

**SETTLEMENT CHECKLIST**

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| **Immediately on Arrival** |
| **AT THE AIRPORT** |  |
| Make a welcome sign with the family’s names in both English and their native language. | [ ]  |
| Coordinate a small group to meet the family at the airport (Remember that the family will probably be tired after a long journey so try not to overwhelm them). | [ ]  |
| Organise transportation to the accommodation (Consider the size of the family and remember the family is likely to have luggage with them). | [ ]  |
| Organise for a translator to attend the airport arrival. | [ ]  |
| Ask for permission prior to taking any photos. | [ ]  |
| **THE FIRST NIGHT/24 HOURS** |  |
| Introduce the members of the community sponsorship group; briefly explain your role in their settlement over the coming weeks and months. | [ ]  |
| Provide a Welcome Booklet | [ ]  |
| Provide an information document that details: * the basic safety orientations of the new home (e.g. telephones, appliances, other basic household equipment and objects that might be unknown or confusing to figure out)
* household services and utilities,
* appliances how to guides,
* health and safety information,
* emergency contact person,
* list of emergency numbers,
* information on 999, nearest hospital and walk-in clinic.
 | [ ]  |
| Provide a toiletries pack (include items such as soap, shampoo/conditioner, hair gel, toothbrush/ toothpaste, disposable razors, nail clipper, hand lotion, etc.) | [ ]  |
| Provide basic medications and health-related products such as Ibuprofen and paracetamol. | [ ]  |
| Provide food staples and/or premade meals.  | [ ]  |
| Ensure appropriate clothing is available to the family (i.e. winter jackets, hat, scarves, etc.)  | [ ]  |
| Consider having dinner with the family on the first evening but allow this to be the choice of the family.  | [ ]  |
| Arrange a time to return to home the following day. | [ ]  |
| **First Weeks & Months** |  |
| **SOCIAL WELFARE**  |  |
| Register for Irish Residence Permit.  | [ ]  |
| Register for PPS number.  | [ ]  |
| Apply for HAP. | [ ]  |
| **BASIC ORIENTATION / COMMUNITY**  |  |
| Expanded introduction of CSG members - explanation of group’s roles and responsibilities  | [ ]  |
| Discuss necessary aspects of confidentiality and privacy, as well as visitation  | [ ]  |
| Community and local area orientation –points of interest such as schools, shops, libraries, banks, places of worship, and entertainment venues.  | [ ]  |
| Public transit orientation.  | [ ]  |
| Introduce family to closest community centre and/or leisure centre.  | [ ]  |
| Identify local refugee/ethno-cultural groups and community social support groups.  | [ ]  |
| Assist in connecting the family with spiritual or faith groups in the area, if appropriate and requested. | [ ]  |
| **HOUSING & FURNISHINGS**  |  |
| Communicate housing conditions/lease arrangement to family.  | [ ]  |
| Provide an expanded orientation of the home upon arrival (telephone, email, internet, budget, etc.) | [ ]  |
| **LANGUAGE SERVICES**  |  |
| Secure access to necessary interpreters/translators as required.  | [ ]  |
| Brief Interpreters/service about the community sponsorship programme.  | [ ]  |
| Register for formal, accredited English language classes (arrange initial assessment to determine English language skills).  | [ ]  |
| Provide opportunities for informal conversational language practice (online options). | [ ]  |
| **FINANCES & BUDGET**  |  |
| Discuss budgeting, including costs of utilities and other variable cost with the family.  | [ ]  |
| Explain the source(s) of funds and expectations around managing money.  | [ ]  |
| Assist with opening a bank account and getting a bank card. | [ ]  |
| **EDUCATION**  |  |
| Explain educational options for children with family.  | [ ]  |
| Enrol children in school and/or organise child care.  | [ ]  |
| Ensure English as an Additional Language (EAL) support is planned and discussed with the school.  | [ ]  |
| Provision for school meals and uniforms.  | [ ]  |
| Help the family explore homework club options and extra-curricular activities. | [ ]  |
| **EMPLOYMENT**  |  |
| Contact local Intreo centre, organise visit and explore job preparation courses  | [ ]  |
| Provide support for obtaining recognition of qualifications.  | [ ]  |
| Assist with CV development and active job searching activities.  | [ ]  |
| **TRANSPORTATION**  |  |
| Assess interest in applying for an Irish driving licence.  | [ ]  |
| Prepare a roster of people with vehicles who can be available to take the family to a variety of appointments. | [ ]  |
| **HEALTH**  |  |
| Address and identified Health needs with the RSO and tend to acute medical needs.  | [ ]  |
| GPs identified and registrations, first check-ups and immunisations.  | [ ]  |
| Medical files transferred to new GP.  | [ ]  |
| Disability allowance/Carer’s allowance, needs identified.  | [ ]  |
| Dentist and opticians identified and registrations completed.  | [ ]  |
| Interpretation services information distributed and discussed with GP/HSE.  | [ ]  |
| Provide options for specialist mental health provision; watch for signs of mental trauma or stress. | [ ]  |
|  **LEGAL**  |  |
| Review the family’s rights and freedoms as an Irish citizen.  | [ ]  |
| Assist the family in researching different options for legal aid, if required during the sponsorship period. | [ ]  |
| **First Year & Beyond** |  |
| Continue to support the family in their journey from dependence to independence. | [ ]  |
| Meet on a quarterly basis to review the budget and assess expectations on both sides.  | [ ]  |
| Support cultural adjustment, including changes in family life and emerging issues.  | [ ]  |
| Understand impact of non-accompanying family members. Look for signs of, and support, Post-Traumatic Stress, Torture and Healing (PTSD).  | [ ]  |
| Provide support for continued education and skills development.  | [ ]  |
| Assist in finding continued employment.  | [ ]  |
| Support the move towards self-sufficiency (e.g. making owns plans and decisions). | [ ]  |

NOTES: