



An Roinn Dlí agus Cirt  
agus Comhionannais  
Department of Justice  
and Equality

# Community Sponsorship Ireland

## Settlement Plan Template



## Welcome!

Sponsoring and welcoming a refugee family into your community is a serious undertaking, but it is also a hugely rewarding process. At first it may seem challenging, but with the right preparation and support, you are sure to succeed. The purpose of this guide is to help your community group on your journey through the process of Community Sponsorship and to assist you in your preparations and in the completion of your settlement plan.

Your settlement plan should outline the details of how your community sponsor group will deliver settlement support and services to the refugee family who will be resettled in your community. This guide will help you develop a robust plan which will, in turn, help you throughout the settlement process. The guide includes pointers and questions to act as prompts to help you and your community sponsorship group focus on the details required.

The plan covers the basics of what will need to be done to welcome and support a refugee family. It will require you to detail how you propose to meet the outcomes and requirements outlined below under the various headings. And remember, you are not alone; your Regional Support Organisation will be on hand to assist you in compiling the plan and will review the completed plan prior to submission.

## Key factors you will need to identify in the plan:

**Who** in your group will do the tasks you have identified?

**How** you will all fulfil your assigned roles?

**Where** will the family live, the children go to school, etc.?

When you are completing the plan please ensure you have addressed the full range of things that will be needed to welcome, support and integrate a refugee family in your community. This includes:

- A home of their own, of an acceptable standard, furnished and with adequate facilities.
- School places for the children.
- Appropriate interpreting services, as required.
- Arrival day plans, and a comprehensive welcome and support plan for the first week.
- Accessing Social Welfare Payments and eligibility for the Housing Assistance Payment (HAP) and providing financial support to the family until the Social Welfare payments are in place.
- Opening a bank account.
- Signing on with a GP, dentist and other medical services.
- English language training, both formal (ESOL training and qualifications) and informal (conversation sessions).

In this plan you will need to show that you can deliver across all aspects of the resettlement process from welcome, to ongoing support and integration. You will need to show either that members of the group have the relevant experience or expertise, or that you have linked with others and organisations in your area who can provide it. Necessary or useful skills and competencies include:

- Finance – budgeting, accounting, etc.
- Child safeguarding knowledge and designation – either as a Mandated Person or Designated Liaison Person (DLP)
- Ability to act as, or to access, interpreters (most often Arabic to English).
- English language tuition e.g. ESOL qualifications.
- Experience as a health practitioner.
- Local authority experience and/or contacts.
- Knowledge of or connections to organisations or groups specialising in supporting refugees or asylum seekers, social inclusion or local development.
- Ability to find employment or training opportunities for the refugee families.
- Knowledge of or connections to places of worship, cultural centres, refugee support groups.

## 1. Accommodation: Sourcing suitable housing for the refugee family

One of the primary and more difficult challenges your group may face is finding suitable housing for the refugee family for the duration of the sponsorship period. Finding suitable housing can take time, so it is recommended that your search starts as soon as possible, ideally as soon as your initial application as a Community Sponsorship Group has been approved. Housing support does not replace existing entitlements. Rather, it is a commitment to ensure that housing has been identified and is available upon arrival in the destination community and will remain so for 24 months. In the plan you will be required to show, in detail, that you have addressed this essential criterion.

<b>Outcome 1 – Accommodation</b>	
<b>The resettled family has a home in which to settle in Ireland, which is of an adequate standard of living and meets the Standards for Rented Houses Regulations 2017</b>	
<b>Requirements</b>	<b>Detailed explanation of how requirement will be met</b>
Suitable and sustainable accommodation is available for use by the refugee family for a minimum period of two years, with a 24-month lease.	
The accommodation must be available to the resettled family at a cost that is affordable and sustainable, considering the social welfare income, including HAP, the family will receive.	
The property provides adequate privacy.	
The accommodation complies with local authority guidance on occupation standards.	
Assistance is provided to register with utility companies and appropriate arrangements are made for payment.	
Information is provided to the family on the accommodation and health and safety, and who will act as an emergency contact point.	

The property is adequately connected to public services, transport, and the local community.	
The house has safe electricity and/or gas supplies with adequate ventilation and lighting.	

**Additional Resources**

- Information on the Housing Assistance Payment: Department of Housing, Planning and Local Government ‘Housing Assistance Payment’ .
- The Irish National Organisation of the Unemployed: Working for Work handbook which outlines people’s rights and entitlements with regard to social protection supports and services .
- Local Citizens Information Centres.

## 2. ‘Welcome to Ireland’ – Resettled individuals feel welcome in Ireland and can quickly adapt to life in their new home.

<b>Outcome 2 – Welcome to Ireland</b>	
Resettled family members feel welcome in Ireland and can quickly acclimatise to living in Ireland	
<b>Requirements</b>	<b>Detailed explanation of how requirement will be met</b>
The arriving family are met and welcomed at the airport and escorted to their accommodation. They are briefed on how to use the amenities.	
A welcome pack is provided, the contents of which should take account of the likely culture and nationality of the resettled family.	
On arrival, sufficient cash is provided per person (adults and children) for initial expenses including groceries, toiletries, clothes, while their claim for social welfare is being processed. Initial payments should be at the same level as social welfare payment entitlements.	
Information is provided on budgeting assistance if required.	

Assistance is provided to set up a bank account for relevant family members.	
Information and support is provided to access local shops and transport.	

#### **Additional Resources**

- Information on social welfare payments available from the Department of Employment Affairs and Social Protection [http://www.citizensinformation.ie/en/social\\_welfare/social\\_welfare\\_payments/](http://www.citizensinformation.ie/en/social_welfare/social_welfare_payments/)
- The Money Advice and Budgeting Service (MABS) <https://www.mabs.ie/en/>

### **3. Establishing a life Ireland – Resettled individuals can make a life for themselves in Ireland**

<b>Outcome 3 – Establishing a life in Ireland</b>	
The resettled family can make a life for themselves in Ireland, including accessing community activities, medical care, language skills, education and employment	
<b>Requirements</b>	<b>Detailed explanation of how requirement will be met</b>
The family are assisted to register for an Irish Residence Permit within 7 days of arrival in Ireland.	
The family are assisted to register for a PPS number within 7 days of arrival in Ireland.	
The family are assisted to register their child/children with local schools as soon as possible – commencing prior to arrival and concluding registration no later than 2 weeks after arrival.  Identify what additional supports may be available to assist the child/children, especially during the first 6-12 months in school.	

<p>English language tuition is arranged for adults as soon as possible and within one month of arrival. Formal English language tuition is provided by a suitably qualified ESOL teacher. Formal English language tuition is supplemented on a regular basis by less formal conversational English practice.</p> <p>Whilst it is recognised that progress will differ between individuals, there is an expectation of reaching an adequate level of English (in speaking and listening, reading, and writing) over the course of the year.</p>	
<p>The Community Sponsorship Group has completed a safeguarding risk assessment in consultation with their RSO’s Designated Liaison Person. The CSG has developed a clear Child Safeguarding Statement appropriate to the risk assessment, which outlines the policies and procedures which are in place to manage the risks identified. The Safeguarding Statement is in line with the Children First Act 2015. All group members are familiar with the contents of the group’s Child Safeguarding Statement and can easily access it.</p> <p>Each group member has completed Tusla’s e-learning module, Introduction to Children First, and will provide proof of completion. Each group member is familiar with the group’s reporting procedures and policies, in accordance with their Child Safeguarding Statement. The group has appointed a Point of Contact in relation to the Child Safeguarding Statement.</p>	

An opportunity is provided to obtain an English language qualification at the appropriate level, where this will support access to employment and education.	
The family are assisted to attend the local Intreo centre, within the first week of arrival.	
The family are assisted to register with a local GP within one week of arrival.  The family are assisted to register with a local dentist.	
Appropriate mental health services and specialist services are identified in your region, where available, such as for victims of torture, and gender-based violence.	
Assistance is provided regarding access to employment, including development of curriculum vitae, and education, recognition of qualifications etc.	
The family are assisted to access mobile phone services and the internet.	
Adult family members are made aware of how to obtain an Irish driving licence, if required.	
The family are made aware of, and supported to attend, local community activities, both with and without the sponsoring group, such as children’s playgroups, coffee mornings, local clubs, local events, etc.	
Places of worship are identified in the area.	



Orientation support is provided by the Sponsorship Group.	
Appropriate interpreting services are provided, as required.	

**Additional Resources**

- INIS information on obtaining an Irish Residence Permit (IRP) [www.inis.gov.ie/en/INIS/Pages/irish-residence-permit](http://www.inis.gov.ie/en/INIS/Pages/irish-residence-permit)
- List of PPS number allocation centres nationwide <http://www.welfare.ie/en/Pages/Personal-Public-Service-Number-Registration-Centres-by-Count.aspx>
- Updated list of ACELS-recognised language schools nationwide <https://www.acels.ie/schools>
- Information on obtaining a driving licence for holders of non-Irish driving licences <https://www.ndls.ie/holders-of-foreign-licences.html>

**NOTES**



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