

**Communities for Ukraine: Planning Checklist**

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| **To Do** | **Started** | **Complete** |
| **Lead up to arrival** |
| Are DBS checks in place/in process |  |  |
| Prepare timetable for first two weeks |  |  |
| Do you have interpreters in place if needed? |  |  |
| Look at school places available if children are part of the family |  |  |
| **Accommodation** |
| Check with your mortgage provider/landlord OK for guests in your property |  |  |
| Have set of house keys ready for guests  |  |  |
| Arrange room making sure it has everything guest(s) need ie linen, towels, toiletries, radio/TV (if possible) |  |  |
| Kitchen: provide separate shelves in cupboards, fridge/freezer |  |  |
| If you have small children as guests, do you need: stair guard and child locks installed? |  |  |
| Instructions for how to use appliances in family’s language |  |  |
| **Providing Initial Resources** |
| Welcome Pack outlining the area, if possible, translated into Ukrainian |  |  |
| Put together guidelines and boundaries procedures for discussion  |  |  |
| Can you source suitable food? Do you have extra food in store for guest arrival? |  |  |
| Cans/ingredients labelled in family's language |  |  |
| **Day 1** |
| Decide who will welcome family at airport |  |  |
| Arrange transport |  |  |
| If needed prepare child car seats, travel sick bags, and snacks for journey  |  |  |
| Welcome meal ready to heat up on arrival |  |  |
| Depending on arrival time, find out what your guest likes doing, how they usually spend their time |  |  |
| Depending on arrival time, chat about ‘house rules’ and boundaries, make sure these are clear and each side understands |  |  |
|  |  |  |
| **Day 2-10**  |
| Explain how everything works in the house e.g. washing machine, kettle, oven, central heating |  |  |
| Explain recycling system |  |  |
| Explain currency and how much things cost in the UK |  |  |
| Set up email address(es) for adult guests if they do not have one |  |  |
| Make arrangements with GP practice to register family within first few days |  |  |
| Make arrangements to register with dentist & optician |  |  |
| Register for Universal Credit (not eligible for housing benefit) |  |  |
| School places secured, and arrangements for family to visit |  |  |
| Make sure school uniforms are ready |  |  |
| Register for free school meals |  |  |
| Make arrangements to open bank account, appointment booked if necessary and explain how bank debit cards work |  |  |
| Take a shopping trip for groceries with your guest |  |  |
| Make arrangements to register with ESOL classes if needed |  |  |
| **Next 2-4 weeks** |
| Explore local area and introduce to clubs and events |  |  |
| Encourage independence in getting around local area |  |  |
| Appointments with job centre, GP, dentist etc |  |  |
| Support with accessing emails and written letters, if needed |  |  |
| Ongoing ESOL classes |  |  |
| Start to think about conversation about when 6 months has passed – will you want your guests to stay/will they want to stay or will they want to find accommodation of their own |  |  |
| **Next 5-10 weeks** |
| Continue to support access to health services |  |  |
| Support family with learning English informally through conversation, if needed |  |  |
| Support with accessing emails and written letters, if needed |  |  |
| Continue to support access to job centre |  |  |
| Continue to support relationship with schoolSupport children with English language learning and readingSupport family to read information sent from school |  |  |
| Have conversation about post 6 months, if they want to find their own accommodation talk through the applying for housing benefit (if not working), costs involved |  |  |
| **Technology** |
| Have sim card for phone |  |  |
| Add useful contacts onto sim card |  |  |
| Do you have travel adapters for your guest(s) to charge phone/laptop/ipad? |  |  |
| Add useful apps, and bookmark useful websites onto laptop/tablet/phone (e.g. Zoom, Email, Bus Timetables, Google translate) |  |  |
| Have prepared a secure method to write down passwords/log-in details for email, Universal Credit etc.  |  |  |