov.uk/apply-national-insurance-number">www.gov.uk/apply-national-insurance-number</a>

#### 7. Apply for social security benefits

Ukrainians arriving on the Homes for Ukraine scheme are entitled to claim Universal Credit from their arrival. The below details can be used for a source of guidance.



- https://www.gov.uk/universal-credit/how-to-claim
- Universal Credit Helpline: 0800 328 5644
- Citizens Advice Help to Claim: <u>www.citizensadvice.org.uk/aboutus/contact-us/help-to-claim</u>
- Benefits Information: www.gov.uk/browse/benefits

If you experience delays in receiving benefits and require further support with food and other essentials, we have listed at the end of the handbook food banks (Annex A) and support that you can access.

For more information, please refer to Section **Benefits**.



#### 8. Register with a GP



Understanding the UK health system can be a challenge for any non-UK national. We have lots of information to assist with this on our website.

We have also included more information on how to navigate the UK health system in the Health section of this handbook.

The first step is to register with a GP. Information on how to find and register with a GP can be found <a href="https://example.com/here.">here.</a>
It is also important that any new or expectant mothers tell their GP about this ASAP to be linked with local maternity services.

People may be entitled to exemptions from prescription charges and a range of other costs. You can find details on the eligibility criteria <a href="here.">here.</a>

#### 9. Find a Dentist

Finding an NHS dentist in the UK can prove to be difficult, however you can search for these <u>here</u>.



In an emergency, the emergency dentist can be contacted on 0300 123 4010.

### 10. Enroll in English for Speakers of Other Languages (ESOL) classes



ESOL classes are there to help non-native English speakers improve their English which will help them communicate in the UK. Information, including online resources can be found on our website here.

If you would like any help finding a local ESOL provider, please contact us on homesforukraine@lancashire.gov.uk.

Please refer to Annex B - Formal ESOL Providers

#### 11. Register children with local schools

Children in Ukraine don't start school until ages 6-7, however in the UK all children over the age of 4 must be in full time education. To find a school place please speak to your local <a href="Pupil Access Team">Pupil Access Team</a> who will manage your application. Please see **Education** section.



## 12. Apply for Free School Meals, Assistance with Transport, Help with Uniform Costs

Some parents may be entitled to receive help including <u>Free School Meals</u>, <u>Assistance with Transport</u> or <u>Help with Uniform Costs</u>.

There are eligibility criteria that the parent must meet and more information can be found in the links above.



### 13. Find Your Local Community Hub



Community Hubs are a great way to connect with other Ukrainians and Hosts in your local area. For the most up to date information on your local hub, please contact us on 0300 123 6718 or <a href="mailto:homesforukraine@lancashire.gov.uk">homesforukraine@lancashire.gov.uk</a>.

### 14. Finding Employment

We understand that finding employment in a new country can be difficult and daunting. Luckily there are lots of resources available to help. Details of these can be found on our website. Please see **Employment** section.



If you want to talk to somebody about their own experiences, most of the team have arrived on the Homes for Ukraine scheme themselves and would be happy to share their hints and tips for job searching. We can also signpost to our specialist team who can assist with writing a CV and interview techniques.

#### 15. Arranging a Welfare Visit



A Welfare Visit will be completed by ourselves after the quest's arrival.

We will want to speak with both the sponsor and guest to see how you are all getting on with the arrangement. We will also provide you with some useful information about the scheme and answer any questions you may have.

#### 16. Keep in Contact

The team are here to support both Sponsors and Guests during this period, and we will be in regular contact with both. If you ever want to talk to us or ask any questions, don't wait for our call, contact us directly on 0300 123 6718 or homesforukraine@lancashire.gov.uk



#### **Additional Support Advice: Clothing and Food Banks**

People may need support in accessing clothes and other essential items. Please refer to **Annex A** for a list of organisations in your area that may be able to offer some support.

### Immigration information: next steps after arriving in the UK

### Information about Biometric Residence Permits (BRP)



A BRP is a credit-card sized photocard issued by the Home Office, which includes your:

- name, date and place of birth
- biometrics, including a photograph of your face
- immigration status and any conditions of your stay, including whether you can access public funds, for example benefits

Find more information about BRPs on GOV.UK.

#### How to evidence your immigration status in the UK using your BRP

When you have collected your BRP, you can use it:

- for identification purposes
- as evidence of a right to study in the UK
- to allow you to use Home Office online services on GOV.UK to prove your right to rent property in England to a landlord and right to work in the UK to an employer, by generating a 'share code' which gives them time limited access to relevant data
- as evidence of a right to public services or benefits you are entitled to

You are advised not to travel outside the UK until you have received your BRP, or you may have problems returning to the UK. You should always carry your current BRP when travelling internationally, as you will need to show this to the carrier you are travelling with and may be asked to present it at the UK border.

1. If you applied to the Homes for Ukraine scheme, did not attend an inperson Visa Application Centre and you received a permission to travel letter

You have a six-month entry stamp in your passport. This provides proof of your UK immigration status to ensure you can access the benefits and services you are entitled to during that period.

**Important:** you must apply to extend your stay within six months of the date you entered the UK, to continue to live and work in the UK.

During the six-month period, you will need to apply to extend your stay (up to three years in total). The steps you will need to take are as follows.

- Apply on GOV.UK. You do not need to apply as soon as you have arrived in the
  UK unless you intend to travel internationally, but you must apply within six
  months of the date you entered the UK.
- As part of the application, you will book an appointment at a UK Visa and Citizenship Application Services office to provide your biometrics (photograph and fingerprints) and you must take your Ukrainian international passport to that appointment.
- Following your appointment, your application will be considered, and you will be informed of the decision and if successful, you will be issued with evidence of your extended immigration status in the form of a Biometric Residence Permit (BRP)

# 2. If you applied to the Homes for Ukraine scheme from outside of the UK and attended a Visa Application Centre

When you provided your biometric information at a Visa Application Centre (VAC) outside of the UK, you will have:

- been given a paper document called an entry clearance vignette, attached to your passport or to a Form for Affixing a Visa (FAV), to use when travelling to the UK
- been given a letter outlining the next steps including collection of your Biometric Residence Permit (BRP)
- confirmed the address at which you expected to be living in the UK.

VAC staff will have helped you to select a UK Post Office near the address, where your BRP will be made available for collection. The Post Office address is in the letter you were given at the VAC and also in the email that you were sent when you submitted your application online to the scheme.

**Important:** you should collect your Biometric Residence Permit as soon as possible after arriving in the UK.

Your BRP will be available to collect at the selected Post Office around 10 days after you received the decision on your application under the scheme, and you must take the Home Office grant letter and your passport (if you have one) with your entry clearance vignette, or your FAV (or other document given to you at the border), with you to collect it.

You will not need to attend a UK Visas and Citizenship Application Centre in the UK. Your BRP will be held at the Post Office for 60 days. After 60 days, your BRP will be returned to the Home Office but the Post Office will be able to advise you on next steps to receive your BRP.

3. If you applied to the Homes for Ukraine scheme and provided your biometrics via the 'UK Immigration: ID Check' app

You will have created a UK Visas and Immigration (UKVI) account when you applied using the <u>ID Check app</u>. You will need to use your UKVI account credentials to sign in to the View and Prove service on GOV.UK, where you can <u>access information</u> about your immigration status (your eVisa).

As well as your eVisa, you will be issued with a Biometric Residence Permit (BRP) for use when travelling in and out of the UK. You must allow 28 days from the date of your decision letter before collecting your BRP from the selected Post Office, and you must take the letter and your passport with you to collect it. Your BRP will be held at the Post Office for 60 days. After 60 days, your BRP will be returned to the Home Office but the Post Office will be able to advise you on next steps to receive your BRP. See more information about collecting your BRP from the Post Office.

#### eVisa

All BRPs now expire on or before 31 December 2024. You do not need to tell Home Office if your BRP expires on 31 December 2024 and your permission to stay in the UK has been granted for a longer period.



An eVisa is an online record of your immigration status and the conditions of your permission to enter or stay in the UK which will replace your BRP card.

You can watch a video on what an eVisa is.

 $\underline{https://www.gov.uk/government/publications/online-immigration-status-evisa-help-\underline{video/what-is-an-evisa}}$ 

You will need to create a UKVI account on gov.uk website to be able to access your eVisa.

You can watch a video on how to create a UKVI account and access your eVisa.

https://www.gov.uk/government/publications/online-immigration-status-evisa-help-video/how-to-create-a-ukvi-account-and-access-your-evisa

For more information and guidance please visit eVisas - Lancashire County Council

### **Animal Import Regulations**

Under the Homes for Ukraine scheme, guests will be allowed to bring their pets with them. You can bring your pet dog, cat or ferret without it going into guarantine if it has:

- been vaccinated against rabies and had a blood test 30 days later to confirm the vaccine worked, and waited 3 months after the blood test to travel to the UK
- been microchipped
- a GB pet health certificate

If your pet does not have a GB pet health certificate but does have an EU pet passport, call the Animal and Plant Health Agency on +44 3000 200 301 for advice.

 had tapeworm treatment (dogs only) between 24 hours (one day) and 120 hours (5 days) before travel

If your pet does not meet these requirements or you do not have proof that it does, you must apply for a licence to bring your pet to the UK.

Please advice your guest not to travel to the UK with their pet before they have a licence and they have arranged with the Animal and Plant Health Agency (APHA) when to travel.

Please find the government guidance about bringing a pet to the UK from Ukraine below.

https://www.gov.uk/guidance/bringing-your-pet-to-the-uk-from-ukraine

### **Council Responsibilities**

The responsibilities of your local councils are set out in the online guidance as follows: <u>Homes for Ukraine: guidance for councils - GOV.UK (www.gov.uk)</u>. Of note, your local district council or county council is responsible for:



#### Welcome, safeguarding and settling in

This could include:

- Safeguarding Checks (DBS, Property and Welfare Checks)
- Issuing £350 welcome payment for the guest
- Administering the 'thank you' payments for sponsors of £350/£500
- Service referrals such as adult social care, children services and mental health services
- Ensuring sponsors and guests are aware of the support available to them in the local community and provided by the council.

#### Integration and work

This could include:

- Supporting with searching for work by referring to the job centre or our local ESOL and Careers Team.
- Signposting guests to help available from Department for Work and Pensions and the Department for Transport
- Working to increase employment opportunities through running drop-in sessions and career advice
- Supporting guests to access ESOL training.



- Organising and running community events, to increase interaction with Ukrainians and people in the local area
- Developing networks of Ukrainians to meet other people who may be experiencing similar issues

#### Long-term sustainable housing

This could include:

- Working with guests and hosts as they approach the end of sponsorship arrangements to ensure that guests understand what their move-on accommodation options are.
- Supporting guests to overcome barriers to accessing private renting sector, such as by supporting with deposits, rent advances, rent top ups or furniture.
- Supporting guests to find a new host or 'rematch' where necessary, including ratifying cross-county or self-rematches.
- Supporting Ukrainians who present as homeless.

### Welcome payments for guests

In order to request the welcome payment, you must fill in the online e-form available on the LCC website:

https://my.apps.lancashire.gov.uk/w/webpage/request?form=homes\_for\_ukraine\_sch\_eme\_payment

Once the e-form is received, we will arrange for a QR code to be issued to your guest. This code will allow your guest to collect their payment from a local Post Office.

This usually takes no more than 3 working days / 72 hours.

### **Thank You Payments for sponsors**

To thank sponsors for their support of their Ukrainian guests and to compensate them for any additional costs incurred, LCC will arrange for a payment of £350 per month to be paid into their bank account. This will rise to £500 per month after the guest has lived with a sponsor for 12 months. The payment is made in arrears and pro rata. The sponsor will only receive a payment if the guest has lived in the property for over half the month.

As of 1 October 2024, sponsors/hosts of new arrivals are not eligible to receive thank you payments for hosting a close family member who moves into their home in the UK. This change applies to payment claims taking place from this date, irrespective of visa application dates.

Close family members include:

- a spouse, or civil or unmarried partner;
- a parent;



- a parent-in-law;
- a son or daughter;
- a son- or daughter-in-law;
- a step-son or daughter;
- a sibling;
- a grandparent; or
- the spouse, civil partner or unmarried partner of any of these people.

Those who are already in the UK and move in with a close family member are classified as having left the Homes for Ukraine scheme, rather than a rematch.

The payment is subject to all checks (DBS, Property & Welfare) being completed successfully and the sponsor must engage with all statutory checks carried out by LCC including regular welfare calls with the sponsor and guest.

The payment will be made by your District Council once this is authorised by LCC. To claim the payment, you will need to contact your District Council and provide them with your bank details.

**Please Note:** If you charge your guests rent, you will forfeit your right to these payments. A reasonable contribution to bills is permitted so long as this is agreed upon between sponsor and guest and is affordable.

If you knowingly provide false information in order to claim a Thank You Payment you are not entitled to, this will be reported as fraud and the money will be claimed back.

### **Benefits**

### **Opening a Bank Account**

It is imperative to open a bank account soon after your guest's arrival into the UK. Please note that certain high street banks may request proof of ID in addition to proof of permanent address. Proof of ID (identity) and proof of address are usually provided through different document sets.



Proof of ID is typically provided through:

- A valid international passport, or
- A biometric residence permit, or
- A UK driving license

Proof of address is typically provided through documents such as:

- Bank statement
- Mortgage statement in your name
- Utility bill in your name
- Council tax bill in your name
- A GP or NHS registration letter in a standard format



#### **Access to Benefits**

The UK has a welfare system which is designed to help those who face financial hardship, or who have specific needs. This may include:

- Universal Credit a payment to help with living costs for those of working age and living on a low income. The recipient could be working (including self-employed or part-time) or be out of work. Applications can be completed online. Universal Credit: How to claim GOV.UK (www.gov.uk) For help with Universal Credit claim: contact the Universal Credit Helpline (calls to the Universal Credit helpline are free Telephone: 0800 328 5644) or use the Help to Claim service. See: https://www.gov.uk/universal-credit/what-youll-get for more details.
- Pension Credit extra money to help with your living costs if you are over the age of 66 and on a low income. Use the Government calculator at this link to enter your date of birth and to see whether you qualify for Pension Credit yet agewise (do not confuse it with State Pension). Applying online does not work for Ukrainian visa holders, as this method assumes you have already applied for a State Pension, which is not relevant to you. The State Pension is not the same as Pension Credit. Apply for Pension Credit by phone on 0800 99 1234. See: <a href="https://www.gov.uk/pension-credit">https://www.gov.uk/pension-credit</a>
- Disability benefits and Carer's Allowance extra money to help with additional costs if you have a long term physical or mental health condition or disability. There are different types of disability benefits depending on your age. They are described here: Financial help if you're disabled: Disability and sickness benefits GOV.UK (www.gov.uk). The main ones in England are: Disability Living Allowance (DLA) for children under 16
  Personal Independence Payment (PIP) for people aged 16 to State Pension age
- Attendance Allowance if you have reached State Pension age
   You can also get a benefit known as <u>Carer's Allowance</u> if you are a carer i.e.
   you spend a significant amount of time caring for someone which means you
   yourself are not as free to work full-time. Eligibility for this depends on your
   income.
- Child Benefit extra money to help with the cost of raising a child, provided you, or your partner earn less than around £60000 a year, you are eligible to receive Child Benefit for children aged under 16, or up to 20 if they stay in approved further education or training. You can get this in addition to the money you receive for children if you are on Universal Credit, and you can get this even if you are not on Universal Credit, so make sure you apply for it. A benefits calculator will tell you if you qualify for this. Benefits calculators See: Claim Child Benefit: How to claim GOV.UK (www.gov.uk). You will need a

Social benefits

National Insirance Number as a parent before you can apply. Applications are done by post, and you are asked to send the **originals** of documents such as your child's passport and birth certificate.

- Housing Benefit. If you are eligible for Universal Credit and need to rent your own accommodation, you can already get help with housing costs using your Universal Credit account. You don't apply for Housing Benefit separately. The maximum amount that is paid under Housing Benefit (and these rates also apply for housing costs under Universal Credit) is called the Local Housing Allowance. If you work, the amount you get may be less than this. To find out what the rate is for the area where you intend to rent, enter a postcode in the area and your household details here: Local Housing Allowance GOV.UK (www.gov.uk). Housing Benefit: How to claim GOV.UK (www.gov.uk) apply if you are on Pension Credit or in temporary accommodation arranged by the council that you need to pay for.
- Council Tax reduction/support. When you are ready to rent your own place, you are required to pay a tax called Council Tax. If you are on a low income, or on benefits, you can get help with paying this tax, called Council Tax Reduction (or Council Tax Support). A benefits calculator can tell you if you qualify for this. The help you can get will vary from council to council, so when using the benefits calculator, make sure you have put in the postcode of the area you think you are going to move to.
   You apply for this benefit to your local council, not the Government. See here: Apply for Council Tax Reduction GOV.UK (www.gov.uk).
   IMPORTANT: In England, if everyone in the rented accommodation is a

**IMPORTANT:** In England, if everyone in the rented accommodation is a Homes for Ukraine visa holder, you are entitled to a discount of 50% on your bill in the first place. See <a href="https://ukrainianrefugeehelp.co.uk/moving-into-your-new-home/#help-with-council-tax">https://ukrainianrefugeehelp.co.uk/moving-into-your-new-home/#help-with-council-tax</a> for details.

You can read more about different types of benefits at <u>Browse: Benefits – GOV.UK (www.gov.uk)</u>

### Health

Emergency treatment in the UK is free for everyone. In case of accident or a sudden serious illness, your guest should go to the nearest hospital with an Accident and Emergency department. In life-threatening emergencies, call 999 immediately. They can also access the nearest Walk-in or Urgent Treatment centre near you for treatment of minor injuries or for urgent medical advice. They can also obtain advice by calling 111, an NHS operated service.

### Accessing a GP

We would urge any new arrivals to prioritise GP registration. The health system can be difficult to navigate, especially if there are language barriers. Guests have a right to register with a GP and will not need proof of address, immigration status, ID or an NHS number. They can also temporarily register if they are expected to be in an area for more than 24 hours but less than 3 months. To find your nearest GP: please



visit https://www.nhs.uk/service-search/find-a-gp.

Many practices may request completing an online registration or collect a specific application form from the practice. Standard NHS registration forms, known as GMS1, will need to be printed and completed manually.

### **Making Appointments and Translation Services**

If guests do not speak English, they may ask sponsors to help them phone the GP. GP practices have access to a telephone interpreting service, but you may need to explain the situation and wait for a call-back (which could be hours later). If they wish to book an emergency appointment for that day, it is advisable they ring as soon as the practice opens. A practice may not offer advance appointments however advance appointments slots can be booked weeks into the future with practices that offer this service.

It's also worth noting that the GP may need to be aware that an interpreter is required for the medical appointment itself. Every GP could arrange for translation services if requested.

### **Free Prescriptions**



You can see a full list of who is entitled to free prescriptions here <a href="https://www.nhs.uk/nhs-services/prescriptions-and-pharmacies/who-can-get-free-prescriptions">https://www.nhs.uk/nhs-services/prescriptions-and-pharmacies/who-can-get-free-prescriptions</a>, but generally:

- Age 60 or over
- Age 16 or under
- Age 16 to 18 and in fulltime education
- Pregnant or had a baby in the last 12 months.
- Eligible for Universal Credit

Your guest may be asked for proof of exemption however, which could be a 'MatEx' or 'MedEx' Form. However, for those on benefits or a low income, this would generally be a 'HC2'.

#### **Dentist**

Guests are entitled to NHS dental care. NHS dentistry is only free by exemption. If they wish to find a dentist they can search for one here, but please note there is a shortage of appointments nationwide – <a href="https://www.nhs.uk/service-search/find-a-dentist">https://www.nhs.uk/service-search/find-a-dentist</a>

If they are struggling to find a dentist, then there's some advice here - https://www.nhs.uk/nhs-services/dentists/how-to-find-an-nhs-dentist.

If they are in pain and need an emergency appointment, they can contact the Lancashire & South Cumbria Emergency Dental Helpline on 0300 123 4010 or call NHS 111 for Urgent Dental Care Services (nationwide).

### **Maternity Care and Services**

Guests are eligible to access maternity care and services. They should contact a GP and see a midwife or GP as early as possible to get the pregnancy (antenatal) care and information on a healthy pregnancy. They are also entitled to be seen by a health visitor.



#### **Maternity Hospital & Services**

#### Royal Preston Hospital / Chorley & South Ribble Hospital

https://www.lancsteachinghospitals.nhs.uk/maternity

Phone 01772 524 235

Community Midwife Preston – 01772 524 496

Community Midwife Chorley – 01257 245 193

### East Lancashire Hospitals (Blackburn – Burnley – Rossendale)

https://elht.nhs.uk/services/maternity-and-newborn-services

Burnley General Teaching Hospital Switchboard - 01282 425071

Royal Blackburn Teaching Hospital Switchboard – 01254 263555

Rossendale Birth Centre - 01282 803 434

#### **Blackpool Teaching Hospitals**

Website https://www.bfwh.nhs.uk/our-services/maternity

Self-Referral <a href="https://www.bfwh.nhs.uk/our-services/maternity/maternity-self-referral">https://www.bfwh.nhs.uk/our-services/maternity/maternity-self-referral</a>

Main Switchboard 01253 300000

Appointments 01253 953624

### **University Hospitals of Morecambe Bay (Lancaster – Barrow in Furness)**

Website https://www.uhmb.nhs.uk/maternity

Phone 01229 404447

**Maternity Resource** – <a href="https://www.gov.uk/browse/childcare-parenting/pregnancy-birth">https://www.gov.uk/browse/childcare-parenting/pregnancy-birth</a>



### **Opticians**



Guests may qualify for free NHS eye tests and optical vouchers (towards the cost of glasses or contact lenses). To find out if they qualify, please visit <a href="https://www.nhs.uk/nhs-services/opticians/free-nhs-eye-tests-and-optical-vouchers/">https://www.nhs.uk/nhs-services/opticians/free-nhs-eye-tests-and-optical-vouchers/</a>.

Guests can find your nearest NHS opticians here <a href="https://www.nhs.uk/service-search/find-an-optician">https://www.nhs.uk/service-search/find-an-optician</a>.

#### **Private Healthcare**

Private healthcare is available in the UK; usually this is paid for using private health insurance, which is provided as a benefit by some companies to their employees.

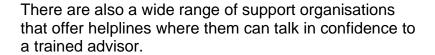
Guests can also take out private health insurance themselves, although it may not cover pre-existing conditions.

If they have such insurance, in order to be treated privately, they may still need to be referred by a GP to see a specialist (depending on the exact problem and terms of their insurance). Without such insurance, it can be very expensive to be treated privately (hundreds or thousands of pounds), and quite often, the same consultants that have a private practice also work for the NHS.

You can find out more about how private healthcare and insurance works in the UK here: <a href="https://www.healthcareclarity.co.uk/how-does-private-medical-insurance-work-in-the-uk/">https://www.healthcareclarity.co.uk/how-does-private-medical-insurance-work-in-the-uk/</a>.

#### **Mental Health**

If guests are experiencing mental health problems, support can be arranged through the GP.





- NHS https://www.nhs.uk/nhs-services/mental-health-services
- Mental Health Crisis Line 0800 953 0110
- Wellbeing Helpline 0800 915 4640
- Wellbeing Texting Service text 'Hello' to 07860 022 846
- Lifeline 0800 808 8000 https://www.lifelinehelpline.info/
- Samaritans 08457 90 90 90 https://www.samaritans.org
- Barnardo's Ukrainian Support Helpline 0800 148 8586
- Mental health organisations England <a href="https://www.mind.org.uk/">https://www.mind.org.uk/</a>

To find support in your local area, you can also use the Hub of Hope.



### **Bereavement & Victim Support**

People may have experienced recent bereavement owing to their circumstances. The following link contains a directory of support across Lancashire and nationally - <a href="https://www.lancashiresafeguarding.org.uk/media/1147/bereavement-services.pdf">https://www.lancashiresafeguarding.org.uk/media/1147/bereavement-services.pdf</a>

#### **Victim Support**

If your guest has been the victim of a crime, including physical or sexual violence, then people can access help. This is regardless of whether the event is recent or historic. People can access NHS services and one to one help through professionals, such as an ISVA (Independent Sexual Violence Advisor).

Find your nearest SARC (Sexual Assault Referral Centre) SARCs are located across the country and available for everyone, regardless of gender, age, the type of incident or when it happened - <a href="https://www.nhs.uk/service-search/other-services/Rape-and-sexual-assault-referral-centres/LocationSearch/364">https://www.nhs.uk/service-search/other-services/Rape-and-sexual-assault-referral-centres/LocationSearch/364</a>

Help after Rape and Sexual Assault - <a href="https://www.nhs.uk/live-well/sexual-health/help-after-rape-and-sexual-assault">https://www.nhs.uk/live-well/sexual-health/help-after-rape-and-sexual-assault</a>

Rape Crisis Helpline (freephone and open 12 noon to 2.30pm and 7pm to 9pm every day of the year) – 08088 029 999

Lancashire Victim Support Services
<a href="https://lancashirevictimservices.org">https://lancashirevictimservices.org</a>
<a href="https://www.victimsupport.org.uk/resources/lancashire">https://www.victimsupport.org.uk/resources/lancashire</a>
<a href="https://www.victimsupport.org.uk/resources/lancashire</a>
<a href="https://www.victimsupport.org.uk/res

#### Information on Health Services

To find a range of health services near you, including Hospitals, Urgent Care and much more, please go to <a href="https://www.nhs.uk/nhs-services/services-near-you/">https://www.nhs.uk/nhs-services/services-near-you/</a>.

#### Children & Family Services –

https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/children-and-family-wellbeing-service.

**NHS 111** – A 24/7 Hotline. Just dial 111 from a phone to be put through to an advisor.

**New Arrivals and Immunisation** – You can find resources for new arrivals and vaccinations here:

https://www.healthpublications.gov.uk/ViewArticle.html?sp=Smovedtotheukmigranthealthimmunisationleaflet

#### **Coronavirus & Vaccines**

Please speak to your GP once registered to find out what vaccines are available for both adults and children.

The vaccination rate in the Ukraine is much lower than the UK. There may also be people who have received a vaccine that is not registered on the UK NHS database. If people still have their vaccine card however, then they may be able to have their record adjusted, please speak to your GP.



Guets are eligible for a free COVID-19 vaccination. Vaccination appointments can be booked through the NHS web link below. To book a vaccination, you can visit <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination">https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination</a>.

vaccination/book-coronavirus-vaccination.

To find out about testing for coronavirus, please visit <u>Testing for COVID-19 - NHS (www.nhs.uk)</u>

### **Education and ESOL**

### **Childcare in England**

You can get help towards childcare depending on your circumstances, including:

- Free childcare places for children aged 3 and 4 to 15 hours free nursery education per week, regardless of their parents' circumstances
- Extra free childcare if you are working and your child is aged 3 and 4
- Free childcare if your child is 2 and you are on a very low income.



You may also be able to get money off your childcare bills if you are working or are on Universal Credit. For more information: https://www.gov.uk/get-childcare

For more information on childcare options, please visit: <a href="https://www.childcarechoices.gov.uk/">https://www.childcarechoices.gov.uk/</a>

### Schooling

In England, children aged 5 to 16 are required to be in full-time education. Children can enrol in:

- a free state-funded school
- an independent school (otherwise known as a private school or public school), these schools charge fees for education
- home education



#### **UK School Structure**

Primary Schools: enrol children from the ages of 4 to 11.

Secondary Schools: enrol children from 11 to 16 or 11 to 18.

There are sixth form colleges in some areas which teach young-people aged 16 to 18.

From the age of 18, you can take up a higher education course such as an undergraduate degree from a university or college.

You can access more information about schools and education using the following link: https://www.gov.uk/browse/childcare-parenting/schools-education

### School term times and holidays

The school year is divided into 3 terms, each of which has a one or two week holiday in the middle known as 'half-term'. There are also Christmas, Easter and summer holidays.

### School attendance



Schools expect children to attend school for every day of the term, unless there is a good reason. If you do not inform the school beforehand that your child will not be attending, this can be classed as an 'unauthorised absence' and there is a risk of fines or welfare involvement if it continues.

If your child is sick, then normally, you would be required to telephone or email the school the same morning and tell them they will not be attending.

#### **Enrolment in Lancashire**

If you have a child of school age then there is a statutory duty upon the Local Authority to provide some form of education for them, however there is a shortage of places across many parts of Lancashire, so there may be a delay in sourcing a place.

When a place is offered, it may not be the persons first choice, but it is important to think carefully before refusing any place. Any refusal(s) could greatly affect the waiting time for a placement.

**Starting primary school:** <a href="https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/starting-primary-school/">https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/starting-primary-school/</a>

Starting secondary school (Year 7): <a href="https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school/education-families/schools/apply-for-a-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/starting-secondary-school-place/school-plac

In year admissions: <a href="https://www.lancashire.gov.uk/children-education-gamilies/schools/apply-for-a-school-place/changing-schools-during-the-school-year/">https://www.lancashire.gov.uk/children-education-gamilies/schools/apply-for-a-school-place/changing-schools-during-the-school-year/</a>

### **Pupil Access and Admissions Team by location**

Area Office	Districts	Contact Details
North	Lancaster, Morecambe, Fylde, Wyre	https://www.lancashire.gov.uk/children- education-families/schools/area-education- offices/area-education-office-north/
South	Preston, South Ribble, Chorley, West Lancashire	https://www.lancashire.gov.uk/children- education-families/schools/area-education- offices/area-education-office-south/
East	Hyndburn, Ribble Valley, Burnley, Pendle, Rossendale	https://www.lancashire.gov.uk/children- education-families/schools/area-education- offices/area-education-office-east/

Please contact one of the above teams as soon as possible about a late application and explain your circumstances.

Please visit <u>www.lancashire.gov.uk/children-education-families/schools/apply-for-aschool-place/</u> for more information.

#### **Subsidised Travel and Free School Dinners**



Transport to school must be provided for free if a child lives more than 3 miles from the school (2 miles if under 8 years old). This is measured by the shortest suitable walking route.

You may still be entitled to help with travel expenses if you live closer to the school but are classed as a low-income family. You can find more information about this and how to apply here <a href="Free">Free</a> transport to school - Lancashire County Council.

All children in Reception, Year 1 & Year 2 are offered free school meals.

From Year 3 until Year 11 your child may be entitled to free school meals if you are in receipt of certain benefits. Details on eligibility and how to apply can be found here Free school meals - Lancashire County Council

#### **Pre-School**

All parents of 3 and 4 year olds can access 15 hours of funded childcare. Eligible working families may also get an additional 15 hours if they meet the criteria. For more information on eligibility and applying please see here 30 hours funded childcare - Lancashire County Council.

You can find a childcare provider near you here <u>Your Childcare List</u> <u>(lancashire.gov.uk)</u>.

If you would like further information you can contact the Family Information Service on 0300 123 6712 or FIS@lancashire.gov.uk.

### **Further, Higher Education & Vocational Training**

Individuals usually have to be 18 or older to take a higher education course.

Higher Education is provided through:

- Universities
- Colleges
- Specialist institutions like art schools or agricultural college



**Colleges** – People are required to be in some form of education or training until the age of 18, but adults may also wish to apply for further or higher education. You can find information on colleges across Lancashire

here: <a href="https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/education/find-a-college/">https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/education/find-a-college/</a>.

**Sixth Form** – If you wish to consider a sixth form college you'll find information on them here, but please note places may be prioritised for those who have attended the school and you'll need to contact them directly about

admissions: <a href="https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/sixth-form-at-lancashire-maintained-schools/">https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/sixth-form-at-lancashire-maintained-schools/</a>.

**University Training Schools, Studio Schools & Vocational Training** – if you're aged between 14 and 19 with a view to moving into a certain area of work, such as engineering or digital media, then one of these courses might suit you. Please visit <a href="https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/university-technical-colleges-and-studio-schools/">https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/university-technical-colleges-and-studio-schools/</a> for a list of premises in the area.

**Lancashire Skills Hub** is also an excellent resource for people aged from 16+ and looking to expand their horizons into the workforce. You can visit <a href="https://www.lancashireskillshub.co.uk">https://www.lancashireskillshub.co.uk</a> for more information.

**University** – To apply for university please visit the UCAS website. You can also find lots of helpful information about the process: https://www.ucas.com.

You may want to consider one of the following in Lancashire:

- UCLAN (University of Central Lancashire) https://www.uclan.ac.uk
- Lancaster University <a href="https://www.lancasterisc.com">https://www.lancasterisc.com</a>
- Edge Hill University <a href="https://www.edgehill.ac.uk">https://www.edgehill.ac.uk</a>
- University Centre Blackpool https://www.blackpool.ac.uk/university-centre
- University Centre Blackburn <a href="https://blackburn.ac.uk/">https://blackburn.ac.uk/</a>

### **ESOL** (English to Speakers of Other Languages)

ESOL classes are there to help non-native English speakers improve their English which will help them communicate in the UK. Information, including online resources can be found on our website here.

If your guest would like any help finding a local ESOL provider, please contact us on homesforukraine@lancashire.gov.uk. A comprehensive list of ESOL resources is available online at: <a href="https://example.com/Homesforukraine-county-council">Homes for Ukraine scheme - Lancashire County Council</a> and included in **Annex 2** of this Handbook.

### **Employment**

### **Finding Employment**

Guests will have the right to work as soon as they arrive in the UK. Guests can search for employment through the following avenues:

Use a free government website called 'Find a Job' which connects with thousands of employers from across the UK – more information can be found at <a href="https://www.gov.uk/find-a-job">https://www.gov.uk/find-a-job</a>



- Individual work coaches will be assigned through your local Job Centre Plus office who can support in job searches and applications for local employment opportunities.
- 3. Search in local and national newspapers or websites for advertised employment opportunities.
- 4. Register with a recruitment agency or job search websites including:
  - Indeed https://uk.indeed.com
  - Reed https://www.reed.co.uk
  - CV Library https://www.cv-library.co.uk
  - The Guardian Jobs https://jobs.theguardian.com/jobs
  - Total Jobs https://www.totaljobs.com
  - Monster https://www.monster.co.uk
  - Job Centre https://www.gov.uk/contact-jobcentre-plus

You may also wish to contact United for Ukraine which has been set up by businesses and other partners across the North of England to support in providing access to employment and support services including job opportunities.



The web address is <a href="https://www.unitedforukraine.org.uk/">https://www.unitedforukraine.org.uk/</a>

If you would like any help with your CV, Interview Techniques or Job Search please get in touch with us at <a href="mailto:homesforukraine@lancashire.gov.uk">homesforukraine@lancashire.gov.uk</a> and we will arrange for some help from a member of the ESOL and Careers Team.

#### **Careers Advice**

Guests can obtain careers advice and support from the National Careers Service which gives careers information to adults in England – in the community, online and on the phone. Please see the following link for more information: https://nationalcareers.service.gov.uk

### Proving your right to work

All employers should check you have the right to work in the UK. Your can prove this using

- Your Immigration Documents
- An Online Share Code

### **National Minimum Wage**

In the UK, workers are entitled to certain employment rights, including the <u>National</u> <u>Minimum Wage</u>. All employees should be paid this as a minimum.

If you think you are working for less than the National Minimum Wage, please contact us on <a href="mailto:homesforukraine@lancashire.gov.uk">homesforukraine@lancashire.gov.uk</a> and we will advise you on the appropriate actions.

### **Professional Equivalence**

Professional qualification from outside of the UK will need to be officially recognised by the appropriate regulator if you would like to work in the profession. This must be done even if you are looking to temporarily work in the profession or carry out one-off work. The UK Centre for Professional Qualifications (UK CPQ) is a free service that can provide you with information to help get your qualifications recognised in the UK.

More information can be found here <u>Get your EU professional qualification</u> recognised in the UK - GOV.UK (www.gov.uk).

### **Employment Rights in the UK**

In the UK, you have the right to be treated fairly and work in a safe environment. You also have the right to be able to work without fear or harassment from your employer, colleagues, or customers.

If you are employed, you will be entitled to employment rights:

Minimum wage

- Protection against your employer taking money from your wages
- One 20-minute break if you work more than six hours a day
- To work a maximum of 48 hours on average in a week (you can opt out if you choose to do so)
- Being protected against illegal discrimination
- Being protected if reporting wrongdoing in a workplace
- Being treated the same if you work part-time as someone who works full time

#### You may also get:

- Sick pay
- Maternity Pay
- Paternity Pay
- Adoption Pay
- Shared Parental Pay

You can view more information on your rights here <u>Your rights at work: Homes for Ukraine - GOV.UK (www.gov.uk)</u>.

ACAS is an organisation that works with employers and employees to ensure that employment rights are adhered to. You can contact them for advice here <u>Acas</u> | Making working life better for everyone in Britain.

### Self-Employment

If you are keen to set up your own business in the UK, all the official Government advice and paperwork can be found online at the GOV.UK website: <a href="https://www.gov.uk/working-for-yourself">https://www.gov.uk/working-for-yourself</a>.

The Government have created a step-by-step guide to setting yourself up as self-employed (i.e. a 'sole trader'). This guide can be found at: <a href="https://www.gov.uk/set-up-self-employed">https://www.gov.uk/set-up-self-employed</a>.

### **Working in the UK (Things to Consider)**

When you start employment in the UK please consider these three points.

- You should have a job contract or a job agreement.
- Terms and conditions of your work will be in your contract or agreement.
- Make sure you read this carefully, with an interpreter, if necessary, before you sign.

### **Employment Discrimination**

If you think you have been unfairly discriminated against in employment, you can get information, guidance and support from the Equality Advisory Service: www.equalityadvisoryservice.com.

If you are being forced to work, your employer is not respecting your rights, or your employee is not paying you at least National Minimum Wage you can also get advice from the Modern Slavery Helpline by calling 0800 0121 700.

### Paying Taxes in the UK



Anybody working in the UK is subject to UK taxes. The amount you pay depends on how much you earn, and if you earn below the tax threshold you will not need to pay any tax. You can check the threshold here <a href="Income Tax">Income Tax</a> rates and Personal Allowances: Current rates and allowances - GOV.UK (www.gov.uk).

If you are employed by a company, your tax should be deducted directly from your wage through a system called Pay As You Earn (PAYE).

If you are self-employed, you have the responsibility to declare your income each year so your tax can be calculated correctly by HMRC. For more information please see here Self Assessment tax returns: Overview - GOV.UK (www.gov.uk).

If you think you are paying too much or too little tax, you can speak to your employer for advice or contact HMRC directly.

### **Paying National Insurance contributions (NICs)**

Anybody over the age of 16 working in the UK is subject to National Insurance contributions. You will only pay contributions if you earn over the threshold. You can check the threshold here National Insurance: introduction: How much you pay - GOV.UK (www.gov.uk).

If you are employed by a company, your National Insurance should be deducted directly from your wage.

If you are self-employed, you have the responsibility to declare your income each year and choose the level of contribution you wish to make.

### **Safeguarding**

### Wellbeing & Social Care

In your role as a sponsor, you could find yourself in a position where you need to raise concerns with local services. You may want to consider some Safeguarding Training, so please keep an eye out on the LRIT page on the Lancashire County Council website for updates. You can report a range of concerns to the following, including Adults and Children's services, but there's also some helpful information with regards to preventative measures and living with disabilities:

Lancashire County Council	Blackpool Council
Website	Website
www.lancashire.gov.uk/health-and- social-care	https://www.blackpool.gov.uk/Residents/ Health-and-social-care/Health-and-
<u> </u>	social-care.aspx

Children's or Adults Safeguarding 0300 | C 123 6720 or out of hours 0300 123 6722 | A

Children's Services 01253 477299 Adults Services 01253 477800

#### **Blackburn with Darwen Council**

Website

Adult Social Care https://blackburn.gov.uk/adult-social-care

Child Protection https://www.blackburn.gov.uk/children-families-and-young-people/child-protection

Children's Services 01254 666400 or out of hours 01254 587547

Adults Services 01254 585949

If you are concerned for an adult or child that is in immediate danger, please dial 999

### **Modern Slavery and Trafficking**

Sadly, both modern slavery and trafficking are more common than you might realize, with networks on local, national and international levels. These groups can be expert in finding opportunity in the most tragic of circumstances, hence we ask that you're vigilant with your guests. Human traffickers may exploit the situation to get someone they intend to exploit into the UK. If a guest you know does not arrive or goes missing and you have concerns, please report it to the Police immediately. You can find information here: <a href="www.lancashire.police.uk/help-advice/safer-communities/missing-people">www.lancashire.police.uk/help-advice/safer-communities/missing-people</a>.

There are many different types of Modern Slavery, but some of the most common in the UK centre around Forced Labour, Sexual Exploitation, Criminal Exploitation and Domestic Servitude. Here are some common signs to look out for:

- Lack of official documents, such as a Passport, BRP Card or Driving License
- Strange and long working hours
- People may not be allowed to travel to work on their own
- Some victims may be 'branded' with a mark, such as a tattoo
- Fear of authorities
- Signs of physical harm
- An apparent lack of financial independence
- People appearing scared and intimidated by others around them

#### **Seeking Help**

Modern Slavery Helpline 0800 012 1700 Lancashire Victims Services 0300 323 0085 Crimestoppers UK 0800 555 111 Police 101, but if the person is in immediate danger dial 999

### PTSD (Post-Traumatic Stress Disorder) & Vicarious Trauma

People may have experienced terrible events before and during their journey, which may leave them vulnerable to a range of illnesses. PTSD & Vicarious Trauma can be

particularly common amongst those fleeing conflict, but they may need your support to get help. Symptoms can include flashbacks, hypervigilance, irritability, anxiety, sleep deprivation and a general emotional emptiness. If you feel this is affecting your guest, please support them to contact their GP, but there are also some links here which could help you:

Lancashire Traumatic Stress Service <u>www.lscft.nhs.uk/lancashire-traumatic-stress-service</u>

PTSD UK www.ptsduk.org/

Freedom from Torture www.freedomfromtorture.org

#### **Domestic Abuse**

Domestic Abuse is not tolerated in the UK. Abuse does not just have to be physical but can be verbal and financial. If you feel controlled or intimidated by a partner or former partner, this could also be abuse.

If you believe someone is experiencing Domestic Abuse either now or in the past, then there's support out there for them. If you want to report Domestic Abuse ring 999 in an emergency or 101 to speak to the police. You can find various resources on the following websites:

www.lancashire.gov.uk/health-and-social-care/your-health-and-wellbeing/domestic-abuse

<u>www.lancashire.police.uk/help-advice/personal-safety/domestic-abuse.aspx</u> www.gov.uk/guidance/domestic-abuse-how-to-get-help#get-help-and-support

### **Lancashire Domestic Abuse Helpline services**

Blackburn – The Wish Centre: 01254 260465 Blackpool – SafeNet: 07891/ 01253 347119 Fylde Coast Women's Aid – 01253 596699 Lancashire Victims Services: 0300 323 0085

Lancashire Refuges: 0300 303 3581 Phone lines staffed 24 hours a day. Updates of

bed space is available: www.lancashirerefuges.org.uk

### Racism, Discrimination and Hate Crimes

We all have the right to feel safe and should not be mistreated because of who we are. The law recognises five types of hate crime (as defined by the Crown Prosecution) on the basis of:

- Race
- Religion
- Disability
- Sexual orientation
- Transgender identity

#### Any crime can be prosecuted as a hate crime if the offender has either:

 demonstrated hostility based on race, religion, disability, sexual orientation or transgender identity  been motivated by hostility based on race, religion, disability, sexual orientation or transgender identity

Someone can be a victim of **more than one** type of hate crime. If you or anyone you know has been a victim of crime, please notify the police:

- Phone 101
- Phone 999 in an emergency
- Click on <u>www.stophateuk.org</u>
- You can also report it online via: True Vision website: www.report-it.org.uk

### **LGBT+ Support**

Lancashire is a diverse county and there are a number of groups that people who identify as LGBT+ can access, both locally and further afield, here are a few of them:

Lancashire LGBT - <a href="https://lancslgbt.org.uk">https://lancslgbt.org.uk</a>
LGBT Foundation - <a href="https://lgbt.foundation">https://lgbt.foundation</a>
GALOP (LGBT+ Victim Support) - <a href="https://galop.org.uk">https://galop.org.uk</a>

#### **GDPR**

Details on how the Ministry of Housing, Communities & Local Government (MHCLG) and the Home Office process your personal data can be found here: <u>Homes for Ukraine</u> visa sponsorship scheme: privacy notice - GOV.UK (www.gov.uk)

### Relationship Breakdown with Guests

If you feel uncomfortable or unhappy living with your guest, please email <a href="mailto:HomesForUkraine@lancashire.gov.uk">HomesForUkraine@lancashire.gov.uk</a> and our team will contact you to speak about creating a safe plan to enable you to address the problems with your guest or move on. You can also submit a form for re-matching and we will contact you to discuss it further. Please find the link below:

https://my.apps.lancashire.gov.uk/w/webpage/request?form=homes\_for\_ukraine\_sch\_eme\_rematch.

### **Community**

### **Ukrainian Community Hubs**

Many community hubs formed when the scheme was introduced to support sponsors and hosts. To find your local hub, please contact <a href="mailto:homesforukraine@lancashire.gov.uk">homesforukraine@lancashire.gov.uk</a>

### **Refugee and Asylum Drop Ins**

Lancashire Refugee Integration Team commission and support a number a drop in sessions around the county. You can see your local drop in session here <u>Support for resettlers</u> - <u>Lancashire County Council</u>

### **Community Events**

Lots of events are arranged through Lancashire Refugee Integration Team and our partner organisations. We will attempt to inform you via email when an event is happening near you.

### **Contact Us**



This Handbook was developed by Lancashire Refugee Integration Team and Homes for Ukraine Team. As the scheme and guidance develops, we will continue to update this Handbook. Please do get in touch with us should you have any questions.

Homes for Ukraine Helpline 0300 123 6718 HomesforUkraine@Lancashire.gov.uk Monday – Friday 09:00 – 17:00

### **Annex A - Clothing Support and Food Banks**

### **Food Banks**

Please refer to <a href="https://www.trusselltrust.org/get-help/find-a-foodbank/">https://www.trusselltrust.org/get-help/find-a-foodbank/</a> where you can type your postcode/town and find Food Banks near you.

### **Clothing Banks**

### **Salvation Army**

Please refer to <a href="https://salvationarmytrading.org.uk/find-us/">https://salvationarmytrading.org.uk/find-us/</a> to find your local Salvation Army charity shop.

#### **British Heart Foundation**

Please refer to <a href="https://www.bhf.org.uk/shop">https://www.bhf.org.uk/shop</a> to find your local British Heart Foundation charity shop.

### **Annex B - Formal ESOL Providers**



#### **Preston's College**

Fulwood Campus, Preston PR2 8UR 01772 22 55 22

www.preston.ac.uk

Part time formal ESOL qualifications at all levels <a href="https://www.preston.ac.uk/courses/adults/esol/439">https://www.preston.ac.uk/courses/adults/esol/439</a>



#### **Lancaster and Morecambe College**

Morecambe Road, Lancaster, LA1 2TY 0800 306 306

www.lmc.ac.uk

https://www.lmc.ac.uk/courses/a-z-courses/esol-pathway-level-1



#### **Burnley College**

Princess Way, Burnley, Lancashire, BB12 0AN

733373

s.services@burnley.ac.uk

www.burnley.ac.uk

https://www.burnley.ac.uk/support/esol/



### Blackpool and Fylde College

Seasiders Learning Centre, Sands Way, Blackpool, FY1 6JJ

01253 504 690

seasiderscourses@blackpool.ac.uk

www.blackpool.ac.uk/seasiders-learning-centre

Part time ESOL, Digital Skills, Maths, Functional Skills English and short employability programmes.

https://www.blackpool.ac.uk/course/go00025



# Accrington and Rossendale College and Nelson and Colne College

All part time ESOL courses are delivered at all levels though Lancashire Adult Learning in a range of venues 03330031717

www.lal.ac.uk

https://www.lal.ac.uk/what-we-do/esol/



#### **Nelson and Colne College**

01282 440200

www.nelson.ac.uk

Full time ESOL course is available for young people 16 – 24 at Nelson and Colne Campus



West Lancashir College https://www.nelson.ac.uk/course-detail/english-for-speakers-of-other-languages-esol/AESLFE01/

### **West Lancashire College**

Skelmersdale Campus, College Way, Skelmersdale, WN8 6LH 01695 52300

www.westlancs.ac.uk/