



Legal Confidence Sessions Induction Pack

Lawyers Against Poverty (LAP) has designed a series of workshops to help members of the refugee community build stable lives in the UK by providing useful information on topics ranging from employment and education to criminal justice and social norms. These workshops are not designed to provide legal advice but to improve participants' understanding of the civil and criminal justice system and their rights in the UK. Our aim for the sessions is to increase access to opportunities including employment, education and housing and through this improve participants' welfare more broadly. We have developed training materials and resources to support volunteers who are interested in running these sessions with a local refugee group.

Here is a step-by-step guide of how to get involved:

1. SIGN UP AS A MEMBER

We do not require specific qualifications and welcome all members of the legal community committed to tackling social injustice. LAP members enjoy opportunities to connect and collaborate with lawyers around the world through events, volunteering and skills sharing opportunities. Once you are a member, you will have access to our thematic working groups, project opportunities and a wealth of resources to support you to take action on social injustice. Find out more and sign up on the membership page on the website.

2. CONNECT WITH OTHER VOLUNTEERS

Get together a team of two or three volunteers to work on and deliver the workshops. If you'd like us to connect you with others in the network, let us know. You may have different levels of experience or come from different fields of practice. We recommend that student volunteers and trainees team up with at least one lawyer in case more complex questions arise. The sessions are designed to provide a general overview of the chosen topic, we leave it up to you to decide if you feel comfortable delivering the material and responding to questions. This may involve additional research and we have some resources to help you.

3. CONTACT A LOCAL REFUGEE CHARITY

Most volunteers prefer to run sessions for organisations in their community and get going by reaching out to local a refugee agency or charity. If you are having

difficulty finding a partner organisation, let us know. We encourage teams to build this relationship independently but are happy to provide guidance or template wording for emails. It works best if one member of the team manages this contact. When contacting potential partner organisations, it is important to be clear about the scope of the sessions. The workshops are designed for refugees with the right to remain in the UK and are not a source of legal advice (even if trainers are qualified lawyers.)

4. THINK ABOUT LOGISTICS

You will need to think about what facilities you will need and whether interpreters may be required. Check if the partner organisation is able to provide these. Some organisations may have an existing group of participants while others may need to promote the workshops to canvas interest. Keep this in mind as you plan the sessions as this may take some time. We recommend getting going with your induction and session planning during the outreach stage.

5. CONSIDER SESSION CONTENT

Prepare the sessions in consultation with the partner organisation. The existing materials include a range of topics including: employment, criminal justice and family law. If the organisation would like you to deliver sessions that are not yet covered, let us know and we can advise or assist in creating additional materials. Keep in mind what knowledge and expertise you have within the team and make sure that at least one of you is confident in delivering the topics requested by the organisation. You are not expected to be experts and our resources will help familiarise you with topics that you are less familiar with. When you have selected your topics, feel free to adapt the sessions so they are most relevant to attendees.

6. REVIEW INDUCTION MATERIALS

We will provide resources to help you prepare for your first session, including:

- List of “dos and don’ts” with the key points to keep in mind when presenting
- Refugee Legal Confidence Sessions Handbook
- LAP Partnership agreement

These are designed to familiarise you with the content and give you practical tips for delivering the workshops. The Handbook includes up to date information on all the topics you may wish to cover. If you have relevant expertise in an area that is not included in the handbook, we are continually updating the programme and welcome all support in broadening the content. Use these materials to inform your conversations with your partner organisation and agree on which topics will be most useful and how many sessions to run.

7. AGREE DATES

Find a set of dates which works for your team members and partner organisation. It can work well to run the sessions in consecutive weeks to maintain momentum

and develop a rapport with participants but this is entirely at your discretion and will depend on your availability, that of participants and access to the venue. Once agreed, please fill in these details on the LAP Partnership Agreement and ask the partner organisation to review and sign the agreement to ensure that everyone is clear on what has been agreed.

8. REGISTER THE PROJECT & ATTEND AN INDUCTION SESSION

Send us the completed Partnership Agreement letting us know who is going to be involved, what has been agreed and where it will take place. We will provide access to an induction session, which you will need to complete before you can run your first session yourself.

9. HOLD THE SESSIONS

The sessions may be held online or in person. Think ahead about how this is likely to impact on your delivery technique and make sure you have access to the relevant facilities for either format. If you are holding in person sessions, these should be held in a community centre or ideally the location of the partner organisation. Encourage questions as they arise during the session and try to keep the format as informal as possible so that everybody feels comfortable and able to participate. Remember that you cannot offer legal advice during these sessions – it is useful to remind participants of this at the start.

10. LET US KNOW HOW IT GOES

We'll ask you to collect some basic information about the sessions you run, such as the number of participants that attended and topics covered. We would also be very grateful if you could ask those who attended the sessions for feedback in order for us to collect and share these stories and improve the overall programme

Points to consider:

WHO SHOULD DELIVER THE SESSIONS?

Think about whether you will have one member of the team that acts as the trainer or if not, how to divide the delivery between you. It is not a requirement that the person delivering the session should be a lawyer in that area but you should be confident in presenting the material. Be sensitive to power dynamics and any ethical issues that may arise through your role as trainer and, where appropriate, discuss these with the partner organisation ahead of the sessions.

THE APPROPRIATE LANGUAGE

Keep in mind that English will not be the first language of most participants. Consider whether it would be useful to have a translator in the session or to run the session in another language. If your sessions are in English, try to keep your language jargon free and check to see if everyone is able to follow. If you have relevant language skills and

would like to help us improve our materials, let us know as we are always working to ensure the content is accessible to all participants and update our materials on a regular basis.

EXPERT INPUT

Though you are not expected to be an expert in these topics, there may be areas where you would benefit from expert input. You may want to consider inviting an expert participant to specific sessions to answer questions or consult with them ahead, so you feel better prepared.

Summary of key points:

- You may not give legal advice during these sessions.
- You do not need specific legal expertise but we recommend having at least one qualified lawyer in your team.
- You need to provide LAP with a signed Partnership Agreement.
- You will need to attend an induction session before running your first session.

If you have any questions, get in touch at: refugees@lawyersagainstopoverty.org