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**Becoming a CCG/health place of sanctuary toolkit**

|  | **Narrative** | **Y/N** | **Potential actions required to address?** | **Potential impact on citizens/community?** |
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| **LEARN** |  | | |  |
| The organisation has a Training Needs Analysis that includes reference to asylum seeking and refugees? |  |  | *TNA completed for all staff?* |  |
| All staff receive education and development relating to asylum seekers and refugees? |  |  | *Education events/sessions available and delivered to all staff?* |  |
| Reference to asylum seekers and refugees is included within statutory and mandatory staff education and development policies? |  |  | *Policies are compliant with current and relevant content for the subject?* |  |
| All educational resources include reference to current legislation and guidance? |  |  | *Educational references are current and relevant within all resources/courses?* |  |
| Reference to asylum seekers and refugees is included within serious incident processes and learning lessons? |  |  | *Systems and processes to review incidents includes metrics and reference to asylum seekers/refugees?* |  |
| Reference to asylum seekers and refugees is included within safeguarding policies and learning lessons from all statutory multi agency reviews? |  |  | *Safeguarding policies compliant with reference and content? Multi agency reviews reference and capture information regarding asylum seeking and/refugees?* |  |
| The organisation is involved with local housing and homeless agencies to support asylum seekers and refugees in need of health care? |  |  | *Organisation can demonstrate engagement and co-working in policies and systems to address housing and homelessness issues for asylum seekers and refugees?* |  |
| Does the staff intranet include links to resources and further education and development opportunities relating to asylum seekers and refugees? |  |  | *Intranet updated to include links and information.* |  |
| Does the organisation provide education and training for volunteers, ambassadors and champions? |  |  | *Included in TNA? Evidence of delivering/facilitating sessions?* |  |
| Are the lessons learnt from the Learning Disability Death Reviews (LeDeR) processes inclusive of asylum seekers and refugees? |  |  | *LeDeR policies and systems reference and inclusive of asylum seekers and refugees?* |  |
| The organisation provides education and awareness to asylum seekers and refugees about the NHS, how it works and how to access the range of services it provides? |  |  | *Evidence of delivery and facilitation of educational activities and access to resources?* |  |
| **EMBED** |  | | |  |
| The organisation’s executive board has a nominated lead for refugees and asylum seeking. |  |  | *Board arrangements/policies clearly identify executive lead and responsibilities of the role?* |  |
| Asylum seeking and refugee issues are embedded within governance and quality reports? |  |  | *Quality and governance arrangements/policies are inclusive of references and evidence to demonstrate this?* |  |
| The organisation has issued a mission statement and charter relating to asylum seekers and refugees? |  |  | *Statement and charter visible and accessible via multiple methods i.e. website, reports, intranet etc?* |  |
| The organisation has clear reference in all policies and documents relating to the European Convention on Human Rights 1998? |  |  | *Clear inclusion and reference within relevant documents and organisational policies?* |  |
| The organisation has clear reference in all policies and documents relating to the Convention of Status of Refugees 1951? |  |  | *Clear inclusion and reference within relevant documents and organisational policies?* |  |
| The organisation has established a working group to lead implementation of asylum seeker and refugee work stream, including development of action/work plans? |  |  | *Evidence of group established and functioning/working arrangements?* |  |
| Reference to asylum seekers and refugees are included in contracting and procurement processes within the organisation? |  |  | *Clear inclusion and reference within relevant documents and organisational policies?* |  |
| Contracts with all commissioned providers and services include specific reference to asylum seekers and refugees? |  |  | *Clear inclusion and reference within relevant documents and contracting documents?* |  |
| Reference to asylum seekers and refugees is included within the organisation’s modern slavery statements and annual reports? |  |  | *Clear reference in modern slavery statements where applicable to the organisation?* |  |
| The organisation is a member of the local Modern Slavery Partnership? |  |  | *Evidence to support membership and attendance at local modern slavery partnerships?* |  |
| Reference to asylum seekers and refugees is included within all recruitment policies? |  |  | *Policies and procedures reference guidance for recruitment of asylum seekers and refugees?* |  |
| The organisation promotes equality for asylum seekers and refugees via website and intranet? |  |  | *Evidence of clearly visible promotion of equality via all media platforms?* |  |
| All Equality impact assessments reference asylum seekers and refugees? |  |  | *All Equality impact assessments include reference to asylum seekers and refugees?* |  |
| The organisation publishes and provides awareness raising resources for the local health economy and partners? |  |  | *Evidence of resources developed with partners?* |  |
| The organisation produces and promotes access to national information and resources such as The Human Trafficking Foundation?  [Policy — Human Trafficking Foundation](https://www.humantraffickingfoundation.org/policy) |  |  | *Links placed on intranet and internet sites? Organisations communications team support engagement and delivery?* |  |
| The organisation produces and promotes access to local services to support health such as Migration Yorkshire?  [www.yhphnetwork.co.uk/links-and-resources/migrant-health/](http://www.yhphnetwork.co.uk/links-and-resources/migrant-health/) |  |  | *Evidence of promoting links to agencies and resources in the region/locality?* |  |
| There are interpreter and translation services available to support access to health care within the city/area available to agencies and professionals? |  |  | *Evidence of access and procurement of translation services to support asylum seekers and refugees?* |  |
| Asylum seekers and refugees are referenced within all Children Looked After/ Unaccompanied Asylum Seeking Children policies? |  |  | *Evidence referenced within policies, processes and systems?* |  |
| Asylum seeking and refugees are referenced within all Special Educational Needs (SEND) policies and procedures? |  |  | *Evidence referenced within policies, processes and systems?* |  |
| Asylum seekers and refugees’ concerns and complaints are accommodated within the functions of the Patient Advocacy and Liaison Services (PALS)? |  |  | *Evidence referenced within policies, processes and systems for all functions?* |  |
| The organisation’s approach to supporting asylum seekers and refugees is trauma informed and adheres to the 6 key principles for recovery and resilience? |  |  | *Evidence to demonstrate reference inclusion of trauma informed practice in services provided for asylum seekers and refugees?* |  |
| Does the organisation reach out to the seldom heard groups, particularly those with health inequalities and no recourse to public funds? |  |  | *Evidence to demonstrate engagement and actions to address such inequalities and challenges?* |  |
| **SHARE** |  | | |  |
| The organisation engages with multi-agency partners in the locality to address issues and challenges regarding asylum seekers and refugees? |  |  | *Evidence of partner engagement and attendance at multi-agency meetings/events to support challenges?* |  |
| The organisation is already part of the City of Sanctuary process or working towards this status? |  |  | *Evidence of intent, application or achievement of status?* |  |
| The organisation’s communication and engagement teams deliver awareness raising campaigns to promote support and advocacy for asylum seekers and refugees? |  |  | *Evidence of awareness raising campaigns internal to organisation and supportive of advocacy through wider place, regional or national events?* |  |
| The organisation works in partnership with community groups and Healthwatch to promote and develop services and aspirations to support asylum seekers and refugees? |  |  | *Evidence of engagement with Healthwatch and involvement with developing services?* |  |
| The organisation shares any safeguarding concerns/themes/issues/trends for adults and children with relevant partner agencies? |  |  | *Referenced specifically within safeguarding policies and addendums for all other policies?* |  |
| The organisation supports all local, regional and national campaigns and initiatives to promote and develop services to support asylum seekers and refugees? |  |  | *Evidence to demonstrate support, engagement, and promotion of services available?* |  |
| The organisation works closely with local pharmacies to provide information and assistance to asylum seekers and refugees on how to access medications and services? |  |  | *Evidence to demonstrate all local pharmacies are involved and that they support awareness raising, training events and provide appropriate services to asylum seekers and refugees?* |  |
| The organisation promotes the positive impact that asylum seekers and refugees bring to the work force in the NHS and the city/area? |  |  | *Evidence of raising awareness and reporting related to the positive impact of asylum seekers in the workforce and place?* |  |

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| **Completed by:** | |
| **Name:** |  |
| **Role:** |  |
| **Organisation:** |  |
| **Date:** |  |