

S.T.O.P. – new client induction form :

OFFICE USE ONLY

Date received at STOP:

Reference No:

Initial Appointment date:

Group Attended:

Name:

Date form completed:

Full Home Address:

Post Code:

Home tel:

Mobile tel:

Email address:

Date of Birth:

Occupation:

Have you given your permission for anyone to contact STOP about your attendance here ? (eg Social Worker, CAFCAS, Solicitor etc..) **please give us full details**

Referral:

How did you hear about S.T.O.P. ?

GP details:

Partners Details: It is our policy to contact partners of our clients to inform them of the services we offer and to involve them in the assessment of your progress:

Partners Name:

Address:

Home tel:

Mobile tel:

Email address:

Date of Birth:

Partners Occupation:

Length of time in relationship:

Marital Status:

Disabilities

Do you consider yourself to be disabled?

YES / NO

S.T.O.P. – new client induction form :

Children: PLEASE ANSWER: NUMBER / YES OR NO / DETAILS

How many children do you have?

Are they your own children, step children, fostered?

What are their ages and gender?

How many Children live in the same home as you ?

How many of your children live with someone else?

Who do they live with?

Ethnic Origin: Please indicate from the table shown below

1	White	British	Irish	Any other White Background (please specify)
2	Black or Black British	Caribbean	African	Any other Black Background (please specify)
3	Asian or British Asian	Indian	Pakistani	Any other Asian Background (please specify)
4	Chinese or other ethnic group	Chinese	Japanese	Any other Ethnic Background (please specify)
5	Mixed	White and Black Caribbean	White and Black African	Any other Mixed Background (please specify)

Previous Convictions

Have the police ever been called to your home to attend a domestic violence incident?

YES / NO

If yes how many times _____

Any current court case for domestic violence offences?

YES / NO

Any previous conviction for domestic violence offences?

YES / NO

Any previous convictions for other violent behaviour?

YES / NO

Other Problems?

Do you consider yourself to have an alcohol problem?

YES / NO

Do you consider yourself to have a drug problem?

YES / NO

Would you like us to put you in touch with another agency who can help you address these or any other issues?

YES / NO

GIFT AID

signature required

S.T.O.P. is a registered charity and can claim tax relief through Gift Aid

The cost for attending the group each week is £5 for employed and £2 unemployed.

Please sign the declaration here to agree to gift aid to STOP, which means we can claim 28p for every pound donated by UK tax payers.

I agree to GIFT AID. Signed _____

S.T.O.P. – new client induction form :

First Self Assessment page 2

3. Emotional & Psychological Abuse *is to ...threaten self harm, play mind games, emotional blackmail etc ...*

How frequently have you used this type of abuse against your partner?

Never	Once	Couple	Monthly	Weekly	Daily
-------	------	--------	---------	--------	-------

To what extent have you used this abuse?

0	1	2	3	4	5
Not at all			slightly		very bad

4. Sexual Abuse *is to ...force involuntary sexual acts, rape, etc...*

How frequently have you used this type of abuse against your partner?

Never	Once	Couple	Monthly	Weekly	Daily
-------	------	--------	---------	--------	-------

To what extent have you used this abuse?

0	1	2	3	4	5
Not at all		with a bit of force		with all of your energy	

5. Financial Abuse *is to ...withhold housekeeping, create debts etc ...*

How frequently have you used this type of abuse against your partner?

Never	Once	Couple	Monthly	Weekly	Daily
-------	------	--------	---------	--------	-------

To what extent have you used this abuse?

0	1	2	3	4	5
Not at all			slightly		very bad

6. Spiritual Abuse *is to ...force or stop the practice of religion, etc*

How frequently have you used this type of abuse against your partner?

Never	Once	Couple	Monthly	Weekly	Daily
-------	------	--------	---------	--------	-------

To what extent have you used this abuse?

0	1	2	3	4	5
Not at all		slightly			very bad

Please feel to add any further comments

S.T.O.P. – new client induction form :

--

S.T.O.P. – new client induction form :



Members Contract – Office Copy

Your Responsibilities

1. STOP Members are encouraged to attend the group for twelve months.
2. You must attend all sessions on time.
3. You must undertake all work given including "homework" in order to complete the Programme.
4. You must keep themes and any personal information of all group members confidential.
5. You must not use any violence or abuse in the group.
6. You must be sober. If you are under the influence of alcohol or other drugs you will not be allowed to take part in the session that week.
7. Any disruptive or uncooperative behaviour will not be tolerated and you may be suspended from the Programme.
8. Any racist, sexist or homophobic comments whilst in the group will be challenged and you may be suspended from the Programme.
9. You are asked not to swear during the group sessions as it is unacceptable and disrespectful to other group members.
10. You must refer to your partner / ex-partner by their first name.
11. Mobile telephones must be switched off during the group.
12. The safety of partners and children is paramount. If we feel that their safety is endangered, protection of their rights overrides confidentiality at all times.

I agree to abide by the rules as set out above and not be violent or abusive with any person during my participation on the programme.

Signed:

Print Name:

S.T.O.P. – new client induction form :



Members Contract – Client Copy

Your Responsibilities

1. STOP Members are encouraged to attend the group for twelve months.
2. You must attend all sessions on time.
3. You must undertake all work given including "homework" in order to complete the Programme.
4. You must keep themes and any personal information of all group members confidential.
5. You must not use any violence or abuse in the group.
6. You must be sober. If you are under the influence of alcohol or other drugs you will not be allowed to take part in the session that week.
7. Any disruptive or uncooperative behaviour will not be tolerated and you may be suspended from the Programme.
8. Any racist, sexist or homophobic comments whilst in the group will be challenged and you may be suspended from the Programme.
9. You are asked not to swear during the group sessions as it is unacceptable and disrespectful to other group members.
10. You must refer to your partner / ex-partner by their first name.
11. Mobile telephones must be switched off during the group.
12. The safety of partners and children is paramount. If we feel that their safety is endangered, protection of their rights overrides confidentiality at all times.

I agree to abide by the rules as set out above and not be violent or abusive with any person during my participation on the programme.

Signed:

Print Name:

**PLEASE DETACH THIS COPY FOR YOU TO KEEP AS A RECORD OF THE CONTRACT
YOU HAVE SIGNED WITH S.T.O.P.**

S.T.O.P. – new client induction form :



Assessment Process for clients

- We will ask you to complete three self assessments, one when you first join the group to establish your own opinion of your behaviour, after you have attended for 4 weeks to establish improvements, then again in 3 months
- We will write to your partner / ex partner, at the same intervals, and ask them to complete an assessment of your behaviour in their opinion. Their answers are completely confidential.
- The facilitators record brief notes after each group session.

We use all of the above methods to assess positive changes in behaviour.

Limits to confidentiality for clients

- We will contact your (ex) partners to include them in the assessment process. We will also allow them to inquire as to your attendance and progress at S.T.O.P.
- **Only with your prior consent** contact and discussion can take place with other agencies (for instance; Probation Services, Social Services and the Family Courts).
- Minimising future risk;

What you say about the past is confidential.

The two exceptions are cases of disclosure of murder or child abuse.

If we have reason to fear a future harm may occur for instance, if you make a direct specific threat we will break your confidentiality in order to minimise the risk to others

Complaints procedure:

Should you have a complaint about any member of staff, sessional worker, trainee or volunteer please address this in writing to the Director.

A response will be given within 7 working days.

If your complaint is not satisfied by the response, you have the right to ask S.T.O.P.'s Management Committee to deal with the complaint.