



Solomon Islands

Domestic Violence Counselling Guidelines

The Solomon Islands Domestic Violence Counselling Guidelines was developed by the Solomon Islands Ministry of Women, Youth, Children and Family Affairs with technical support from UN Women Fiji Multi-Country Office.

UN Women's support is through the Pacific Partnership to End Violence Against Women and Girls (Pacific Partnership). The Pacific Partnership brings together governments, civil society organisations, communities and other partners to promote gender equality, prevent violence against women and girls (VAWG), and increase access to quality response services for survivors. The Pacific Partnership is funded primarily by the European Union, and the Governments of Australia and New Zealand, and UN Women, and is led by the Pacific Community (SPC), UN Women and the Pacific Islands Forum Secretariat.

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Minister's Foreword

I am very proud on behalf of my Ministry, the Ministry of Women, Youth, Children and Family Affairs, to introduce Solomon Islands' Domestic Violence Counselling Guidelines. These Guidelines are a significant achievement for Solomon Islands, and will form a key component of our national response to the widespread issue of domestic violence. It is clear that domestic violence is a gendered crime, one which primarily impacts on women and girls, constituting a violation of their rights. The Solomon Islands government is committed to working to end all forms of gender-based violence, through our national policy on Ending Violence Against Women and Girls, and our international commitments such as the Convention on Elimination of Discrimination Against Women (CEDAW). It is imperative that we address the gendered drivers of violence, while also ensuring that victims and survivors of violence are able to access the right support, from trained and qualified practitioners, when they need it.

It has been a key responsibility of my Ministry to develop the Guidelines, under Section 54 and 55 of the Family Protection Act 2014. The Guidelines provide a mechanism for the registration of domestic violence counsellors, who will meet the highest standards and will be able to provide safe, confidential and high-quality counselling services to those impacted by domestic violence. The Guidelines also introduce nationally recognised Practice Standards and a Code of Ethics for all counsellors. In order to become registered, domestic violence counsellors must demonstrate that they are competent and have the right skills, knowledge and attitudes to practice safely. Furthermore, through these Guidelines, we are committed to ensuring that victims and survivors will be able to access quality support services regardless of where they live – whether in Honiara or the furthest parts of our nation. The Guidelines will therefore establish a decentralised structure, with the registration mechanism established in every province. We look forward to partnering with provincial governments through the provincial Women's Desk Officers, who will be crucial to the implementation of the Guidelines across Solomon Islands.

While there is much to celebrate in launching the Domestic Violence Counselling Guidelines, with everything this represents about how far Solomon Islands has come, we must acknowledge that the real work of implementation is still ahead of us. The Guidelines are a living document that we must all work together to implement and ensure their success. I am confident that through this process, we can ensure that victims and survivors of domestic violence are truly enabled to access the supports and services that they need, and that as a society we can show our commitment to ending violence against women and girls.

Minister's Acknowledgements

First and foremost, we acknowledge the many women and children who are the primary victims of domestic violence in this country, who so often have nowhere to turn and no one to talk to about the violence they are experiencing. We also acknowledge the tireless efforts of those working to support victims and survivors of domestic violence, often with limited resources, who so often go far beyond the requirements of their role to ensure victims of violence are safe and have access to crucial services. Without their valuable guidance and willingness to share about their experiences and what has been most helpful for them, these Guidelines would be a worthless endeavour. It is our aim that these Guidelines will provide avenues of hope, support, and safety, to those who need it most, and will be a valuable resource for those working in the sector.

The Guidelines would not have been possible without the crucial input and support of all those who were part of the nationwide consultations that led to the formation of this document. In every province, community members, survivors of violence, women, men, church leaders, health workers, police, and those working in the community services sector, were asked what they thought was needed to guide the practice of domestic violence counselling. The Guidelines were then developed to account for the views and needs of all Solomon Islanders, ensuring a document that is inclusive, representative and relevant to the unique context of Solomon Islands.

Finally, we acknowledge the valuable and ongoing support of our main partner in this project, UN Women. We particularly acknowledge the wonderful Solomon Islands team, Doris Puiahi, Alvina Ereka, and John Nuu, as well as our consultant, Kathy Cusack. Kathy's dedication to this project, and truly participatory approach to the consultation process, were evident from start to finish, through her relationships with all those involved in the project and her willingness to listen to each and every person who contributed.

We also wish to thank UN Women for providing funding support to the Guidelines, initially through the Essential Services Package, followed by the Pacific Partnership to End Violence Against Women and Girls launched in 2019. The Pacific Partnership is funded by the European Union with targeted support from the Australian Government, the New Zealand Government and UN Women. Our strong relationship with UN Women has been indispensable when it comes to addressing and ending domestic violence in this country and we look forward to our continued partnership in working together to make Solomon Islands a safe country for all of our people.

Thank you.

Honourable Freda Rotutafi Rangirei



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Part One

The Solomon Islands Domestic
violence Counselling Register

Introduction

The *Solomon Islands Domestic Violence Counselling Guidelines (Guidelines)* have been developed in accordance with Sections 54 and 55 of the Family Protection Act (FPA) 2014. Specifically, the FPA requires that the Solomon Islands Government (SIG) set up a register for domestic violence counsellors (DVCs), call for and approve applications from qualified DVCs, and deregister DVCs for misconduct.

The *Guidelines* outline the structure of the Domestic Violence Counselling Register (DVCR) and explain its purpose. They contain information on the governance of the register, the specific requirements to become a registered DVC, how to apply and stay registered, and details of the process for dealing with complaints. The *Guidelines* are, in essence, a tool, developed specifically for the SIG, provincial governments, the Ministry of Women, Youth, Children and Family Affairs (MWYCFA), SAFENET (see Glossary of terms for details), domestic violence counselling-providing organizations (DVCPOs) and DVCs interested in registering.

The *Guidelines* are national in scope, with governance structures, and application and monitoring processes in all nine provinces and in the national capital, Honiara. They will be reviewed every 3 years at the same time as the review of the FPA.

Terminology

Domestic violence (DV) is defined in the FPA to mean any act of physical, sexual, psychological or economic abuse, or threat of such an act, committed by a family member, parents or guardians of a child. A domestic relationship is defined broadly to include persons who are engaged, in courtship or a customary relationship, actual or perceived, or an intimate or sexual relationship, and/or a domestic worker in the household. The Child and Family Welfare Act (CFWA) (2017) adds to this definition, including sexual abuse and sexual exploitation, neglect and hazardous or exploitive labour of children.

A DVC is a person who is trained to provide support to a client who has experienced or is experiencing DV. The counsellor's role is to help facilitate change. In the process the counsellor helps the client to understand her/his own situation of DV more clearly, to talk about difficult feelings such as shame and fear, to strengthen her/his self-esteem and confidence, and to find solutions and identify actions for change.

DV-counselling is a specific type of counselling for victims/survivors of DV. It is different from perpetrator counselling. The knowledge, skills and attitudes needed for each are different. The DV-counselling competencies identified in the *Guidelines* are specific to counselling for the victim/survivor.

DV-counselling is a helping and collaborative relationship, a relationship of trust. Confidentiality is paramount to successful DV counselling.

DV-counselling is not:

- giving advice or telling the client what to do;
- expecting or encouraging a client to behave as you, the counsellor, would behave if confronted with a similar problem in your own life;
- looking at a client's problems from your own perspective, based on your own value system;
- couple counselling.

DV-counselling should never involve the victim/survivor and the perpetrator in the same counselling session. Nor, for safety reasons, would it involve having the perpetrator and the victim/survivor in the same office at the same time.

Good DV counselling is safe and should enable the client to make her¹ own choices, reach her own decisions and act upon them.

The *Guidelines* introduce a number of other new terms. A glossary of terms has been developed and is included as Part 3 to assist readers and users of the *Guidelines*. It includes explanations of newly introduced and uncommon terms.

Section 1: Domestic Violence Counselling Register

What is the Domestic Violence Counselling Register (DVCR)?

The DVCR is an up-to-date public record of DVCs with the skills, knowledge and experience to be registered. DVCs in the register meet or exceed the SIG's recommended minimum practice standards. These standards cover training, supervision, continuing professional development and a contractual commitment to the register Code of Ethics and Practice Standards. The standards specify what is expected of DVCs both for their initial registration and for maintaining their registered status.

Where it is

The register is located in the MWYCFA, Women's Development Division (WDD), with the SAFENET coordinator in Honiara, and in the offices of the WDD officers in each province.

Where and when it can be accessed?

The public will have access to the register during office hours Monday to Friday. The WDD will also provide an up-to-date list of registered DVCs to organizations identified by SAFENET for weekend and out-of-hours support. Access to the register will be free of charge. The register will provide the DVC's name, organization and organization contact number.

Aim

The aim of the register is to protect the public by identifying DVCs who are competent and trustworthy and who provide a safe and confidential service.

The register supports client and public protection by:

- having a governance system in place,
- setting and monitoring standards;
- ensuring all registered DVCs are signed up to the Practice Standards and
- providing training to help DVCs understand the Practice Standards and the complaint mechanism.



Section 2: DVCR governance

The FPA calls for the creation of the Family Protection Advisory Council (FPAC) (Part 5, Division 1, and Section 49) to advise on and make recommendations to the Minister of the MWYCFA on the implementation of the Act. The FPAC will oversee and report on the implementation of Sections 54 and 55 (Part 5) on registered DVCs with the support of the WDD of the MWYCFA, which serves as the secretariat (see Figure 1).

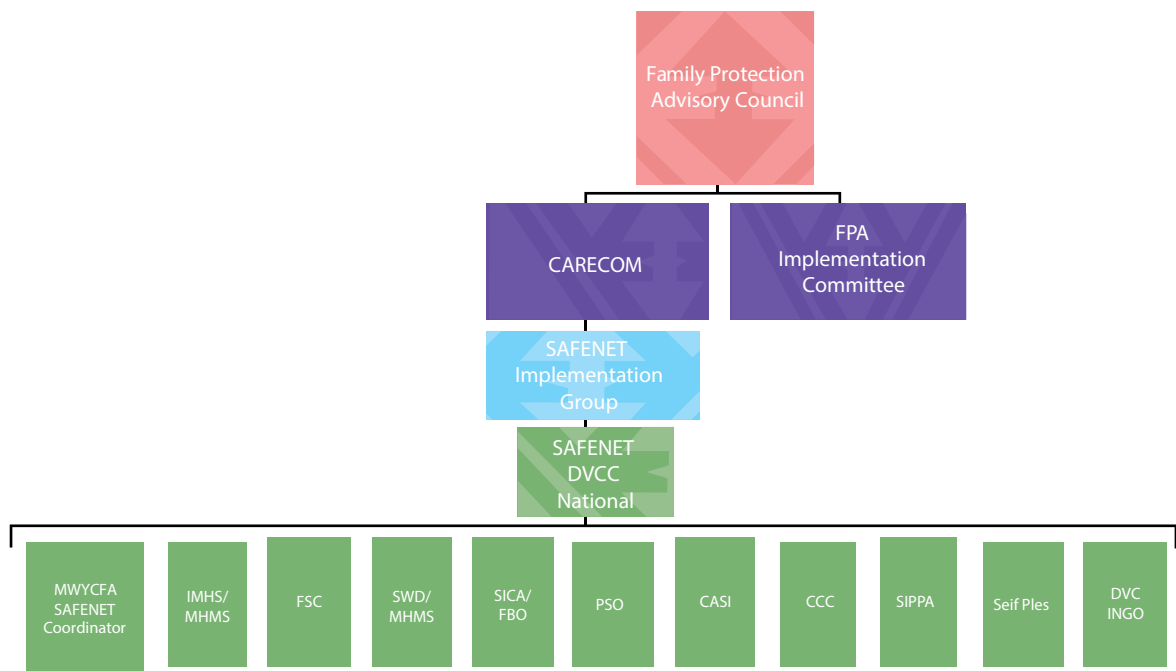
Figure 1: FPA-required structure



The FPAC is supported by a committee structure created specifically to support the implementation of the FPA (see Figure 2). A newly constructed Domestic Violence Counselling sub-Committee (hereafter referred to as DVCC) will function through the SAFENET Implementation Group in Honiara, and SAFENET in the provinces, to provide support for the implementation of Sections 54 and 55 of the FPA (see Figure 2).

¹ Although women as well as men are victims of DV, the Guideline uses the term women throughout when referring to clients/ victims / survivors to reflect the gendered nature of IPV/DV and that more women than men experience and are injured by PV/DV in hetero- sexual relationships, and more men than women perpetrate IPV/DV.

Figure 2: National committee structure supporting FPAC



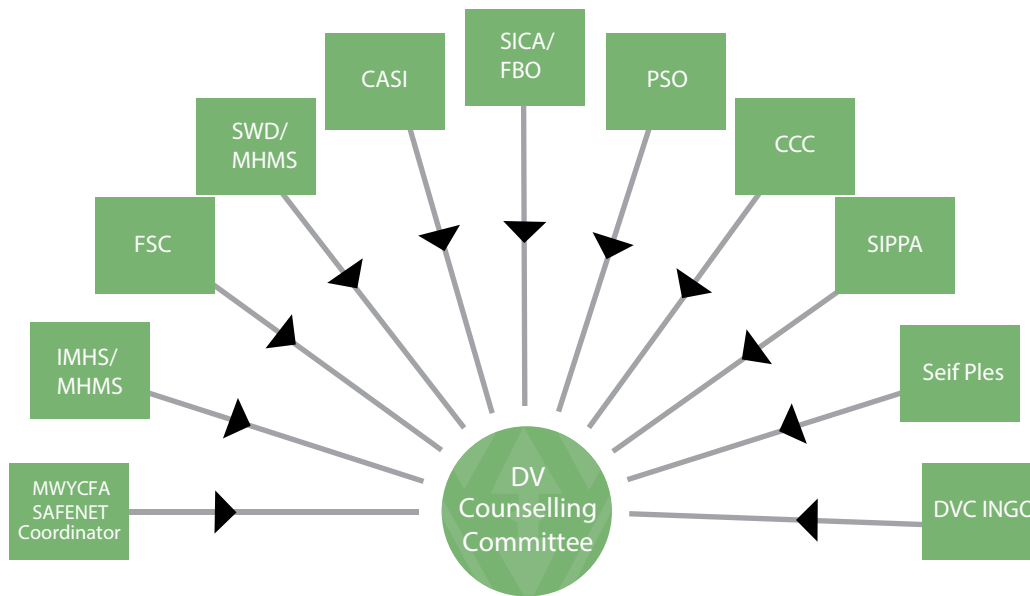
Membership of the national DVCC

The national DVCC shall comprise 11 members and be supported, as needed, by the secretariat of the MWYCFA:

- i. one representative of the MWYCFA, SAFENET Coordinator;
- ii. one representative of the Integrated Mental Health Service (IMHS), Ministry of Health and Medical Services (MHMS);
- iii. one representative from the Family Support Centre (FSC);
- iv. one representative of the Social Welfare Division (SWD), MHMS,;
- v. one representative of a faith-based organization (FBO) selected by the Solomon Islands Christian Association (SICA);
- vi. one representative of the Public Solicitor’s Office (PSO);
- vii. one representative of the Counselling Association of Solomon Islands (CASI);
- viii. one representative of the Christian Care Centre (CCC);
- ix. one representative from the Solomon Islands Planned Parenthood Association (SIPPA);
- x. one representative from Seif Ples;
- xi. one representative from an international non-governmental organization (INGO) providing DV counselling (see Figure 3).

A Chair and vice-chair will be appointed by the FPAC from among the 11 members.

Figure 3: Composition of national DVCC

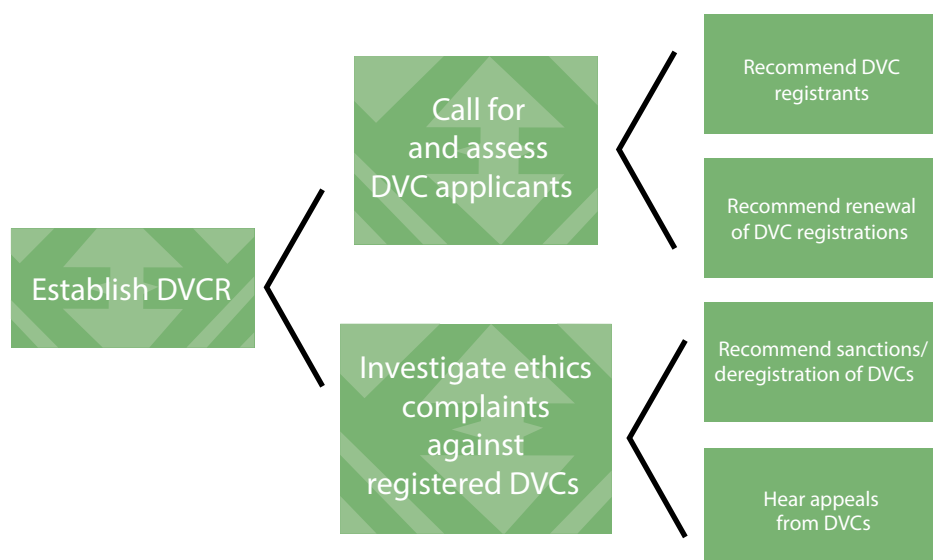


The DVCC is a national structure. It will be replicated in the provinces through SAFENET. Membership of the provincial DVCCs will range from 5-11 members. A Chair and vice-chair will be appointed.

The key tasks of the DVCC and FPAC identified in Sections 54 and 55 of the FPA are the following (see Figure 4):

- Section 54 requires the Minister to call for applications from people wishing to register as DVCs, registration of the DVCs and deregistration for misconduct.
- Section 55 requires that an electronic register of counsellors be set up.

Figure 4: Key tasks of FPAC in Sections 54 and 55



Key roles of the SAFENET DVCC

- Oversees all logistical matters related to the call for applications across the country.
- Reviews and approves request for accreditation of DVCPOs.
- Receives applicant recommendations from accredited DVCPOs (in each province and Honiara) wishing to register DVCs and directly from private practitioners and/or DVCs in the public sector.
- Reviews applications to ensure all required evidence has been submitted and that applicants meet the mandatory requirements to apply to the register.
- Schedules and administers DVCSAs for private practitioners and/or DVCs in the public sector.
- Identifies and schedules applicants for the observation component of the assessment of all DVC applicants.
- Writes a summary report for the FPAC recommending DVC applicants to the register with evidence and results of the DVCSA for private practitioners and/or DVCs in the public sector and the observation assessment for all applicants.
- Forwards to the FPAC recommendations of DVCs to be admitted to the register.
- Receives all complaints against individual DVCs, DVCPOs and private practitioners and/or DVCs in the public sector (as per details in complaint mechanism in Section 5).
- Implements the actions and sanctions recommended, endorsed and declared by the FPAC and/or the Minister (see Annex 1 for the DVCC terms of reference (TOR),

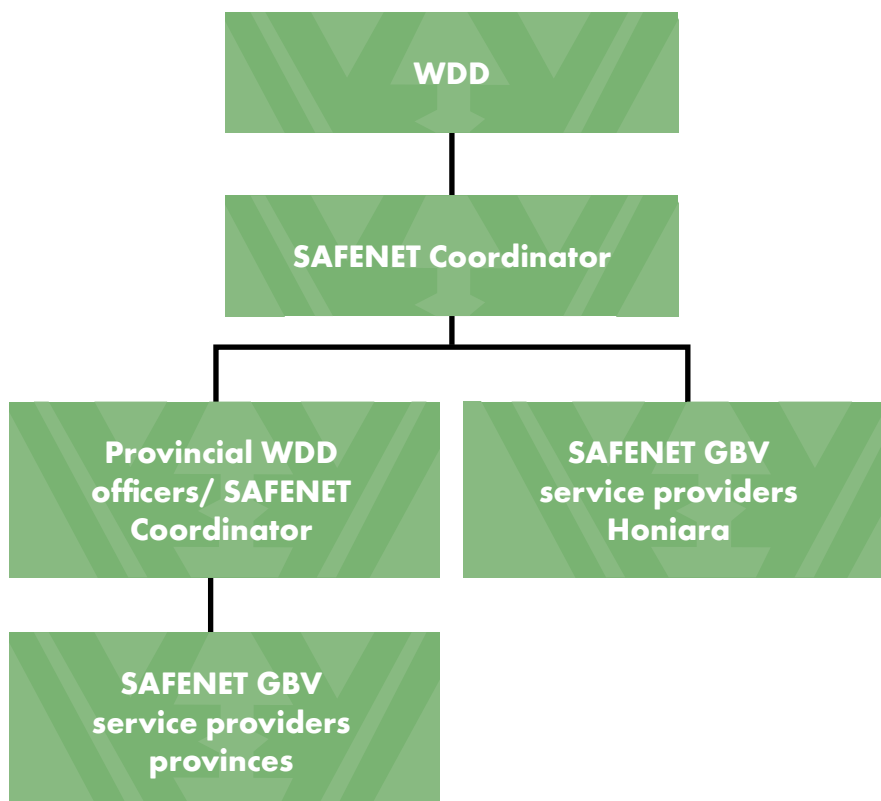


Role of WDD

The WDD in Honiara and the provinces will serve as the secretariat for the DVCC of SAFENET. The SAFENET coordinator is the focal point within WDD for the secretariat and liaises with provincial WDD officers, and SAFENET service providers in Honiara and the provinces (see Figure 5).

The WDD will support SAFENET to develop and set up the observation component of the assessment for DVC applicants. This will involve identifying, orienting and certifying the observers.

Figure 5: WDD secretariat structure for domestic violence counselling



Domestic violence counselling-providing organizations

The DVCC in Honiara and the provinces will assess applications recommended by DVCPOs. A DVCPO can be any of the following type of organization so long as it is providing DV-counselling:

- non-governmental organization (NGO);
- community based organization (CBO);
- FBO;
- church; and
- INGO.

Only accredited DVCPOs will be able to recommend DVCs for the register. Accredited means that the DVCPO has been officially recognized by SAFENET and the SIG as an organization that:

- provides DV-counselling;
- supervises its volunteer or paid DVCs;
- has the required policies and protocols in place to provide DV-counselling that is safe for the client, the counsellor and the organization;
- can respond to DV-counselling-related complaints; and
- regularly reflects on its DV-counselling practice.

DVCPOs will become accredited through SAFENET in the provinces and Honiara. To become accredited they must provide evidence. Private DV-counselling practitioners must also register with SAFENET and are obliged to provide the evidence from criteria 1, 2, 3, 6, 8 and 10 (details below).

Ten mandatory criteria have been established for DVCPOs to become accredited (see also Figure 6):

- 1. Registered company.** DVCPOs must provide a certificate of registration from the Registrar of Companies in line with the Charitable Trusts Act. Private practitioners will require a certificate showing they are a registered business. Only registered organizations and/or private practitioners can be listed as accredited.
- 2. Certificate of registration from SWD.** The CFWA, Part 6. Section 60, obliges all individuals (private practitioners) and organizations (e.g. NGOs, FBOs) providing services to children in need of care to register with the SWD. Any individual or organization providing DV-counselling to children will be required to provide evidence of registration with the SWD.
- 3. Proof of DV-counselling.** This register is specifically for DV counselling. All organizations and private practitioners wishing to be accredited must provide proof that they provide DV-counselling services. Proof can be in the form of: (i) data distinguishing the types of cases the DVCPO, private practitioner or DVCs in the public sector receives, (ii) a monthly report with details of DV-counselling services or, (iii) job/role description for volunteer or paid DVCs.



4. **Approved code of ethics and/or DV-counselling practice standards.** All organizations must have an approved code of ethics and/or DV-counselling practice standards for DVCs within the organization. Official approval of the ethics and/or standards must be come from a board, steering committee or oversight body for the applicant organization. DVCPO codes of ethics or practice standards must be aligned in purpose and orientation with the DVCR Code of Ethics and Practice Standards. Note: private practitioners will be bound by the code of ethics and practice standards of the SIG Register.
5. **Approved organizational complaint mechanism.** All organizations must have an approved internal complaint mechanism to investigate and respond to complaints related to DV-counselling services within the organization. Official approval of the complaint mechanism must be come from a board, steering committee or oversight body for the applicant organization. Note: the national complaints mechanism governed by the SAFENET DVCC will be used to respond to complaints against private and other practitioners.
6. **Supervision.** SIG and SAFENET recognize supervision as essential to good practice in DV-counselling. Supervision provides counsellors with regular and ongoing opportunities to reflect in depth about their practice in order to work as effectively, safely and ethically as possible. Applicant organizations and private practitioners are required to provide proof that they have a system of regular supervision – 1.5 hours per month for their DV-counselling practice– in place to support DVCs and monitor the quality of the DV-counselling services they offer.
7. **Signed agreements with all volunteer DVCs** to ensure they practise in accordance with the organization’s professional and ethical practice standards for DV-counselling. The agreement should clearly outline volunteers’ reporting requirements.
8. **Monitoring of DV-counselling services.** All organizations and private practitioners should have a system in place for regular monitoring of their DV-counselling services.
9. **Child protection policy.** All organizations must have an approved child protection policy. Official approval of the policy must be come from a board, steering committee or oversight body for the applicant organization.
10. Be a **signatory to the SAFENET Memorandum of Understanding** and as such abide by the SAFENET guiding principles and 10 minimum standards for coordinated response and referral of gender-based violence (GBV) clients, or sign an agreement to abide by them.

These criteria give SAFENET and SIG the confidence that a DVCPO and / or private practitioner have the policies and procedures in place to support a DVC, volunteer or paid, to provide safe and good-quality DV-counselling services to clients, and to identify and respond to misconduct. DVCPOs and private practitioners can be located in any of the nine provinces and/or Honiara.

Figure 6: Accreditation criteria for DVCPOs

1. Registered with Registrar of Companies as charitable organization or registered business
2. Registered with SWD (Sect. 60 CWFA) (2017)
3. Proof of DV-counselling services
4. Internal code of ethics and/or practice standards for DV counsellors
5. Internal complaints mechanism
6. System of regular supervision of all DV counsellors
7. Signed agreements with volunteer DV counsellors
8. Regular monitoring of DV-counselling services
9. Child protection policy
10. SAFENET member or agree to abide by guiding principles and minimum standards

Timeframe to be an accredited DVCPO

Organizations that fulfil the 10 criteria for selection will be accredited by SAFENET for a period of 5 years, after which they will be required to renew.

Key roles of DVCPO

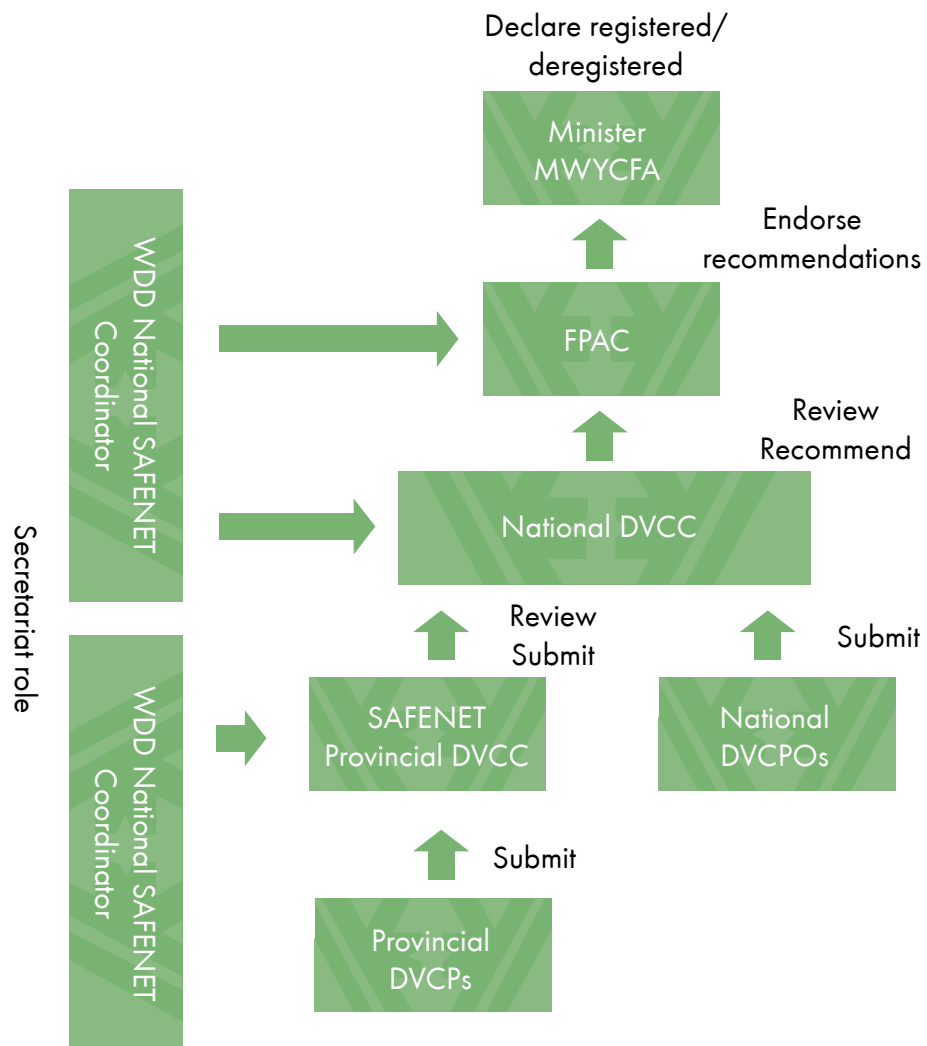
Accredited DVCPOs are responsible for:

1. ensuring the organization's code of ethics and practice standards are in line with the SIG Code of Ethics and Practice Standards;
2. ensuring DVCs, paid and volunteer, practice in accordance with the organization's code of ethics and practice standards;
3. supervising all DVCs, paid and volunteer;
4. responding to complaints about the DV-counselling services;
5. regularly monitoring their DV-counselling services;
6. submitting the DVCR application to the DVCC with all required evidence, on behalf of DVCs in their organizations.

Overall structure for implementation of Sections 54 and 55 of the FPA

Overall the structure for the implementation of Sections 54 and 55 of the FPA has five components: beginning with the DVCPOs, recommendations are directed to the SAFENET DVCCs in Honiara and the provinces; private and other DVC practitioners will direct their applications to the SAFENET DVCC. The provincial DVCCs review and forward their recommendations to the national DVCC, which assesses and forwards all recommendations to the FPAC for endorsement and onwards to the Minister of the MWYCFA for approval. The WDD serves as the secretariat to the FPAC and the DVCC, with support from the WDD officers in each province (see Figure 7).

Figure 7: Overall implementation structure for domestic violence counselling



Section 3: Registration requirements

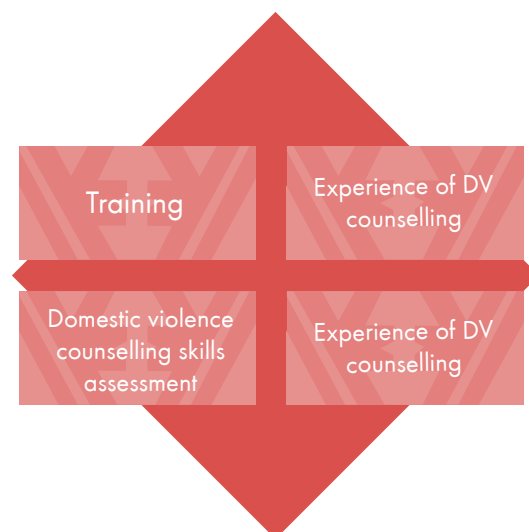
Registration requirements: training, counselling experience and supervision

To become a registered DVC there are four requirements applicants must fulfil: DV-counselling training, DV-counselling experience, DV-counselling skills assessment (DVCSA) and supervision or observation of DV-counselling practice (see Figure 8).

Specifically, applicants must have:

1. successfully completed 120 hours of gender-based violence (GBV)/DV-counselling-related training courses or study to develop their DV-counselling skills and knowledge;
2. obtained a minimum of 2 years' experience providing DV-counselling;
3. successfully passed the DVCSA; and
4. successfully been supervised and/or observed providing DV counselling.

Figure 8: DVC registration requirements



Training

It is mandatory for applicants to have successfully completed a minimum of 120 hours of GBV/DV-counselling-related training through workshops or studies.

The following types of workshops and study are known to develop some of the competencies for DV counselling and can be used in the application process (note: this is not a comprehensive list). These courses complement diploma courses that do not have DV-counselling modules such as the University of the South Pacific diploma course in community service with its counselling course and/or pastoral counselling training:

- clinical care for sexual assault/responding to rape or sexual assault;
- rape crisis training;
- caring for child survivors of GBV/DV;
- GBV case management;
- survivor-centred responses to GBV/intimate partner violence (IPV)/DV/sexual assault;
- feminist counselling for survivors of GBV/DV;
- components of basic counselling for GBV;
- crisis intervention for GBV/DV;
- Fiji Women's Crisis Centre regional training programme;
- safety and risk assessment training for GBV; and,
- empowerment and strength-based counselling of GBV survivors.

Experience of DV-counselling

All applicants to the DVCR will require at least 2 years' experience providing face-to-face DV counselling. This has been translated into 300 practice hours of DV counselling, approximately 3 practice hours per week.

Supervision or observation

Each candidate will provide proof of a minimum of 10 hours of supervised DV-counselling in the past 5 years or will have been observed (successfully) doing DV-counselling in the following ways:

- in role plays during DV-counselling training and
- in two role plays during the DVCSA phase.



DV-counselling skills assessment

The DVCSA is a standardized assessment of competencies for DV-counselling. DVCPOs and the SAFENET DVCC will be responsible for assessing the DV-counselling competencies of each of the DVCs applicants to the register, using a standardized questionnaire to assess a combination of skills, knowledge and attitudes.

DV-counselling competencies should encompass three broad areas:

- i. survivor-centred approach competencies;
- ii. iethical and legal foundation competencies;
- iii. functional competencies for basic GBV/DV counselling (see Annex 2 for a comprehensive competency framework for DVCs).

Knowledge is a body of information that applies directly to the performance of a function required on the job. Knowledge can come from books or classes or from something picked up along the way.

A **skill** is an ability to perform a particular task or activity associated with a job. Skills can be acquired through training, experience and/or practice. Skills in DV counselling have often been consolidated through regular supervision and guided case discussions.

Attitudes are the values and beliefs required to perform a job or task, e.g. the belief required to respond to clients living with or leaving violent partners. For instance, counsellors must not blame the victim/client. Blaming could take the form of thinking of IPV as something for which both partners are responsible. Blaming can also take the form of failing to recognize abuse.

The DVCPOs will assess all applicants they recommend to the register, and the SAFENET DVCC all private and other practitioners. The assessment should examine all the competencies needed to provide DV-counselling. The assessment should ensure that DVCs have the minimum level of competence the clients have a right to expect. Registered DVCs will have strong basic DV-counselling skills. They will have a solid understanding of the dynamics of DV and the context within which it occurs. DVCs will have knowledge of survivor-centred and rights-based approaches and will know how to apply them. They will have an understanding of the Practice Standards and ethics of DV counselling and their legal responsibilities and duties including child protection.

Section 4:

Domestic Violence Counselling Register registration process

If persons meet the above requirements they can register through their organization by filling out an application form manually or electronically.

Registration process

The Minister, through the FPAC and the SAFENET DVCCs, will call for registrant applications twice per year in Honiara and all provincial government regions. As far as possible, the call will be made 2 months prior to the meeting of the FPAC. The call for applications will be advertised in newspapers, on the radio, across social media platforms and through mobile texts to ensure the broadest reach. In the provinces, the call will be advertised in public places such as church and school notice boards, and other relevant places, especially in remote areas, coordinated by the provincial WDD. A website developed for the register will enable applicants to apply online.

There is no fee for applying to be a registered DVC. However, the costs associated with the application requirements, such as police clearance and birth certificate, are to be met by the applicant and/or the DVCPO. .

The MWYCFA, the provincial governments, DVCPOs and private and public sector practitioners will share costs for the observation of the DVCs. The cost of observation twice per year in provincial capitals (observers' transport, accommodation and fees, as well as a private venue) will initially be the responsibility of the MWYCFA for 2021 and 2022 and transition to the provincial governments in 2023. The transport costs for an applicant to travel to the provincial capital will be paid for by the DVCPO. Private practitioners will be responsible to cover their costs. The MWYCFA will cover the cost of the DVCC to administer the DVCSA to private practitioners and to review the results of the assessments as part of the application process.

Those wishing to apply to the register can pick up an applicants' information package from the MWYCFA WDD in Honiara and the provinces. The package provides details about the registration process and how to fill out the application form. Applicants will also be able to pick up instructions for the observation assessment from the same locations..

The registration process has three stages (see Figure 9).



Figure 9: DVCR registration process

Stage 1

Application form Sections 1 – 8
Sign disclosure and evidence (all applicants at organizational level and private practitioners)

Stage 2

Observation of DV-counselling
(some applicants through DVCC)

Stage 3

Agree to and sign terms and conditions
of DV-Counselling Register
(some applicants through DVCC)

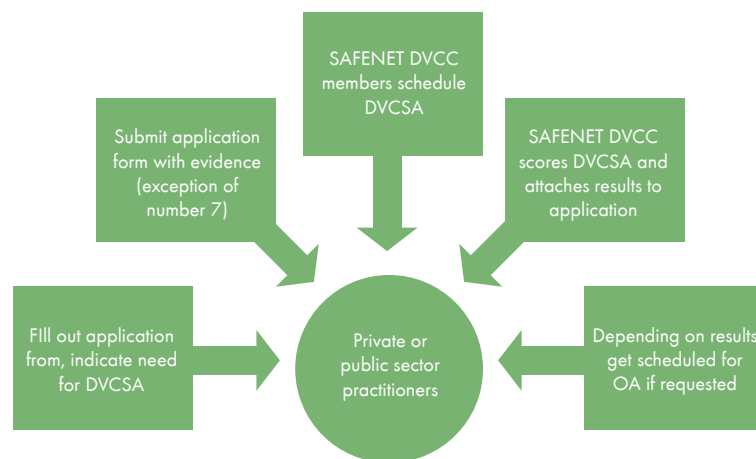
Stage 1: Applying to become a registered DVC

Any person applying to become a registered DVC, paid or volunteer, must be affiliated with an accredited DVCPO. Applicants must apply through the DVCPO by filling out the DV-counselling registration application form Sections 1 – 7, and signing the disclosure in Section 8. Accredited DVCPOs will submit the application with the required documents of evidence outlined below, including a letter of recommendation from the DVCPO noting the number of years the applicant has worked as a DVC, details of supervision support provided to the DVC with the number of hours and/or if the DVC needs to be scheduled for observation. The DVCPO will forward the package to the WDD SAFENET Coordinator in Honiara or the province.

Applying to become a registered DVC for private and government practitioners

1. Private practitioners registered as a business and/or counsellors working in the public sector can apply directly to the SAFENET DVCC. They have the same evidence requirements as those applying through a DVCPO with the exception of number 7.
2. Private practitioners and/or counsellors working in the public sector must fill out and submit the application form directly to the DVCC indicating their need for a DVCSA
3. SAFENET DVCC schedule all DVCSAs for private or public sector practitioners
4. Two members of the SAFENET DVCC will assess the applicant at a time that aligns with the application process and approval schedule.
5. Depending on DVCSA result, the DVCC will schedule an observation assessment (OA) for the private or public sector practitioner at the same time as the OA for applicants from DVCPOs

Application stages for private and public sector practitioners



All applications will be reviewed by the WDD SAFENET coordinator, to ensure the required evidence is attached. If so, the application package will be forwarded to the SAFENET DVCC for review and recommendation onwards to the FPAC and the Minister. The SAFENET DVCCs will review the applications to ensure the DVC applicants have fulfilled all the mandatory requirements: workshop hours, DV-counselling experience and supervision. The provincial DVCCs will forward their recommendations to the national DVCC for upward approval through the FPAC and the Minister.

Applying to become a registered DVC for private and government practitioners

1. Police clearance certificate
2. National Provident Fund card or biometric voting card or driving licence (certified copy) or statutory declaration
3. Medical clearance
4. Organizational DVCSA results outlining competencies
5. Reference details for supervisors, proof of hours of supervision for DV counselling and hours of counselling for candidate (note: only those with supervision experience need to provide supervision details; if they do not have it they need to indicate the need to be scheduled for Observation)
6. Certified copies of certificates for GBV/DV-related training workshops or study
7. Letter of recommendation from DVCPO

Stage 2: Observation of DV-counselling

All applicants require supervision of their practice. To address supervision gaps in the Solomon Islands, all applicants applying with no evidence of or experience with supervision of their DV-counselling will be required to register for an assessment through observation.

An OA will involve two (2) real time role-play simulations, each 50 minutes in duration, of a DVC with a client. Both OAs will be scheduled in the same week. Each role-play will be observed and the candidate assessed using a checklist. Approved and certified DVCs will conduct the observations, which will be organized by the SAFENET Coordinator in Honiara and the provinces.

Applicants can indicate this need in the application form. Only those applicants who have provided proof of completion of 120 hours of GBV/DV-counselling-related training courses, have experience with face-to-face DV counselling and have been assessed as DVCs by their DVCPOs or the SAFENET DVCC will be able to apply for the OA, which will be scheduled twice per year.

Stage 3: Agreement to and signing of register terms and conditions

The SAFENET DVCCs will review recommendations in the provinces and Honiara, together with the results of the observations for candidates with no supervision experience. All results will be forwarded to the SAFENET DVCC in Honiara for final review. The national SAFENET DVCC will review and submit final recommendations to the FPAC. Once the Minister, through the FPAC, has given written approval for the recommended DVC applicant to be registered, each applicant will be informed by SAFENET.

Applicants who have succeeded will be invited to agree to and sign the terms and conditions of the DVCR (Section 9 of the form). All successful applicants will have their names and details entered into the register. Registered DVCs will be given copies of a Certificate of Registration. Names of DVCs in the register will be gazetted.

Applicants who fail the observation will be able to request that they be scheduled for another observation. The assessor will determine how soon they can reapply and the terms for reapplying. For instance, they may recommend training or a period of supervision prior to the candidate reapplying. The timeframe from application to declaration of a DVC in the register is 12 weeks.



Renewing registration

A DVC's registration is valid for up to 3 years. Those registered will have to renew 30 days before the expiration date. Renewals will be arranged through the WDD officer / SAFENET coordinator in the respective provinces.

To renew their registration applicants, through their DVCPOs, or through the SAFENET DVCC, will need to:

- complete the renewal form and sign the register terms and conditions,
- provide evidence that you have acquired fifteen (15) points worth of training and professional development over the three (3) years since registering (see Table 1),
- provide evidence that your DV-counselling practice has been supervised for a minimum of 1.5 hours per month for all practice hours as per the Solomon Island Government (SIG) Practice Standards,
- provide evidence of 150 practice hours of DV-counselling since registration, and, provide personal and contact details

The SIG recognizes the importance of regular and ongoing training for DVCs to keep their knowledge current. A point system will be used for the renewal process to encourage DVCPOs to support their DVCs with annual training. In order to renew their registration, DVCs will need to have accumulated 15 points from attending training annually (including webinars, online resources and training modules, placements, one on one mentoring, reading journals etc.). Applicants will be required to provide proof of attendance at training in the renewal application process.

Table 1: Point system for DVC annual training

Number of days' training	Number of points
1 day* of DV counselling related training	2
2 days DV counselling related training	4
3 days of DV counselling related training	5
4 days of DV counselling related training	7
5 days of DV counselling related training or 1 full week workshop	10

* Note: 1 day is the equivalent of 8 hours.

If registered DVCs do not renew, their registration will lapse on their expiry date. DVCs will have up to 60 days to reinstate their registration, after which their name will be removed from the register. The register will be updated annually. DVCs who have missed their renewal date can have their names reinstated at the request of the DVCPO or a SAFENET DVCC member.

Section 5:

Complaint mechanism and deregistration

Goal of the complaint mechanism

The goal of the complaint mechanism is to ensure the DVCs and/or DVCPOs address the poor practice that led to the complaint. If DVCs or DVCPOs fail or refuse to comply with the sanction, the DVCs' registered status can be terminated.

What is a complaint?

A complaint challenges the professional action (or inaction) of a registered DVC and/or DVCPO. A complaint can be about the breach of any part of the Code of Ethics and Practice Standards outlined in Sections 6 and 7.

Accredited DVCPOs are responsible for monitoring the actions of their registered DVCs, paid or volunteer. The SAFENET DVCC is responsible for monitoring the actions of private and government practitioners

What complaints can be dealt with?

For a complaint to be considered by the SAFENET DVCC, it must:

- relate to individuals who were registered DVCs when the alleged misconduct happened;
- relate to a DV-counselling service provided by the DVC or DVCPO;
- have been reviewed, decided upon and/or resolutions attempted at the organizational level of the accredited DVCPOs, unless the complaint is against a private or public sector DVC practitioner (see Graphic 10); and
- be submitted within 3 years of the date the DV-counselling relationship ended.

Legal jurisdiction of FPAC and DVCC

The FPAC and the DVCC do not have any jurisdiction to consider criminal or civil law matters, or any matters that are not related to the counselling service provided by a DVC and/or DVCPO. Cases involving misconduct do not have to be reported to the police in order to make a complaint, but if reported to the police the report is needed as evidence. Complaints that have been registered with the police can still be investigated by the DVCC for misconduct related to the complaints identified above.

²The complaint mechanism does not deal with complaints against non-registered DVCs or non-accredited DVCPOs.

³The exception to the 3-year timeframe is for allegations of misconduct against a child – a person under the age of 18 – in which case there will be no statute of limitations.

Complaint mechanism in DVCPOs

All accredited DVCPOs are required to have an approved internal complaint or grievance redress mechanism to investigate and respond to complaints related to DV-counselling services. Complaints regarding a DVC should be responded to by the DVCPO first. DVCPOs are then required to notify the SAFENET DVCC of the decision. If, on ethical grounds, DVCPO suspends or terminates a DVC, or if a DVC resigns while an ethics-based complaint or inquiry is pending against her/him, the DVCPO shall within 30 days write to the Chair of the DVCC through the WDD SAFENET Coordinator with the name of the DVC, the nature of the breach of the Code of Ethics and action taken. The DVC's name shall be removed immediately from the register (see Figure 10).

Note: The SAFENET DVCC will hear complaints against private or government DV-counselling practitioners. Complaints will follow the same process

Figure 10: DVCPO complaint requirements



What types of complaints will the DVCC hear?

Normally DVCPOs initiate the complaint process, Upon completion of the complaint process at the DVCPO, a complaint can be filed with the SAFENET DVCC. Complaints against private or public sector practitioners can be lodged directly with the national SAFENET DVCC. The types of cases DVCPOs can file are as follows:

- i. appeals against decisions taken at the organizational level related to registration and deregistration of a DVC;
- ii. requests for the assistance of the DVCC to investigate an internal complaint related to a DVC;
- iii. complaints related to a breach of the SIG Practice Standards for DV counselling or poor counselling practice by an accredited DV-counselling service provider with registered DVCs.

Individuals may initiate complaints against DVCPOs and/or a private DVC related to the DVCR Code of Ethics and Practice Standards.

There are four categories of complainants that can be heard by the national SAFENET DVCC. Organizations and individuals will need to check that the complaint fits into one of these categories before submitting the complaint.

The categories are as follows:

- i. a member of the public who has sought or received counselling-related services from a registered DVC;
- ii. a current DVC registrant who has sought or received counselling services from another registrant or who has witnessed poor practice of another registrant;
- iii. a legal guardian or other appropriately authorized adult on behalf of a child, or a person lacking legal capacity, who has received services from a registrant;
- iv. a third party (i.e. family member, DVCPO) who can demonstrate that they have sufficient interest and have been directly affected by the actions of the DVC.

Step 1: Complainant records the complaint in writing or orally

How to make a complaint: You must make your complaint in writing,⁴ providing a detailed but concise account of what went wrong, together with any supporting evidence. Your complaint must:

- be in writing and signed and dated by the person(s) responsible for its initiation, and show your full name;
- include the name of the registered DVC and/or DVCPO and their location, so that there can be confirmation that they are registered;
- provide a full detailed account of what went wrong, ensuring that you provide dates for the events that you are describing;
- provide details of any attempts made to resolve the subject matter of the complaint, and/or the decision of the internal complaint body re the subject matter of the complaint;
- enclose all relevant evidence (i.e. written report of the decision taken within your organization and actions, medical or police reports).

If a complaint does not satisfy the above criteria, it will be returned to the person making the complaint with an explanation of why it does not meet the criteria.

Step 2: Complaint delivered to MWYCFA

The complaint is delivered to the WDD SAFENET Coordinator in Honiara or the provinces in an envelope clearly marked "Attention: Chair of DVCC for DV Register Complaints CONFIDENTIAL", or as an electronic copy (such as a PDF) with a signed complaint, marked as above in the subject line. Those hand delivering or emailing complaints should request a receipt stamp. The WDD officer will forward the complaint documentation onward within 14 days from the date of receipt.

Should any complaint be delivered directly to the FPAC, it will be referred back to the DVCPO.

Note: All DVCPOs will hang the complaints process in a location where clients can view the information. The information should be in accessible form such as a visual showing the process and translated into local languages.

Step 3: Chair of national DVCC distributes the complaint to the committee members

Upon receiving a complaint from the WDD SAFENET Coordinator, the Chair (or vice Chair will acknowledge receipt and **distribute the complaint** to the whole DVCC. Together they will:

- Ensure there is no conflict of interest. Any DVCC member with a conflict of interest (family, professional, or economic) in relation to a complaint shall promptly disclose the conflict and remove himself or herself from the review.

⁴ Complainants who cannot write may contact the WDD SAFENET officer in Honiara or the WDD in the provinces to make an oral complaint that will be recorded. The WDD officer will abide by confidentiality and informed consent protocols in taking the oral statement from the complainant.



- Carry out a review to see if the complaint meets the criteria. This will include checking that the complaint has a detailed account, with the date(s) of when the incident(s) occurred, that it is signed and dated, and that it has details of the DVCPO's attempts at resolution and/or decisions taken from the complaint mechanism used in the DVCPO.
- Inform the source of the complaint when the complaint does not meet the DVCC review criteria, with an explanation of why.
- The Chair of the DVCC will carry out the tasks of Steps 3 and 4 within 5 working days.

Step 4: Committee identifies urgent cases

Complaints considered urgent will be fast tracked, with the Chair calling for an extraordinary meeting of the DVCC. Non-urgent complaints will be considered at one of the regularly scheduled DVCC meetings. A decision by a simple majority of the DVCC shall be sufficient. In urgent cases, the Chair may review the complaint with another DVCC member. Urgent cases will be initiated within 5 working days, as per Step 3.

Step 5: DVCC assesses and investigates

- The national DVCC assesses the complaint and determines if additional information is required. If the DVC practices in the provinces, the DVCC in the province can be tasked by the national DVCC to gather additional information..
- The DVCC notifies the subject of any complaint against them in line with confidentiality requirements.
- The DVCC investigates, taking further fact-finding steps. The committee will ensure:
 - i. each subject is notified of any complaint against them and provided with a reasonable opportunity to respond – subjects are asked to respond within 60 working days;
 - ii. all records of the complaint and identifying information shall be held in confidence;
 - iii. the information gathered from the formal investigation is compiled and then put before the subject for their answer.
- The national DVCC will initiate the investigation within 14 working days of receiving the complaint.

Step 6: DVCC decides and reports

- The DVCC makes a decision based on evidence and can recommend any of the following actions and sanctions (see Figure 11):
 - i. Dismissal of the complaint. The DVC is cleared of question because the evidence failed to demonstrate unethical conduct.
 - ii. Acceptance of ethical misconduct. The DVCC finds the DVC or the DVCPO responsible for ethical misconduct.

Types of deregistration:

- i. Suspension from the register. Suspensions shall be for a stipulated period, not to exceed 3 years from date of suspension. If the DVCC decides on suspension of a DVC it will write a letter to the DVCPO with details of the conditions for the suspension for the FPAC's endorsement. For example, it may suggest that the DVC receive close supervision of practice for a period, further training/education, mentoring and/or other actions related to the misconduct and improving their DV-counselling practice. At the end of the period of suspension, the DVCPO is required to write a letter to the DVCC with details of the DVC fulfilment of the conditions for re-entry into the register and improvement in the DVC's practice. The letter should either recommend that the DVC be reinstated to the register, or indicate if a longer period of suspension is required.
- ii. Permanent removal from the register. The DVC will be permanently barred from the register.

Note: Any findings that suggest criminal behaviour will be reported onwards, as soon as possible, to the police.



Figure 11: DV Counselling Committee action and sanction options



Step 7: FPAC receives and processes appeals

All registrants in the complaint process will be advised they have the right to appeal against any decision by the DVCC regarding deregistration. Appeal requests must be submitted within 60 days of notification of the decision. All appeals will be directed to the FPAC for immediate consideration.

Step 8: FPAC and Minister endorse DVCC decision

- The DVCC Chair will submit the committee's recommendation and report to the Chair of the FPAC for endorsement and onward approval by the Minister.
- The Minister, on recommendation from the FPAC and the DVCC, can take the following actions against a registered DVC:
 - » impose a requirement for specific changes or improvements in their practice by a specific date;
 - » suspend their registration in the DVCR; or
 - » permanently remove them from the register and notify the public through regular announcements of DVCs removed from the register.
- No decision by the Minister can be appealed.

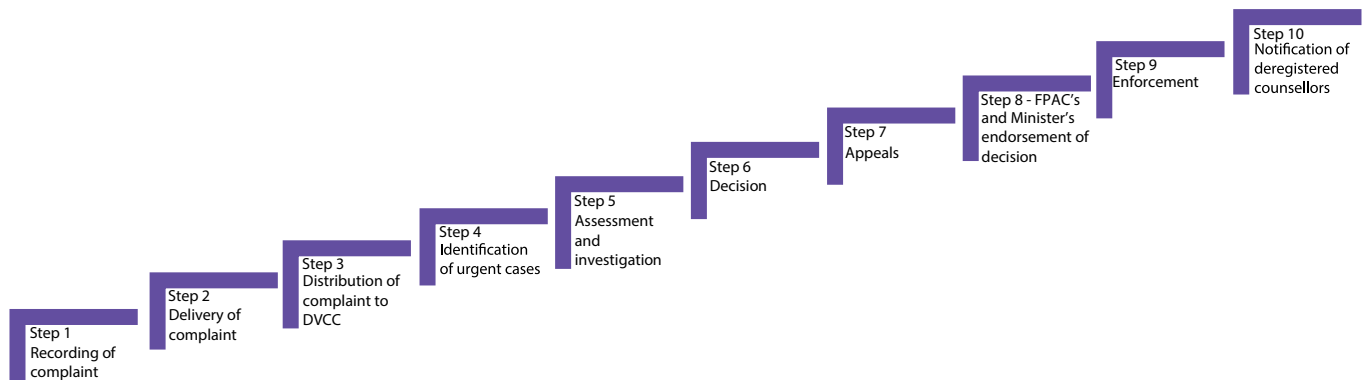
Step 9: Decision by Minister enforced

All decisions by the Minister will be passed to the DVCC, which will work with SAFENET and the WDD secretariat to ensure the decision is enforced. The first step in enforcement is to inform the DVCPO and/or individual initiating the complaint and the DVC of the decision.

Step 10: Deregistration and other notifications

- The DVCC shall regularly publish a list of names of DVCs that have been removed from the register.
- Any DVC who wishes to remove their name from the register can do so when the DVCR is updated by notifying the SAFENET Coordinator.
- DVCPOs must notify the DVCC of DVCs who have left and/or joined the organization.

Figure 12: Complaint process



Malicious complaints: A malicious complaint is a complaint that is filed for an inappropriate reason. The intent may be to damage a DVC's reputation, harass a DVC or DVCPO, or place blame on a DVC for decisions taken by clients, for example when a controlling and violent husband accuses the DVC of breaking up his marriage. Cases that are filed for purposes other than addressing unethical behaviour can be identified as such by the DVCC, which then may seek damages to cover the costs associated with the complaint process.

Confidentiality: All complaints that allege a breach of the Code of Ethics shall be processed in confidence. All members of the SAFENET, DVCC, FPAC, staff of WDD, and others who, in the course of their duties, are required to be privy to confidential information must maintain confidentiality. The duty of confidentiality extends after any term of office has ended.

DVCs' cooperation: DVCs and DVCPOs shall cooperate with all DVCC requests, including the prompt provision of all relevant information and documents.



Withdrawal of complaint: Once a complaint has been formally made to the DVCC, the complainant organization or individual may not withdraw it without the express consent of the DVCC. If the complainant withdraws cooperation the DVCC may, at its own discretion, continue hearing the complaint.

Resignation of DVC: Once a complaint has been formally made to the DVCC if the subject of the complaint withholds or withdraws cooperation, resigns their position or dies, the DVCC may at its own discretion continue hearing the complaint or appeal.

Timescales and time limits: The timescales for submitting a complaint are as follows:

- Within 3 years of the ending of the DV-counselling relationship.
- Within 3 years of the date when the complainant became aware of the alleged misconduct. The complainant must provide a written explanation stating how and when he/she became aware of the alleged misconduct. Cases reported after the 3-year time limit will follow the normal process and be considered on a case-by-case basis. The DVCC will determine in step 3 if the case meets the criteria for consideration.
- There is no statute of limitations for cases involving children under the age of 18.



Part Two

Solomon Islands Code of Ethics and Practice Standards for domestic violence counsellors

Section 6: The Code of Ethics

What is the Code of Ethics?

The Code of Ethics articulates the values that underpin the practice standards and the moral principles that govern a person's behaviour. They set out the basic ethical rules and expectations for registered DVCs and organizations providing DV-counselling services. The Code of Ethics forms part of the SIG's commitment to protect survivors and counsellors of DV.

Purpose

The Code of Ethics has three purposes:

1. to establish and maintain ethical standards of practice for registered DVCs in Solomon Islands;
2. to inform and protect clients seeking DV-counselling support;
3. to protect registered DVCs and DVCPOs from practices that may result in public condemnation.

Code of Ethics

The counselling relationship requires the effective and appropriate use of a counsellor's skills for the benefit and safety of the client in her/his circumstances. Therefore, registrants of the DVCR will:

- i. offer non-judgmental professional service, free from discrimination, honouring the individuality of the client;
- ii. establish a counselling relationship that:
 - facilitates the empowerment of the client without offering advice,
 - builds on the client's strengths and abilities within their cultural context and
 - respects the client's dignity and right to make their own decisions;
- iii. ensure the client understands the purpose, process and boundaries of the counselling relationship;
- iv. obtain permission (written, or oral and recorded in writing) from the client before releasing any information or contacting other parties;
- v. make suitable referrals where competent services are not available;
- vi. protect the safety and confidentiality of clients and ensure the application of the "do no harm" principle;

- vii. respect the diversity and unique needs of clients, who may have different beliefs or values, special needs/disabilities or other identities and come from different religions and cultural backgrounds;
- viii. observe boundaries and not initiate, develop or pursue a relationship, be it sexual or non-sexual, with past or current clients and/or their spouses, within 2 years of the last counselling session;
- ix. commit to ongoing personal learning and development as a DVC; and
- x. undertake regular supervision and debriefing to develop skills, monitor performance and sustain professional accountability.

Who does the Code of Ethics apply to?

This Code of Ethics applies to all categories of professionals associated with the practice of DV counselling:

- a. registered DVCs;
- b. trainers and trainee DVCs;
- c. organizations providing DV-counselling services;
- d. DVCC;
- e. FPAC;
- f. WDD;
- g. supervisors of DVCs;
- h. DV-training institutes;
- i. GBV/DV researchers; and
- j. translators/interpreters and special assistants.

Each is responsible for applying and implementing the Code of Ethics.

The code addresses only ethical concerns. Other criteria for registration, application, screening, competencies and governance are articulated in Part One of these Guidelines.

The Code of Ethics is consistent with all applicable laws and policies including:

- the FPA (2014);
- the Child and Family Welfare Act (CFWA) (2017);
- the National Gender Equality and Women's Development Policy (2016–2020);



- the National Subsidiary Policy on Eliminating Violence against Women and Girls (2016–2020); and,
- Solomon Islands Penal Code (Revised Edition 1996).

Section 7: Practice Standards

DV-Counselling Practice Standards

The 11 Practice Standards outline specific ways in which the values and ethics will be applied (see Figure 13). They also set out what is expected of all registrants of the DVCR as DV-counselling practitioners (both not-for-profit and private practitioners who charge fees) and reflect good practice. As registrants, DVCs have committed themselves to the values, ethics and standards and recognize that their registration may be at risk if they fail to fulfil these commitments.

Practice Standard 1: Confidentiality and informed consent

DVCs will protect the confidentiality and privacy of clients and seek their informed consent for the provision of counselling services.

DVCs will actively protect information about clients, keeping files and other documents in a secure location to prevent unauthorized access.

DVCs will not talk about a case or share stories about a case even when others in the community and/or office are aware.

Counselling sessions will be conducted in a private setting. The sessions should not be overheard, recorded or observed by anyone other than the counsellor without informed

Note: Many sections of the Code of Ethics and Practice Standards are interrelated. This should be kept in mind when applying them.

consent from the client. DVCs will inform clients about confidentiality and the limitations to confidentiality in advance of working together. Specific limitations are:

- » if the client is at risk of harming her-/himself;
- » if the client is at risk of harming another person (possibly homicidal);
- » if the client is in very serious and immediate danger;
- » if the client is a child under the age of 18 (see Practice Standard 6);
- » if they are required to report to the court.

DVCs will not use personal social media platforms (email, Skype, texting, Facebook Messenger) to discuss, schedule or provide counselling services.

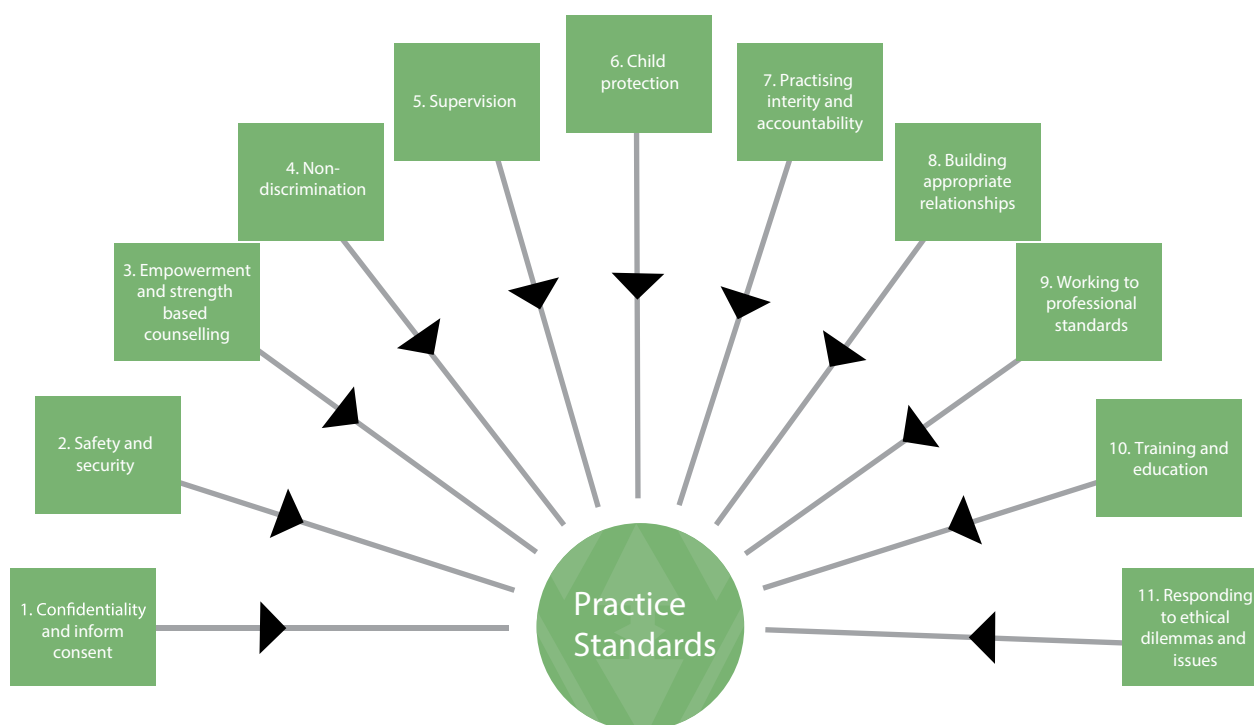
DVCs will work with their clients on the basis of their informed consent and agreement. They will provide clients with the information they need to know in order to make an informed decision about the services they want to receive and how these services will be delivered.

DVCs will give careful consideration to obtaining and respecting the consent of vulnerable adult clients including persons living with special needs/disabilities, whenever they have the capacity to give consent, or involving anyone who provides care and assistance for these clients when appropriate.

DVCs will provide information to clients about boundaries and the limits of their service. For guidelines on working with clients who are children see Practice Standard 6



Figure 13: 11 Practice Standards for domestic violence counsellors



Termination of counselling will be by mutual consent. If a DVC decides to discontinue counselling, attention must be given to the client’s needs and sharing information for further support.

Practice Standard 2: Safety and security

All DVCs are accountable for the safety and security of clients during their counselling sessions.

Safety is a primary concern. Individuals who disclose DV may be at risk of further violence from perpetrators, people protecting perpetrators and members of their own family. Safety can also be an issue for the people who are helping the clients, such as DVCs. DVCPOs and private practitioners must develop a safety protocol for the safety and security of all staff and individual counsellors. It may be necessary to ask for assistance from the police, and, if so, to ensure that this will not result in further harm.

DVCs will take responsibility for the services they offer clients in working towards their desired outcomes, and for the safety of the services they provide or have responsibility for overseeing.

Counsellors must take all reasonable steps to ensure that the client does not suffer physical, emotional or psychological harm during counselling sessions.

All DVCs will ask the three risk assessment questions in the first session⁵. If the assessment identifies that the client is at risk, the counsellor will carry out basic safety planning with the client using the safety-planning questions.⁶

DVCs will discuss with clients how best to address any known risks involved in their situation.

Confidentiality, as identified in Practice Standard 1, is a key component of safe counselling practice.

Practice Standard 3: Empowerment and strength-based counselling

DVCs will promote a client's empowerment using strength-based counselling.

DV is often an assault on the self-esteem, confidence, dignity and rights of the person and often leaves the person feeling disempowered. DVCs have an important role to play in helping to restore clients' dignity and autonomy (control) over their lives and to enhance their well-being and abilities. Strength-based counselling:

- believes in, respects and promotes the client's ability to make decisions in the light of her/his own beliefs, values and context;
- listens to pick up positive stories from the client and uses them as a gateway for affirmation;
- supports the client's capacity to think of alternatives and to choose a course of action to deal with the violence;
- ensures that clients know their rights;
- recognizes that each client is the expert in her/his life;
- offers a range of options for ongoing counselling support to the client.

⁵Risk assessment questions: 1) Does the perpetrator know where you are right now? If yes, do you think he will try to find you here? 2) Will you be in immediate danger when you leave here? If yes, what kind of danger do you think you will face when you leave here? 3) How safe do you feel at home right now? On a scale of 1-5, 1 = very safe; 5 = not safe at all. See also SAFENET Standard Operating Procedures for details.

⁶Basic safety planning questions: 1) What are the warning signs of violence? What actions can you take? 2) If you need to leave your place in a hurry, where can you go? 3) Would you go alone or take your children with you? 4) How will you get there? 5) Do you need to take any documents, phone number, keys, money, clothes or other things with you? Can you put these things in a safe place with someone, just in case? 6) Is there a neighbor you can tell about the violence who can call the police or come with assistance for you if they hear sounds of violence coming from your home? See also SAFENET Standard Operating Procedures for details.



DVCs respect the decision of the client and encourage and build on the client's strengths.

DV counsellors recognize if they perceive survivors of violence as helpless victims, and challenge that perception' Practice Standard 4:

Practice Standard 4: Non-discrimination

All DVCs will practise non-discrimination in their counselling service.

We live in a diverse society. Diversity and difference can create challenges to the counselling relationship and may present barriers to relating. Like all human beings, DVCs are vulnerable to bias and prejudice. In order to counsel ethically, inclusively and effectively it is important that DVCs are mindful of the impact of diversity and difference on their clients, their own lives and the counselling relationship they form with clients.

Anti-discriminatory practice includes:

- i. Client respect: DVCs will work with clients in ways that affirm both the common humanity and the uniqueness of each individual. They must be sensitive to the cultural context and worldview of the client, for instance whether their ethnicity, religion, special needs/disability and/or other identities are central.
- ii. Client autonomy: counsellors are responsible for working in ways that respect and promote the client's ability to make decisions in the light of her/his own beliefs, values and context.
- iii. DVC awareness: DVCs are responsible for ensuring that any problems with mutual comprehension due to cultural differences, language, special needs/disability or other identities or for any other reason are addressed at an early stage.

DVCs have a responsibility to consider and address their own prejudices, stereotyping attitudes and behaviour. They are to give particular consideration to ways in which these may be affecting the counselling relationship and influencing their responses.

DVCs have a responsibility to recognize when their knowledge of key aspects of their client's identity or lifestyle is inadequate and take steps to inform themselves rather than expecting the client to teach them.

Counsellors must strive to be open-minded with clients who appear similar to themselves (i.e. in culture and religion), or possess familiar characteristics, so that they do not stop them from expressing themselves or neglect what is different in their lives.

DVCPOs are responsible for safeguarding the dignity of clients. For female clients all DVCPOs will ensure women counsellors are available except in special circumstances, including the preference of the client for a male counsellor.

DVCs and DVCPOs are responsible for making adjustments to overcome barriers to accessibility, so far as is reasonably possible, for clients with special needs/disabilities who wish to engage with a service.

DVCs will take the law and policies concerning equality, diversity and inclusion into careful consideration.

Practice Standard 5: Supervision

Registered DVCs are required to have regular supervision of their counselling practice.

Supervision is a formal working alliance that is generally, but not necessarily, between a more experienced and a less experienced counsellor, in which the supervisee's DV counselling practice is reviewed and reflected upon. Supervision is essential to how counsellors sustain good practice throughout their working life. It provides counsellors with regular and ongoing opportunities to reflect on all aspects of their practice in order to work as effectively, safely and ethically as possible. Supervision also sustains the personal resourcefulness required to undertake the work.

There are many different approaches to supervision including:

- practice sessions to help the supervisee;
- tutor and peer feedback on counselling practice;
- one-on-one or group supervision;
- mentoring and coaching the supervisee;
- guided case discussions and reflection;
- developing clinical skills aligned with practice standards and ethics;
- skills-/competency-focused supervision to strengthen capacities;
- case management review meetings for specific cases;
- debriefing and complex case support;
- observation and feedback;
- workload and well-being;
- closed supervision.

DVCPOs can use mixed methods of supervision to address supervision gaps in the country and support DVCs, i.e. observation of role plays, mentoring individual DVCs, group reflection and/or direct client observation.



Regardless of the approach, a respectful and empowerment-focused alliance between supervisee and supervisor is important to facilitate the learning and growth of the DVC. An empowerment approach recognizes and builds on the DVC's strengths and capacities. This approach is particularly important for supervisors coming into Solomon Islands from other countries, as is their understanding of local context and ability to speak Solomon Islands pidgin. External supervisors will be required to have a good understanding of Solomon Islands norms and how they differ from Western contexts and approaches. Supervision requires privacy and safety for the supervisee.

All supervisors will model high levels of good practice – that is fair, equitable, neutral, non-biased, respectful and culturally sensitive – for the work they supervise, particularly with regard to professionalism, the management of personal boundaries, any dual relationships and conflicts of interest, and avoiding exploitation.

Good practice includes supervision of 10% of a counsellor's practice hours.

All registered DVCs should have a minimum of 1.5 hours of counselling supervision per month. DVCPOs should enable DVCs to request supervision as needed, in addition to supporting them with regular supervision. Counselling supervision is different from, and should not include the time allotted for, line management in the workplace. Supervision is independent of line management and neutral, with the aim of mentoring the DVC.

The application of the Practice Standards and Code of Ethics to the work with clients will be reviewed in supervision regularly and not less than once a year.

Supervision requires additional skills and knowledge to those used for providing counselling services. Therefore, supervisors require adequate levels of expertise acquired through training and/or experience. All supervisors should have a minimum of 4 years of DV-counselling experience, proof of supervision of their DV-counselling practice, and coaching, mentoring and facilitation skills to reflect on a DVC's practice.

All communications concerning clients made in the context of supervision must be consistent with confidentiality standards and the requirements of the clients.

DVCs will review in supervision how they work with clients and reflect on their challenges, key issues and responses to them, and their ability to adjust to their limits.

DVCPOs will manage the case loads of individual DVCs.

Trainee supervision will require the supervisor to ensure that the work satisfies professional standards.

Supervisors will conscientiously consider the application of the law concerning supervision to their role and responsibilities.

Practice Standard 6: Child protection

Child protection is an umbrella term for government agencies mandated to ensure the welfare of children (persons under the age of 18). In Solomon Islands the Social Welfare Division of the MHMS is responsible for assessing and investigating child abuse and child neglect.

It is the responsibility of the DVC to:

- know and understand the laws, policies, investigation protocols and procedures, in particular the CFWA, and their duties related to each when counselling children; in particular they should understand any duty to report disclosures of harm to children while protecting the safety of the adult and child;
- know and understand how to deal with issues of confidentiality, consent and capacity when dealing with children, particularly the limits to confidentiality and informed consent;
- know and understand how to communicate with children of different ages;
- know and understand when and how to refer children to the SWD.

It is the responsibility of all DVCPOs and individual DV-counselling private practitioners providing services to children to register with the Social Welfare Division.

Including the child in the process of informed consent is a way in which to give them a voice in the process of counselling, and to encourage feelings of being valued and respected. While obtaining informed consent from the parents, guardians and/or caregivers is important, it is equally important to obtain informed consent from the child. DVCs will:

- provide children with the opportunity to understand the counselling service being offered;
- consider the developmental maturity of young persons, who from age 14 may be able to make an informed decision about counselling;
- obtain informed consent from the parents, guardians and/or caregivers of all children and from the child, as far as practically possible; and
- give special consideration to children with special needs/disabilities.

The power imbalance in the client–counsellor relationship can be magnified when working with children. It is very important to reflect on and guard against the consequences of power imbalances. One sign that may indicate the impact of a power imbalance is dependency developing within the child–counsellor relationship. The DVC may also notice that he/she is becoming more directive, rather than allowing the relationship to be child led. It is the responsibility of the DVC to maintain appropriate boundaries within the child–counsellor relationship.

It is important that the child and parents, guardians and/or caregivers understand the nature and limits of the child–counsellor relationship. Setting up boundaries about the role as a DVC includes:

- time (session length and availability outside the session);
- place (where the sessions take place);
- behaviour during the session; and
- appropriate touch.



Practice Standard 7: Practising integrity and accountability

DVCs will maintain high standards of honesty, fairness and neutrality in all aspects of their work.

Whenever counsellors communicate their qualifications, experience and working methods, they will do so accurately and honestly. All reasonable requests for this information will be answered promptly.

DVCs are obliged to work according to the law and any legal requirements concerning their work, and they take responsibility for how they are implemented.

DVCs will ensure honesty by promptly informing their clients of anything important that has gone wrong in their work together and:

- take immediate action to prevent or limit any harm;
- address any harm caused, so far as possible;
- offer an apology when this is appropriate;
- notify their supervisor and/or manager and discuss with her/him what has occurred;
- investigate and take action to avoid whatever has gone wrong being repeated.

DVCs will notify the DV Counselling Committee and their organization in writing, within 30 days, of any criminal charges, disciplinary procedures or civil claims brought against them. Notifications will outline the charge, disciplinary procedure and the bodies involved.

DVCs will avoid any actions that will bring the profession into disrepute. They will not mislead clients and colleagues or engage in any act of fraud, deceit or coercion. They will commit to personal honesty as above.

DVCs should not expect rewards for personal gain for the professional service being offered. DVCs will advise clients that no gifts are expected. Non-monetary gifts for service shall be given to the organization for professional use.

DVCs who falsely disclose professional disciplinary actions and/or criminal or civil matters can be de-registered if registered, or refused registration.

Practice Standard 8: Building appropriate relationships

DVCs will establish and maintain personal and professional boundaries, in accordance with the DVCs' Code of Ethics, to ensure appropriate relationships with clients.

The balance of power in counselling is unequal. DVCs must recognize their power and take care not to abuse it.

Professional and personal boundaries ensure that:

- any dual or multiple relationships will be avoided where the risks of harm to the client outweigh any benefits to the client;
- reasonable care is taken to separate and maintain a distinction between their personal and professional presence on social media where this could result in harmful dual relationships with clients;
- the impact of any dual or multiple relationships will be periodically reviewed in supervision and discussed with clients when appropriate.

It is understood that, given the close-knit nature of some communities, multiple relationships with counsellors and individuals are not always avoidable or unethical and may affect the helping relationship. Counsellors should, where possible, seek appropriate supervision and/or consultation in order to foster ethical practices.

DVCs and supervisors will not have sexual relationships with or behave sexually towards their clients, supervisees or trainees.

DVCs and supervisors will avoid having sexual relationships with or behaving sexually towards people whom they know to be close to their clients in order to avoid undermining their clients' trust.

DVCs will not exploit or abuse their clients in any way: financially, emotionally, physically, sexually or spiritually.

DVCs recognize that conflicts of interest and issues of power or dependence may continue after their working relationship with a client, supervisee or trainee has formally ended. They will exercise caution before entering into personal or business relationships with former clients and expect to be professionally accountable if the relationship becomes detrimental to the former client. A minimum of 2 years should have passed between a professional and a personal relationship.

No DVC or supervisor will provide counselling services to family or friends. Such clients will be referred onwards to other counsellors. In remote locations where other DVCs are not available, the DVC can provide support as a friend, by listening and advising. In this situation they will ensure the person understands that they are not providing counselling.



If a client behaves sexually towards a registered DVC, the counsellor will maintain professionalism and professional boundaries. The DVC will manage the client's behaviour from a trauma-informed approach.

Wherever possible, DVPOs will aim to provide DVCs of the same sex as the client.

Practice Standard 9: **Working to professional standards**

DVCs will keep skills and knowledge up to date and have a plan for self-care.

DVCs are encouraged to keep their knowledge of DV-counselling issues and skills current and up to date through regular and ongoing training.

DVCs will keep accurate records that are appropriate to the service being provided.

DVCs will collaborate with colleagues over their work with specific clients where this is consistent with client consent and will enhance services to the client.

DVCs will work collaboratively with colleagues to improve services and offer mutual support.

DVCs will respect the Code of Ethics and Practice Standards whether working online, face to face or using any other methods of communication.

DVCs will have knowledge of and skills in ways of working that are appropriate to children's maturity and understanding.

DVCs will ensure that they have worked through their personal traumas to provide the highest standard and quality of counselling.

DVCs who are themselves experiencing DV should report this to their supervisor and remove themselves from direct client support until such a time as agreed between themselves and their supervisor.

DVCs perpetrating DV will be removed from the register.

DVCs are encouraged to debrief difficult or complex cases with counsellor colleagues and with their supervisor. Debriefing does not require formal client consent. However, it should be done in line with confidentiality standards.

DV counselling is for the victim/survivor. If in the process of counselling a client indicates she wants her husband/partner to have counselling, the DVC's role is to explain the difference between DV counselling, perpetrator counselling and couple counselling and indicate what services they provide. The DVC will also explain the organization's rules related to having perpetrators on the premises.

DVCs who provide counselling to the perpetrator of violence together with the victim/survivor of violence are breaching the Code of Ethics and putting everyone at risk. They will be removed from the register.

It is acknowledged that, historically, counselling and other helping professions have compounded discrimination against individuals with different racial, ethnic and other identities, and persons with special needs/disabilities, by being insensitive, inattentive, uninformed, and inadequately trained and supervised to provide culturally proficient services to individuals and their loved ones. This may contribute to a mistrust of the counselling profession.

DVCs will not be judgmental if a client is different because of race, ethnicity, religion or other identities, and/or with persons with special needs/disabilities.

DVCs will seek consultation and supervision from an individual who has knowledge and awareness of, and skills in, working with individuals who have different racial, ethnic and other identities, or special needs/disabilities, for continued self-reflection and personal growth to ensure that their own biases or skill or knowledge deficits about any clients do not negatively affect the helping relationships.

DVCs will continue gaining specialized training/education through professional workshops, reading relevant research and staying up to date on current events for different racial, ethnic and other identities and individuals with special needs/disabilities.

DVC self-care is important for the well-being of the counsellor and to maintain the quality of the counselling service.

DVCPOs will ensure all DVCs have a self-care plan and monitor implementation of each counsellor's plan.

DVCPOs provide a range of options to help DVCs to respond to emotional fatigue, emotional overload and emotional exhaustion and/or to prevent burnout.

Practice Standard 10: Training and education

All DVCs require ongoing and regular training to keep their knowledge current, and training and education providers require the necessary gender and GBV competencies to facilitate learning.

All DVCs, supervisors and trainers will have the required GBV competencies, including skills, attitudes, behaviours and knowledge, to practise counselling and/or to teach and facilitate learning of DV-related materials.

DVCPOs will support their DVCs to attend annual DV-counselling-related training to increase their knowledge. By attending annual trainings the DVCs will acquire the necessary 15 points to renew their registration at the end of 3 years.



DVCs will have knowledge of the available GBV services and up-to-date information related to specific issues such as the new Child Protection Referral Pathway and the emergency protocol to respond to rape and sexual assault.

Clients will be informed when they are receiving their services from a counsellor trainee.

All providers of training and education will model high levels of good practice in their work, particularly with regard to expected levels of competence and professionalism, relationship building, the management of personal boundaries, conflicts of interest and avoiding exploitation.

All DVC supervisors must undergo training before providing supervision.

Wherever possible, training organizations providing DV-counselling training and/or supervision training should be accredited.

Practice Standard 11: **Responding to ethical dilemmas and issues**

DVCs recognize that ethical issues, problems and dilemmas will arise from time to time and are an unavoidable part of counselling practice.

DVCs will use their supervision and any other available professional resources, e.g. debriefing sessions, to support and challenge how they respond to such situations. They will give careful consideration to the best approaches to ethical problem-solving.

Any professional or personal interests that conflict with putting a client's interests first will be carefully considered in consultation with a supervisor and, when appropriate, discussed with the client affected before services are offered.

DVCs will take responsibility for considering how best to act in such situations and will be ready to explain why they decided to respond in the way they did.

DVCs should avoid establishing a professional relationship with clients of other counsellors without appropriate communication with the counsellor or agency concerned.



Part Three
Glossary of terms

Term	Meaning
Accredited	Officially recognized and given authority by SAFENET because the organization has provided the required evidence.
Assessment	The process of examining, evaluating, judging or measuring a DV counsellor's ability.
Caregiver	A person, whether or not related to the child, with whom the child resides and who takes primary responsibility for meeting the daily care needs of the child.
Child	A person who is under the age of 18 years, but is not and has not been married.
Child protection	Both the prevention of and response to violence, exploitation, neglect and abuse against children under the age of 18. It is the action taken to protect children and prevent harm to their health or development.
Code of Ethics	The rules, values and expectations of registered domestic violence counsellors. It outlines the expected professional behaviour of a counsellor.
Competency	The ability to do DV counselling. Ability is how a DV counsellor uses their knowledge and experience, how they apply their skills and professional values, and how they analyse a situation.
Counselling association	A professional association dedicated to the counselling profession. Its membership is made up of counsellors. The association sets standards for counselling, promotes the development of counsellors with training and standards, and champions the counselling profession.
Deregistration	The process of removing a counsellor's name from the DV Counselling Register. This process is related to misconduct.
Domestic violence competency framework	A comprehensive list of the knowledge, skills and attitudes required to do DV counselling.

Domestic Violence Counselling Committee	A committee of persons with DV-counselling experience set up to help implement Sections 54 and 55 of the FPA. The national committee is in Honiara and has 11 members. There are nine provincial committees. All are linked to SAFENET, a referral network of gender-based violence service providers.
Domestic violence counselling skills assessment	A standardized assessment of domestic violence counsellors that determines and/or proves they have the skills, attitudes and knowledge to be a DVC.
Domestic violence counselling-providing organization	An organization providing DV-counselling services. The organization can be a: <ul style="list-style-type: none"> • non-governmental organization; • community-based organization; • faith-based organization; • church; or • international non-governmental organization.
Domestic Violence Counselling Register	An official, up-to-date public record of domestic violence counsellors who meet the Solomon Island Government Practice Standards for domestic violence counselling.
Ethics	The moral principles, rules and/or values that govern a DV counsellor's professional behaviour.
Faith-based organization	A religious organization incorporated under the Charitable Trust Act (Cap. 55) or an organization affiliated with a religious organization mentioned in paragraph (a) that is incorporated under the Charitable Trusts Act (Cap. 55).
Gender-based violence	Violence directed against a person because of her or his gender and the expectations and roles of her or his gender in a society or culture. Gender-based violence highlights the gender dimension of violence, specifically the relationship between women's subordinate status in society and their increased vulnerability to violence. Men and boys may also be victims of gender-based violence, especially sexual violence.



Guardian	A person appointed by a court to look after the child or a person who has the right to custody of the child in custom.
Guideline	Recommendations, instructions, specific requirements, procedures and standards outlined for people working as domestic violence counsellors and for organizations providing domestic violence counselling services.
Intimate partner violence	Behaviour by an intimate partner that causes physical, sexual or psychological harm, including acts of physical aggression, sexual coercion (being forced to do something one does not want to do), psychological abuse and controlling behaviours. Intimate partner violence includes violence by both current and former spouses and those in other intimate partnerships, such as dating.
Misconduct	Unacceptable or improper behaviour on the part of a DV counsellor. The Code of Ethics and Practice Standards outline how DV counsellors are expected to behave professionally.
Observation	The process of closely watching or monitoring an applicant to the DV Counselling Register to assess if they have the skills needed to become a DV counsellor. The applicant will be observed role playing providing DV counselling to a client.

Other identity	Encompasses the two terms “sexual orientation” and “gender identity. Gender identity refers to a person’s internal sense of whether they are male or female, whether they identify as a man, a woman or other. Sexual orientation refers to who the person is attracted to sexually.
Practice Standard	Benchmark for the quality of DV counselling. Practice Standards are the agreed and required level of quality that DVCs and organizations providing DV-counselling services work towards. It is the code for DVCs’ professional behaviour.
Register	An official list with the names of DV counsellors. Those in the register must behave or act in line with the Practice Standards in the Guidelines.
SAFENET	A referral network of front-line gender-based violence service providers. The network coordinates GBV services for clients/ survivors assisting them to receive the services and support they need.
Social welfare registered service provider	An individual or organization providing services to children in need of care or protection. All such organizations are required, by law, to register with the Social Welfare Division (under Part 6, Section 60) and comply with the conditions of registration including standards and guidelines.



Part Four

Annexes

- Annex 1: The Solomon Islands Domestic Violence Counselling Register Terms of Reference for Domestic Violence Counselling Committee
- Annex 2: Domestic violence/gender-based violence counselling competencies
- Annex 3: Solomon Islands Domestic Violence Counselling Register Terms and Conditions
- Annex 4: Domestic Violence Counsellor Register application form
- Annex 5: Domestic Violence Counsellor Register Application Guidelines and Information Pack
- Annex 6: Supervision Tracking Tool
- Annex 7: Domestic Violence Counsellor Register renewal application form
- Annex 8: Domestic Violence Counsellor Register renewal application form guidelines and information package

Annex 1

The Solomon Islands Domestic Violence Counselling Register

Terms of Reference For Domestic Violence Counselling Committee

The Domestic Violence Counselling Committee (DVCC) reports to the Family Protection Advisory Council (FPAC) for the implementation of the Family Protection Act (FPA), which reports to the Minister for the Ministry for Women, Youth, Children and Family Affairs (MWYCFA).

1. Membership and meetings

- i. The DVCC shall comprise 11 members and be supported, as needed, by the Women's Development Division (WDD secretariat in the MWYCFA:
 - a. one representative of the MWYCFA, SAFENET coordinator;
 - b. one representative of the Integrated Mental Health Service (IMHS), Ministry of Health and Medical Services (MHMS);
 - c. one representative from the Family Support Centre (FSC);
 - d. one representative of the Social Welfare Division (SWD), MHMS,;
 - e. one representative of a faith-based organization (FBO) selected by the Solomon Islands Christian Association (SICA);
 - f. one representative of the Public Solicitor's Office (PSO);
 - g. one representative of the Counselling Association of Solomon Islands (CASI);
 - h. one representative of the Christian Care Centre (CCC);
 - i. one representative from the Solomon Islands Planned Parenthood Association (SIPPA);
 - j. one representative from Seif Ples; and
 - k. one representative from an international non-governmental organization (INGO) providing DV counselling.
- ii. The Chair of the DVCC shall be appointed from among the 11 members by the FPAC in consultation with the Minister of the MWYCFA.
- iii. DVCC Members shall be appointed by the FPAC in consultation with the Permanent Secretary of Women Affairs (currently MWYCFA) following a selection procedure that complies with the relevant SIG policy.
- iv. Each appointment to the DVCC shall be for a period of 3 years. Members may be reappointed at the end of this time for a further period of 3 years.



- v. Reasonable sitting expenses shall be paid in line with the relevant SIG policy.
- vi. The SAFENET Coordinator from WDD MWYCFA, who provides support for the implementation of the FPA, shall normally be required to attend all meetings and minute the proceedings.
- vii. Other staff may, at the Chair's discretion or the FPAC's request, attend meetings as required.
- viii. The DVCC shall meet not less than three times in each year. A quorum at each meeting shall be three members. If there is no quorum at the meeting, business can be conducted by the Chair's action and the outcomes emailed to the absent members for their approval.
- ix. The DVCC shall confirm an agreed written record of each of its meetings.

2. Functions of the DVCC

- i. To consider and make recommendations to the FPAC on the standards of the register in terms of admission and maintenance of DVC registration.
- ii. To ensure that the lead MWYCFA staff member – the SAFENET Coordinator – in charge of the register complies with the standards for entry to the register, maintenance of the register and removal from the register.
- iii. To assess and make recommendations to the FPAC on entry applications to the register.
- iv. To oversee the quality assurance of register processes and make recommendations to the FPAC as required.
- v. To advise the FPAC on the current regulatory situation.
- vi. To review and investigate complaints against DVCs and DVCPOs and make recommendations on actions and sanctions.
- vii. The appointed MWYCFA staff member – the SAFENET Coordinator – acting as registrar shall, in consultation with the Chair, produce an annual report as soon as practicable after 31 December. The annual report shall be sent to the FPAC and onwards to the

Minister for Women, Youth, Children and Family Affairs and parliament.

Selection criteria for DV Counselling Committee members

Essential

- » Understanding of the dynamics, types, prevalence, causes and impacts of domestic violence
- » Knowledge of the fundamentals of a survivor-centred approach
- » Knowledge of the risk and safety issues associated with domestic violence for clients and service providers
- » Ability to exercise discretion and maintain confidentiality
- » Ability to apply ethics and standards

Desirable

- » Commitment to gender equality and women's rights
- » Experience with complaint mechanisms



Annex 2

Domestic violence/gender-based violence counselling competencies

Competency is the ability to do something well as measured against a defined standard.

Attitudes are the values and beliefs required to perform a job or task, e.g. the beliefs required to respond to DV-counselling clients. For instance, counsellors must not blame the victim. Blaming could take the form of thinking of intimate partner violence as something for which both partners are responsible. Blaming can also take the form of failing to recognize abuse.

A **skill** is a distinct area of knowledge. It is the ability to perform a specific task/activity associated with the job. Skills can be acquired through training, experience and/or practice. Skills in DV counselling have often been consolidated through regular supervision and guided case discussions. Skills serve as building blocks to respond to DV.

Knowledge is a body of information that applies directly to the performance of a function required on the job. Knowledge can come from books or classes or from something we pick up along the way.

	Attitudes/awareness	Skills/behaviours	Knowledge
<p>Competencies – survivor-centred approach</p> <p>Gender and gender-based violence</p>	<ul style="list-style-type: none"> • Open minded • Willing to learn • Intellectually curious • Flexible • Believes that involving client in the process of recovery from trauma increases potential for healing 	<ul style="list-style-type: none"> • Recognizes the different types of violence against women, girls and children, their particularities and their impacts • Understands important cultural constructs such as gender (roles and stereotypes), race, ethnicity, religion, gender identities, diverse sexual orientations, social class, special needs/disability and how these shape clients and counsellors • Understands the social position of women compared with men and how power and control are used to reinforce this hierarchy • Understands the impacts of DV (experiencing and witnessing) on children and the links between DV and child protection response • Understands norms and attitudes around femininity and masculinity • Aware of misconceptions and myths related to DV/GBV • Understands how institutional practices, laws and policies reflect and reinforce gender norms • Trauma-informed approach • Able to identify/describe key signs, symptoms, impacts and ways in which trauma can present with different forms of violence and abuse • Can explain how behaviours, including those that appear to be “problems” or symptoms, often reflect trauma-related coping skills that clients need to protect themselves and survive 	<ul style="list-style-type: none"> • Types of violence • Dynamics of power/control • Dangers of violence • Links between DV/GBV and gender inequality • Effects of GBV/DV on women, girls, children, men, households, communities, nation • Gender stereotypes and myths • Cycle of violence • Cycle of isolation • Knowledge of trauma and trauma-informed approach



<p>Fundamentals of survivor-centred approach</p>	<ul style="list-style-type: none"> • Survivor friendly • Non-judgmental • Empathetic • Believes in the resilience, strength and abilities of the client • Believes that violence is not the client's fault • Acknowledges that the client is the expert in her life • Accepts the uncertainty and hesitation in the client's storytelling • Self-aware of personal biases and prejudices and of own power 	<ul style="list-style-type: none"> • Draws on knowledge of the needs of clients in relation to their experience of GBV/DV • Able to understand the clients as they understand themselves • Recognizes own values and beliefs • Recognizes how internalized prejudice based on race, ethnicity, religion, other identities, age, social class or abilities may influence the counsellor's own attitudes and judgment, as well as those of individual clients • Understands that various forms of ignorance or prejudice against clients tend to influence authorities and others to make discriminatory decisions • Understand that the counsellor is in a position of power and should model respect for the client's language, pace, identity and preferences • Links DV/GBV to violation of human rights • Explains the rights of survivors related to the Constitution, the FPA, the criminal code and DV • Understand that clients have the resilience to live fully functioning, healthy lives after leaving a violent relationship <p>Trauma-informed approach</p> <ul style="list-style-type: none"> • Understands how trauma affects the client's storytelling and decision-making 	<ul style="list-style-type: none"> • Fundamentals of survivor-centred and rights-based approach
<p>Confidentiality</p>	<ul style="list-style-type: none"> • Open • Friendly • Informative • No pressure • Believes that the client has a right to privacy and to choose what will happen to them 	<ul style="list-style-type: none"> • Understands the relationship between safety and confidentiality • Able to explain confidentiality and the limits of confidentiality to clients, including when information about client may need to be shared and confidentiality as it relates to children • Able to maintain client confidentiality at all times even when everyone in the community and/or office is aware • Able to explain confidentiality to those asking for information about a case without appropriate authority • Able to be discreet, refusing to partake in gossip or discussions of a case 	<ul style="list-style-type: none"> • Ethics and practices for confidentiality and consent • Knowledge of client-centred GBV services • Survivor rights and human rights

Informed consent	<ul style="list-style-type: none"> • Able to obtain consent (i.e. permission) from clients before offering a service and before communicating information about the client to other people or service providers • Able to work with issues of consent and capacity with different clients (adults, children and persons with disabilities) • Identifies and explores all options (seeking police assistance, shelter etc.) • Clearly explains all services being offered or referred to so that the client can make a choice: <ul style="list-style-type: none"> » goal of service » process » confidentiality » potential risk/benefits » choices to stop, continue, change plan • Offers clients the opportunity to ask questions and clarify information on any matter of concern • Able to administer informed consent 	
Competencies – ethical and legal foundations		
Key ethical principles	<ul style="list-style-type: none"> • Honest • Has integrity • Takes personal responsibility • Committed to ethics and Practice Standards • Shows concern for the welfare of others • Willing to learn and update knowledge of DV issues, practices and policies • Aware of own limitations • Respects that clients have different social, political, cultural, ethnic, racial, religious and gender identities and diverse sexual orientations and disabilities and come from different islands 	<ul style="list-style-type: none"> • DV-counselling competencies • DV-counselling code of ethics and Practice Standards • Inclusion, non-discrimination and diversity legislation, policies and procedures • Solomon Islands DV Counselling Guidelines complaints mechanism and deregistration procedures



Key legal requirements		<ul style="list-style-type: none"> • Able to operate within DV and DV-counselling legislation, policies and procedures • Demonstrates knowledge of child welfare and child protection legislation and the Child Protection Referral Pathway for responding to cases involving children • Ability to apply the minimum standards from the multi-sector response to GBV 	<ul style="list-style-type: none"> • Legal frameworks related to working with DV • Child welfare/protection policies • Multi-sector Standard Operating Procedures (SOPs) for GBV response • Legal literacy including court processes
Professionalism		<ul style="list-style-type: none"> • Demonstrates awareness of how behaviour affects clients, community and profession • Attendance at work, meetings and client sessions is timely and reliable • Makes sure that client care is prioritized at all times when there is a staff absence or schedule conflict • Documents activities in a timely and accurate manner • Plans and organizes workload • Acknowledges failures to uphold professional values and is able to discuss with supervisor • Familiarizes self with the needs and issues of different racial, ethnic, religious and gender identities and diverse sexual orientations and disabilities • Able to exercise discretion and maintain confidentiality • Able to reduce and mitigate unsafe practices within service response <p>Trauma-informed approach</p> <ul style="list-style-type: none"> • Understands how trauma affects first responders 	
Reflective practice	<ul style="list-style-type: none"> • Self-aware • Self-monitoring • Reflective on own actions • Intellectually curious and flexible 	<ul style="list-style-type: none"> • Is aware of own level of competency and sets goals to increase competency • Is aware of self, identity, culture, beliefs and assumptions and how they affect clients and interpretations of client behaviour • Recognizes and takes positive steps to address biases about different racial, ethnic and other identities and people with special needs/disabilities • Uses supervision to enhance reflection and review own performance in a transparent manner • Evaluates own wellness profile and articulates a self-care plan <p>Trauma-informed approach</p> <ul style="list-style-type: none"> • Shows awareness of how personal history affects work • Able to recognize and address how one's self may be affected by exposure to detailed histories of trauma 	

Competencies – functional for basic DV counselling

<p>Communication, building rapport</p>	<ul style="list-style-type: none"> • Approachable • Accommodating • Open • Patient • Compassionate • Genuine • Non-judgmental • All survivor-centred attitudes 	<ul style="list-style-type: none"> • Demonstrates attending skills: <ul style="list-style-type: none"> » appropriate visual/eye contact » vocal qualities » verbal tracking: follows client's topics » appropriate body language • Demonstrates ability to increase client talk time while reducing own talk time • Demonstrates negotiation of power between client and counsellor • Ability to give reassurance <p>Trauma-informed approach</p> <ul style="list-style-type: none"> • Able to attend to trauma-related material with respect and dignity • Responds sensitively and appropriately to disclosure, eliminates use of labels that blame and judge • Able to use and teach techniques that help clients who have experienced trauma, including children, parents and guardians, to relax, calm and soothe, and ground themselves • Able to educate clients, including children, parents and guardians, about risk and protective factors associated with interpersonal trauma • Able to stabilize clients enough to regain their sense of safety and control 	<ul style="list-style-type: none"> • Local culture • Referral pathway and the six first responder actions outlined in it
<p>Interviewing skills</p>	<ul style="list-style-type: none"> • Helpful • Calm • Patient and open minded • Non-intrusive in stabilizing support in the immediate aftermath of a traumatic/crisis event • Believes the client has the ability to find their own solutions and make their own decisions about what is best for them and their family • Acknowledges that the client is the expert in her life • All survivor-centred attitudes 	<ul style="list-style-type: none"> • Follows the client's lead • Avoids giving advice • Adapts to the style of the client using the following skills: <ul style="list-style-type: none"> » active listening » open and closed questions » observation » encouraging » paraphrasing » summarizing » reflection of feeling • Able to check assumptions • Recognizes feelings and resistance in clients associated with change • Demonstrates the eight core actions with adults <ul style="list-style-type: none"> » contact and engagement (privacy and confidentiality) » safety and comfort » basic stabilization (if needed) » consent » information-gathering (whole story, history, current needs/concerns) » information-sharing » practical assistance and planning » linkage with GBV services (referral) • Demonstrates the eight core actions with children/families 	<ul style="list-style-type: none"> • Survivor-centred interviewing and issue management skills • Active listening • Positive coping mechanisms used in culture • Referral pathway and key stakeholders



Intake assessment	<ul style="list-style-type: none"> • Compassionate • Patient • Confident even when speaking of sensitive family issues • All survivor-centred attitudes • Sensitive to cultural context 	<ul style="list-style-type: none"> • Able to facilitate survivor-centred individualized assessment including: <ul style="list-style-type: none"> » complete demographics and relevant history » identifying strengths and saying them to the client » identifying social/family situations that affect recovery • Memorizes forms so that minimal attention is needed to the paperwork while obtaining complete information • Identifies needs: legal/justice, health care, psychosocial, safety, shelter • Collects information while building/maintaining rapport • Able to ask three mandatory risk assessment questions to identify risk <p>Trauma-informed approach</p> <ul style="list-style-type: none"> • Willing to ask about trauma-specific information including family histories to determine exposure to trauma 	
Risk assessment		<ul style="list-style-type: none"> • Understands and is able to explain risk and dangers associated with DV/Family Violence/IPV for client, children, family and service providers • Explains dynamics of DV/IPV such as the cycle of violence and cycle of isolation to help the client to understand risks of own situation – living with and leaving violent partners • Can explain the reasons for asking the risk assessment questions and the reasons for each question • Able to assess risk factors specific to each client and her children and identify high-risk cases and the need for immediate safety response • Recognizes and can respond to danger signs and symptoms of client situation including clients at increased risk of aggressive violence, suicidal thoughts or having survived close calls • Able to collaboratively identify ways in which client may plan safety • Understands and can apply protocols for client and counsellor safety • Recognizes counselling and service practice that is unsafe and advocates safe practice • Understands the risks posed by personal and professional limitations 	

<p>Empowerment counselling</p>	<ul style="list-style-type: none"> • Helpful • Informative • Believes in resilience, strength and abilities of the client • Acknowledges that the client is the expert in her life • All survivor-centred attitudes 	<ul style="list-style-type: none"> • Ability to explain to a client her rights under the Constitution, the Penal Code and the DV legislation, i.e. FPA and the police “No Drop” and No Compensation” Policies • Provides information about the cycle of violence to assist the survivor to recognize danger and enhance protection skills • Provides information regarding options and community resources to enhance the client’s choice-making and problem-solving • Understands that supporting a client to choose means working at their pace rather than forcing or insisting that the client make a choice • Acknowledges and validates client strengths and achievements including her ability to manage the situation before seeking counselling • Focuses on developing goals and strategies that build on the client’s existing assets • Able to recognize dependency and use strategies to facilitate empowerment • Celebrates and validates strengths and achievements no matter how small the step <p>Trauma-informed approach</p> <ul style="list-style-type: none"> • Able to help the client identify strengths and positive coping/support available, identifying people, places and/or things that give client strength and courage 	<ul style="list-style-type: none"> • Strength-based counselling • Constitution • Family Protection Act • Cycle of violence • Dynamics of power/control • Referral pathway and key stakeholders • Psycho-education
<p>Counselling sessions</p>	<ul style="list-style-type: none"> • Able to stay open and alert to client’s presenting needs while maintaining awareness of ‘time boundaries’ and counselling goals 	<ul style="list-style-type: none"> • Structuring session: <ol style="list-style-type: none"> 1. Beginning: relationship Checking in 2. Middle: story and strengths Goals 3. End: re-story • Plan of action • Able to use case management approach in counselling 	<ul style="list-style-type: none"> • Basic counselling theory



<p>Safety planning</p>	<ul style="list-style-type: none"> • Collaborative • Need- and goal-oriented • Protective of client's rights and dignity • Safety conscious • All survivor-centred attitudes 	<ul style="list-style-type: none"> • Understands relationship between risk assessment and safety planning • Contributes to a culture of safe practice for clients and service providers • Can work with other service providers to maximize safety for clients • Integrates safety practices in daily activities • Collaboratively develops safety plan using risk factors and resources identified by client • Reviews and modifies safety action plan at each contact • Able to develop a plan with clients who cannot read • Reflects on actions and decisions continuously, with self-awareness and using self-evaluation, to improve knowledge and skills on client safety <p>Trauma-informed approach</p> <ul style="list-style-type: none"> • Able to identify all things that can bring back client's sense of safety in personal and family life and community 	<ul style="list-style-type: none"> • Safety-planning questions • Lethality of violence • Referral pathway and key stakeholders
<p>Action planning</p>		<ul style="list-style-type: none"> • Identifies client's goal and establishes priorities: health care, access to justice, psychosocial support, other • Together with client, identifies steps that will be taken to support client and steps the client will need to take to reach goals (who does what and when) • Knows how to apply the emergency medical protocol of immediate client referral to a health-care facility for rape and sexual assault cases involving adults and children • Agrees on frequency of contact and safe ways to follow up/ be in contact 	<ul style="list-style-type: none"> • Referral pathway and key stakeholders • Emergency medical protocol
<p>Referral</p>		<ul style="list-style-type: none"> • Aware of the referral pathway and immediate first responder steps: <ul style="list-style-type: none"> • o how to create space for private disclosure • o how to create individual comfort • o how to ask questions (in open ended ways) • o how to allow disclosure to happen at client's pace • Able to speak with medical, legal and social welfare system in ways that safeguard (safety, choices and confidentiality) clients and enhance outcomes • Able to build good working relationship with other stakeholders to facilitate the survivor's goals • Can pass cases on that are beyond her/his skills or area of training • Advocates safe practice by all service providers <p>Trauma-informed approach</p> <ul style="list-style-type: none"> • Facilitates trauma-informed relationships with other service providers, maximizing safety for all and opportunities for client choice and control 	<ul style="list-style-type: none"> • Referral pathway and key stakeholders • GBV services and access procedures • Informed consent • Confidentiality

Case debrief	<ul style="list-style-type: none"> Open to feedback and learning Willing to change strategies to benefit client 	<ul style="list-style-type: none"> Comes prepared to present case, take notes and use information obtained Able to seek guidance/consult on areas of concern or doubt 	<ul style="list-style-type: none"> Knowledge of case review agenda and client file
Case review conference	<ul style="list-style-type: none"> Supportive to all service providers Protective of client's rights and dignity Problem-solving versus blaming 	<ul style="list-style-type: none"> Identifies cases that are pending or not progressing, to keep the client safe or reach her goals Able to identify high-risk and complicated cases Organizes a meeting of all who are involved in the services, with the survivor's permission Undertakes collective decision-making and problem-solving about each case Meets with client after to debrief and revise action plan based on new information 	<ul style="list-style-type: none"> Key GBV stakeholders Ethics and Practice Standards for confidentiality and informed consent
Child protection	<ul style="list-style-type: none"> Accepting of children and young people Collaborative Authentic Empathetic Respectful Observes best interest of the child Sensitive to differences in customs 	<ul style="list-style-type: none"> Understands the unique and specific needs of children experiencing violence and is able to make counselling safe Communicates with children and young people of differing ages, development levels and backgrounds about sensitive issues Presents information in a developmentally appropriate manner Able to recognize and respond to concerns about child protection Able to engage and work with the parents, carers and guardians of children Understands consent and confidentiality as they relate to children Able to conduct a collaborative assessment with children and with their parents, guardians or caregivers Able to grasp perspective and worldview of children Able to negotiate the processes for child protection under the CFWA Able to explain the rights of the child in simple and clear language to the child 	<ul style="list-style-type: none"> Child protection policies and procedures, and legal frameworks for working with children Impacts of violence on children Child and Family Welfare Act (2017) Convention on the Rights of the Child



Annex 3

Solomon Islands Domestic Violence Counselling Register TERMS and CONDITIONS

If you wish to join the Domestic Violence Counselling Register (DVCR), or retain your current registration, you will have to meet the entry requirements for the Register and agree to the following terms and conditions, which are set out below at numbers 1 – 13 and may be varied from time to time.

Your initial application form to register contained a paragraph entitled “Applicant’s Declaration and Signature”. You must sign this form. The terms and conditions set out below do not replace the matters referred to under the heading “Applicant’s Declaration and Signature” and are in addition to them.

Terms and conditions

- a. I confirm that the information provided by me in my DVCR application form is accurate and is not subject to any alteration or change and that by signing the agreement and declaration at the end of these terms and conditions I confirm and agree that this is the position.
- b. I confirm and agree that I am a practising domestic violence counsellor or have practised DV counselling within the past 3 years.
- c. I confirm and agree that I will abide by the DVCR’s Code of Ethics and Practice Standards for domestic violence counsellors and any amendment or variation that may be made to it and any other formal, written statements that the FPAC may make from time to time with regard to ethical practice and I also confirm and agree that I will abide by accountability requirements and cooperate fully with the complaint procedure if requested.
- d. I confirm and agree that I will ensure that my personal details are kept up to date, including all my employment information.
- e. I confirm and agree that I will ensure that I undertake and record continuing professional development in line with the Register’s requirements.
- f. I confirm and agree that I will ensure that I have appropriate supervision in place and will abide by and fully cooperate with the Register’s supervision procedure, as may be varied from time to time. I further confirm that my supervision arrangements are a minimum of 1.5 hours per month.

- g. I confirm and agree that I will notify my supervisor(s) that the FPAC, DVCC and/or MWYCFA WDD SAFENET Coordinator might make contact to confirm that I have appropriate supervision in place. I hereby agree to provide the Registrar with details of my supervisor(s), who may be contacted, and I agree to give authority to my supervisor(s) to disclose such information that the Registrar may require, and I further hereby give full and complete authority to the Registrar to contact that supervisor(s) to request such information as may be required in accordance with the supervision audit protocol.
- h. I confirm and agree that I will declare any issues relating to character that may affect my practice.
- i. I confirm and agree that I understand that professional conduct details will be disclosed to the Minister, FPAC or members delegated to investigate complaints where deemed necessary or obligatory.
- j. I confirm, acknowledge and agree that if I am removed from the Register my removal from the Register will be published.
- k. I confirm that I understand and agree that suspension of registration as a result of complaint proceedings will result in the suspension of my registered status and the removal of my name from the Register.
- l. I confirm that I am aware that the Register is accessible to the public and accordingly I agree that information regarding my name, DVCPO and registration status is freely available.
- m. I confirm that any information that I have given is truthful and that I have provided complete disclosure of all matters that may be relevant to the FPAC, DVCC and/or MWYCFA WDD SAFENET Coordinator in determining whether I should be registered or retain registration on the Register.



Annex 4

Domestic Violence Counsellor Register application form

CONFIDENTIAL		
All information in this application form will be kept in confidence and stored securely within the Ministry of Women, Youth, Children and Family Affairs.		
Section 1: Personal details		
Title: (circle) Mrs. / Ms. / Miss / Mr. / Dr.		
Surname:		
First name:		
Date of birth (day/month/year)	Sex: (circle) Female / Male / Other	
Any other names you are known by:		
Section 2: Contact details		
Address		
Email personal	Email professional	
Mobile number personal	Mobile number professional	
Landline personal	Landline professional	
Section 3: Special needs/disability		
Special needs/disability	Yes	No
If yes, provide details		
Section 4: Special needs/disability		
Special needs/disability	Yes	No
If yes, provide details		

Section 4: Training and qualifications						
Details of DV-counselling training and study		Duration of training in days		Copy of certificate enclosed		
1. Title of training course and summary of content						
Training provider						
Location of training						
2. Title of training course and summary of content						
Training provider						
Location of training						
4. Title of training course and summary of content						
Training provider						
Location of training						
5. Title of training course and summary of content						
Training provider						
Location of training						
Section 5: Domestic Violence Counselling Skills Assessment Results						
A. Applicant score on the DVCSA Statements (check box to the left of the score)	<input type="checkbox"/>	268-336 points	<input type="checkbox"/>	268-336 points	<input type="checkbox"/>	268-336 points
B. Applicant score on the DVCSA Open Ended Questions (check box to the left of the score)	<input type="checkbox"/>	268-336 points	<input type="checkbox"/>	268-336 points	<input type="checkbox"/>	268-336 points
C. Applicant overall score (combined total of A and B (check box to the left of the score)	<input type="checkbox"/>	268-336 points	<input type="checkbox"/>	268-336 points	<input type="checkbox"/>	268-336 points
Name of assessor:						
Signature of assessor:						
If private or public practitioner, please indicate that you need to be scheduled for a DVCSA						



Section 6: Evidence of DV-counselling practice

Year of practice 1 year per row)	Number of months per year	Number of practice hours	Name of organization/business where you practiced

Section 7: Evidence of supervision of DV-counselling practice

Counsellor supervision declaration

I declare that my DV counselling practice has been supervised a minimum of 10 hours.

(Circle) YES NO

If no, please check if you need to be scheduled for an observation assessment?

If yes, by whom? When?

Supervisor's name:

Supervisor's organization and address:

Supervisor's email address:

Supervisor's telephone number:

Type of supervision	One on one	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Group	<input type="checkbox"/>	Casework	<input type="checkbox"/>
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Total number of hours of supervision over 5 years:

Applicant signature:

Date:

Section 8: Disclosure

Applicants are required to disclose information about any professional disciplinary actions e.g. expulsion from another professional body, having been the subject of a disciplinary review by another professional body, or having been convicted of a criminal offence. Disclosure does not mean that you are ineligible to register as a DVC. However, failure to disclose any such information, or false declarations, may result in a refusal or termination of registration.

To assist with your application please ensure that you provide sufficient information in relation to your declaration together with any relevant documentary evidence where applicable.

Disclosure

1. Have you ever been refused/expelled from membership of any professional body/register on the grounds of professional misconduct?	Yes	No
2. Have you ever been deregistered from a counselling register?	Yes	No
3. Have you ever been the subject of any criminal or civil claim brought against you, other disciplinary action, investigation, proceeding or enquiry?	Yes	No
4. Are you currently or likely to be the subject of any disciplinary action, investigation, proceeding or enquiry?	Yes	No
5. Is your fitness to practise impaired for any reason including health or personal circumstances?	Yes	No
6. Have you ever been convicted under the Family Protection Act?	Yes	No
7. Are there any other factors that could call into question your suitability for registration?	Yes	No
<p>If you have ticked "Yes" to any of the above please provide a full and comprehensive signed statement including details of the circumstances surrounding the disclosure, any factors that will help to explain the situation, what steps you took to turn your life around and what you have learned from your experiences.</p> <p>If you have any convictions please list your conviction(s) (not removed legally from your record) on the disclosure of criminal convictions form in the attachments to this form.</p> <p>All material information relating to your application must be disclosed. It is your responsibility to ensure that you declare all relevant information. Any information declared may be processed to determine suitability for registration.</p>		
Applicant signature:		
Date:		



Section 9 of the application form is to be filled out by applicants who successfully get through stages 1 and 2 of the application process.

Section 9: Applicant's declaration and signature (part of stage 3)

Applicants must have read and understood the *Code of Ethics and Practice Standards for registered domestic violence counsellors*. It is the responsibility of registered DV counsellors to ensure their full understanding of the Code of Ethics and Practice Standards.

1. I have read and understood, and agree to uphold and abide by, the Solomon Islands Code of Ethics and Practice Standards.
2. I understand that I will be subject to the complaints mechanism of the Domestic Violence Counselling Register (DVCR) should any complaint arise against me during my period of registration. I agree to observe the regulations, policies and procedures of the DVCR.
3. I confirm that I do not have a criminal record or I attach details of anything to be taken into account in considering this application for registration.
4. I confirm that I have not been dismissed from employment for any reason, or refused/expelled from membership of a professional body/register on any grounds, or I attach details of matters or sanctions relating to professional misconduct to be taken into account in considering this application for registration.
5. All pending criminal, civil, financial difficulties or disciplinary actions, investigations, proceedings or enquiries are declared in an attached statement.
6. I confirm that the information contained in and attached to this form is true, accurate and complete to the best of my knowledge and belief. I hereby authorize the staff of the Ministry of Women, Youth, Children and Family Affairs, the Family Protection Advisory Council (FPAC) and/or the domestic violence counselling committee (DVCC) to make such enquiries as they consider necessary to verify the information given. I understand that any false or misleading statement or falsification of accompanying evidence may lead to disciplinary action being taken against me and may result in termination of my registration.
7. I understand that failure to comply with any conditions imposed on registrants may result in a breach of contract that may result in termination of registration.
8. I agree that failure to renew or resignation from the register during an investigation will not terminate or invalidate an investigation by the FPAC and/or the DVCC for the DVCR.
9. I understand there may be occasions when it is necessary and/or appropriate to share information about me with other regulatory/professional bodies for the purpose of regulation and in the interest of protecting the public.

Applicant signature

Date

Annex 5

Domestic Violence Counsellor Register Application Guidelines and Information Pack

Background

The Solomon Islands Domestic Violence Counselling Guidelines (Guidelines) have been developed in accordance with Sections 54 and 55 of the Family Protection Act (FPA) 2014. Specifically, the FPA requires that the Solomon Island Government (SIG) set up a register for domestic violence counsellors (DVCs), call for and approve applications from qualified DVCs and de-register a DVC for misconduct.

Domestic violence counselling refers to counselling for victims / survivors of domestic violence. No other counselling should be included in the application. DV counselling covers a range of active listening, talk therapy, psycho-education and support delivered within a context of confidentiality and clear ethical boundaries.

Requirements for applying to the register

To become a registered DVC there are 4 requirements an applicant must fulfill: DV-counselling training, DV-counselling experience, DV-Counselling Skills Assessment (DVCSA) and supervision or observation of DV-counselling practice.

Specifically applicants must have:

- successfully completed 120 hours of gender based violence (GBV)/DV Counselling related training courses or study to develop their DV-counselling skills and knowledge,
- a minimum of 2 years experience providing DV-counselling,
- successfully passed the DVCSA, and,
- successfully been supervised and/or observed providing DV counselling.

Training

It is mandatory for applicants to have successfully completed a minimum of 120 hours of GBV/DV counselling related training through workshops or studies.

The following types of workshops and study are known to develop some of the competencies for DV counselling and can be used in the application process (Note: this is not a comprehensive list). These courses compliment diploma courses that do not have DV counselling modules such as the University of the South Pacific (USP) diploma course in community service with its counselling course and/or pastoral counselling training:

- clinical care for sexual assault/responding to rape or sexual assault;
- rape crisis training;
- caring for child survivors of GBV/DV;
- GBV case management;
- survivor-centred responses to GBV/intimate partner violence (IPV)/DV/sexual assault;



- feminist counselling for survivors of GBV/DV;
- components of basic counselling for GBV;
- crisis intervention for GBV/DV;
- Fiji Women's Crisis Centre regional training programme;
- safety and risk assessment training for GBV; and
- empowerment and strength-based counselling of GBV survivors.

Experience of DV-counselling

All applicants to the DV-counselling register will require at least 2 years experience providing face-to-face DV-counselling. This has been translated into 300 practice hours of DV-counselling, approximately 3 practice hours per week.

Supervision or observation

Each candidate will provide proof of a minimum of 10 hours of supervised DV-counselling in the past 5 years or will have been observed (successfully) doing DV-counselling in two role plays during the DVCSA phase.

Applicants with no evidence of or experience with supervision of their face-to-face DV- counselling will be required to register for an assessment through Observation.

Observation assessments (OA) will involve two (2) 50 minute real time role-play simulations of a DVC with a client. Each role-play is observed and the candidate assessed.

DV-counselling skills assessment (DVCSA)

The DVCSA is a standardized assessment of competencies for DV-counselling. Domestic Violence Counselling Providing Organizations (DVCPOs) and the SAFENET domestic violence counselling committee (DVCC) will be responsible for assessing the DV-counselling competencies of each of the DVCs applicant to the register. They will use a standardized questionnaire to assess a combination of skills, knowledge and attitudes.

DV-counselling competencies should encompass three broad areas:

- iv. survivor centered approach competencies,
- v. ethical and legal foundation competencies, and,
- vi. functional competencies for basic GBV/DV counselling (see Annex 2 for a comprehensive competency framework for DVCs).

If persons meet the above requirements they can register through their organization or through the SAFENET DVCC by filling out an application form manually or electronically.

Application process Call for applications

The call for registrant applications will be twice per year in Honiara and all provincial government regions.

Those wishing to apply to the register can pick up an Applicants Information Package from the Ministry of Women, Youth, Children and Family Affairs (MWYCFA) Women's Development Division (WDD) in Honiara and the provinces. A website developed for the register will enable applicants to apply on line.

Applying

Any person applying to become a registered DVC, paid or volunteer, must be affiliated with an accredited DVCPO or a member of SAFENET. Applicants must apply through a DVCPO or the SAFENET DVCC by filling out the DV-counselling registration application form Sections 1-7, and signing the Disclosure in Section 8.

Applying to become a registered DVC for private and government practitioners

1. Private practitioners registered as a business and/or counsellors working in the public sector can apply directly to the SAFENET DVCC. They have the same evidence requirements as those applying through a DVCPO with the exception of number 7.
2. Private practitioners and/or counsellors working in the public sector must fill out and submit the application form directly to the DVCC indicating their need for a DVCSA
3. SAFENET DVCC schedule all DVCSAs for private or public sector practitioners
4. Two members of the SAFENET DVCC will assess the applicant at a time that aligns with the application process and approval schedule.
5. Depending on DVCSA result, the DVCC will schedule an observation assessment (OA) for the private or public sector practitioner at the same time as the OA for applicants from DVCPOs

Application stages for private and public sector practitioners

If persons meet the above requirements they can register through their organization or through the SAFENET DVCC by filling out an application form manually or electronically.

Application process Call for applications

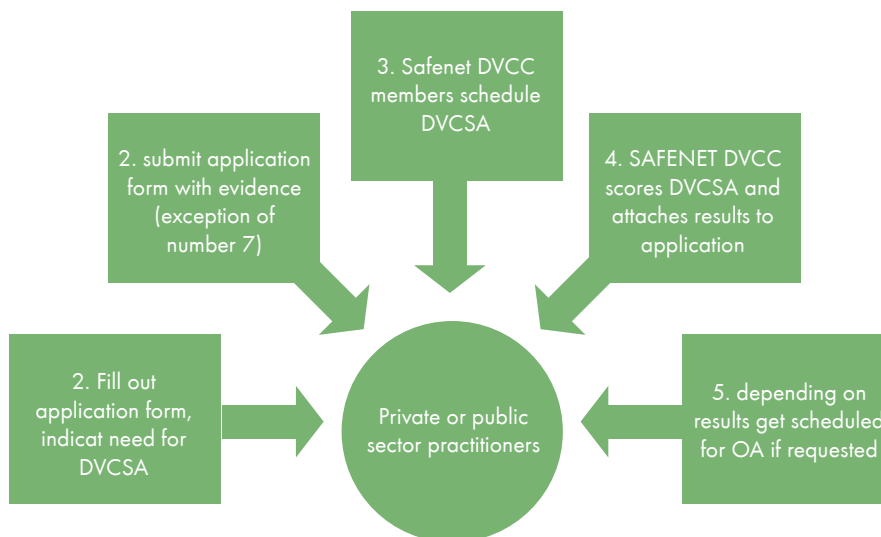
The call for registrant applications will be twice per year in Honiara and all provincial government regions.

Those wishing to apply to the register can pick up an Applicants Information Package from the Ministry of Women, Youth, Children and Family Affairs (MWYCFA) Women's Development Division (WDD) in Honiara and the provinces. A website developed for the register will enable applicants to apply on line.

Applying

Any person applying to become a registered DVC, paid or volunteer, must be affiliated with an accredited DVCPO or a member of SAFENET. Applicants must apply through a DVCPO or the SAFENET DVCC by filling out the DV-counselling registration application form Sections 1-7, and signing the Disclosure in Section 8.





Submission of applications

Accredited DVCPOs will submit the application with the required documents of evidence outlined below, including a letter of recommendation from the DVCPO noting the number of years the applicant has worked as a DVC, details of supervision support provided to the DVC with the number of hours and /or if the DVC needs to be scheduled for Observation. Private practitioners and DVCs working in the public sector will submit their applications to the SAFENET DVCC with the same required evidence listed below with the exception of number 7.

Evidence for Applicants to DV Register

1. Police clearance certificate for candidate, plus
2. 1 of National Provident Fund card OR bio metric voting card OR drivers license (certified copy), or statutory declaration for candidate, plus
3. Medical clearance for candidate, plus
4. Organizational DVCSA results for each candidate outlining competencies, plus
5. Reference details for supervisors, proof of hours of supervision for DV counselling and hours of counselling, for candidates (Note: only those with supervision experience need to provide supervision details. If they do not have it they need to indicate the need to be scheduled for Observation) plus
6. Certified copies of certificates for GBV/DV related training workshops or study for candidate, plus
7. Letter of recommendation from DVCPO for DVC candidate.

The DVCPO will forward the package to the WDD SAFENET Coordinator in Honiara or the province. Alternatively, DVCPOs can apply, on line at www.mwycfa.gov.sb where they can also find the Code of Ethics and Practice Standards for the Register. For those without internet access the Guidelines can be accessed at the WDD office and through SAFENET.

Note: Number the pages of your application package and make sure they are in order. Applications will not be returned so applicants should keep a copy of the package they submit. Please send copies only of certificates and supporting documents.

Fees for applying

There is no fee for applying to be a registered DVC. However, the costs associated with the application requirements such as police clearance and birth certificate are to be met by the applicant. The cost for an Observation Assessment (OA) is the responsibility of the DVCPO or private or public sector practitioner including the transport costs for an applicant to travel to the provincial capital for the assessment.

Observation assessment

An OA will involve two (2) real time role-play simulations, each 50 minutes in duration, of a DVC with a client. Both OAs will be scheduled in the same week. Each role-play will be observed and the candidate assessed using a checklist.

Role-plays will assess:

- knowledge of gender and GBV,
- the fundamentals of a survivor centered approach,
- intake assessment,
- risk assessment,
- safety planning,
- empowerment counselling,
- action planning,
- interviewing skills and counselling sessions,
- ethics and professionalism, and
- literacy and writing.

Critically observers are assessing the attitudes of the DVC through what they say, how they say it and the language they use in each of the above skill areas.

Application form guidance

Section 1: Personal details

Title (circle): Mrs. / Ms. / Miss / Mr. / Dr.

Date of Birth: Month / Day / Year

Any other names you are known by: Please indicate if you have practiced under any other name i.e. name before marriage

Sex (circle): Female / Male / Other

Section 2: Contact details

The applicant is required to provide personal contact details.

Address: Where you live

Email: professional and/or personal

Mobile Number: personal and/or work

Landline: personal and/or work

Section 3: Special needs/ disability

Provide details of any special needs/ disability.

Section 4: Training and qualifications

Provide details of:

- the name of the training course with a summary details of the course content i.e. learned how to do a risk



- assessment and safety planning,
- the name of the training providing organization and facilitator,
- location of the training i.e. Honiara, Solomon Islands, or Melbourne Australia
- the number of full days of training, (if the course is not a full day mark ½ or ¼ day), and,
- copy of the certificate with the applicants name (please DO NOT send originals).

If the applicant has more than five (5) DV related training courses provide a separate sheet with details. Make sure your name is on top of the sheet.

Section 5: Domestic violence counselling skills assessment (DVCSA) results

Use the results of the DVCSA administered by the manager or supervisor in the DVCPO or SAFENET DVCC to fill in section 5.

The DVCSA includes twenty one (21) sections made up of the twenty (20) sections of Domestic Violence / Gender Based Violence Counselling Competencies in Annex 2 of the Solomon Islands Domestic Violence Counselling Guidelines (2019) and one (1) section on attitudes.

Each section includes four (4) statements and one (1) open ended question to assess a staff, volunteer or private practitioners attitudes, skills and knowledge. There are a total of eighty-four (84) statements and twenty-one (21) open ended questions. The total possible score for the DVCSA is 378: 336 points for the eighty four (84) statements and forty two (42) points for the twenty one (21) open ended questions. Each open-ended question is worth two (2) points.

Provide details of:

- the result of the statements in Section 5A by checking the box to the left of the points scored by the applicant.
- the result of the open ended questions in Section 5B by checking the box to the left of the points scored by the applicant.
- the overall score of the applicant by calculating the total points scored in 5A and 5B and checking the box to the left of the points scored by the applicant.

NOTE: Applicants must have an overall score of between 302 and 378 (80-100%) to get into the register.

The assessor (manger, supervisor or SAFENET DVCC member) is required to print their name and sign section 5 as a declaration of truth of the results of the DVCSA.

Private or public sector practitioners should indicate that they need the SAFENET DVCC to administer the DVCSA for them.

Section 6: Evidence of DV-counselling practice

NOTE: Domestic violence counselling refers to counselling for victims / survivors of domestic violence. No other counselling should be included in the application. DV-counselling covers a range of active listening, talk therapy, psycho-education and support delivered within a context of confidentiality and clear ethical boundaries.

Provide details of:

- the specific year of practice (use one row for each year of practice),
- the specific number of months practiced in the year of practice, e.g. 8 months,
- the number of practice hours per month i.e. 12 hours, and,
- the name of the organization where you provided your DV-counselling services e.g.. Family Support Centre

You can use paid or voluntary work to calculate your DV-counselling hours. You can use work with adults or children and young people.

If the applicant has more than 5 years of DV-counselling practice provide a separate sheet with details. Make sure your name is on top of any attached sheet.

Section 7: Evidence of supervision of DV-counselling practice

Applicants are first asked to DECLARE that their DV-counselling practice has been supervised a minimum of 10 hours. Answer by circling yes or no.

If NO, indicate if you want to be registered for an Observation Assessment during the next round of assessments. Do this by checking the box.

If yes, provide the details of:

- the name of the supervisor,
- the name of the organization where the supervisor works,
- the email address of the supervisor,
- the telephone number and address of the supervisor,
- the type of supervision, and
- the total number of hours of supervision over 5 years..

Sign and date the declaration.

Section 8: Disclosure

You must answer each of the 7 questions in the Disclosure section by circling YES or NO.

Your answers should include any location where you have worked in the Solomon Islands, in Honiara or the provinces and/or other countries,.

2. Have you ever been de-registered from a counselling register? De-registration means removal (temporary or permanent) from a register for misconduct.

3. Have you ever been the subject of any civil claim brought against you, other disciplinary action, investigation, proceeding or enquiry? Consider for example, any court and police actions, actions taken by organizations you currently work with or have worked with in the past, and/or clients you have worked with. Ever been, refers to your entire working life.

4. Are you currently or likely to be the subject of any disciplinary action, investigation, proceeding or enquiry? Consider the same examples as above and current situation or actions you know about that are likely to come.

5. Is your fitness to practice impaired for any reason including health or personal circumstances? For example, drug or alcohol addictions, trauma you have experienced, domestic violence in your personal relationship – circumstances that you may require assistance to deal with.

6. Have you ever been charged or convicted under the Family Protection Act? Provide details of any charges and/or convictions.

Any YES responses require that you provide as much detail and evidence as possible (as explained in the application form).

Section 8 requires your signature and the date you sign, as it is a declaration of truth.



Section 9: Applicant's Declaration and Signature

Section 9 is the Terms and Conditions (T&C) for the Register. Once an applicant has been recommended to the register they must sign and date this section in the application form to show they agree with and will abide by T&C of the register.

Domestic Violence Counsellor Register Application Form

CONFIDENTIAL		
<i>All information in this application form will be kept in confidence and stored securely within the Ministry of Women, Youth, Children and Family Affairs.</i>		
Section 1: Personal details		
Title: (circle)	Mrs. / Ms. / Miss / Mr. / Dr.	
Surname:		
First name:		
Date of birth (day/month/year)	Sex: (circle) Female / Male / Other	
Any other names you are known by:		
Section 2: Contact details		
Address		
Email personal	Email professional	
Mobile number personal	Mobile number professional	
Landline personal	Landline professional	
Section 3: Special needs/disability		
Special needs/disability	Yes	No
If yes, provide details		

Section 4: Special needs/disability

Details of DV-counselling training courses

Details of DV-counselling training and study Duration of training in days		Copy of certificate enclosed	
		Yes	No
1. Title of training course and summary of content			
Training provider			
Location of training			
2. Title of training course and summary of content			
Training provider			
Location of training			
3. Title of training course and summary of content			
Training provider			
Location of training			
5. Title of training course and summary of content			
Training provider			
Location of training			



Section 5: Domestic Violence Counselling Skills Assessment Results

A. Applicant score on the DVCSA Statements (check box to the left of the score)	<input type="checkbox"/>	268-336 points	<input type="checkbox"/>	218-267 points	<input type="checkbox"/>	217 points and below
B. Applicant score on the DVCSA Open Ended Questions (check box to the left of the score)	<input type="checkbox"/>	34-42 points	<input type="checkbox"/>	27- 33 points	<input type="checkbox"/>	26 points and below
C. Applicant overall score (combined total of A and B (check box to the left of the score)	<input type="checkbox"/>	302-378 points	<input type="checkbox"/>	246-301 points	<input type="checkbox"/>	245 points and below

Name of assessor:

Signature of assessor:

If private or public practitioner, please indicate that you need to be scheduled for a DVCSA

Section 6: Evidence of DV-counselling practice

Year of practice (1 year per row)	Number of months per year	Number of practice hours	Name of organization/ business where you practiced

Section 7: Evidence of supervision of DV-counselling practice

Counsellor supervision declaration

I declare that my DV-counselling practice has been supervised a minimum of 10 hours.

(Circle) YES NO

If no, please check if you need to be scheduled for an observation assessment? 0

If yes, by whom? When?

Supervisor's name:

Supervisor's organization and address:

Supervisor's email address:

Supervisor's telephone number:

Type of supervision	One on one	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Group	<input type="checkbox"/>	Casework	<input type="checkbox"/>
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Total number of hours of supervision over 5 years:

Applicant signature:

Date:



Section 8: Disclosure

Applicants are required to disclose information about any professional disciplinary actions e.g expulsion from another professional body, having been the subject of a disciplinary review by another professional body, or having been convicted of a criminal offence. Disclosure does not mean that you are ineligible to register as a DVC. However, failure to disclose any such information, or false declarations, may result in a refusal or termination of registration.

To assist with your application please ensure that you provide sufficient information in relation to your declaration together with any relevant documentary evidence where applicable.

Disclosure

1. Have you ever been refused/expelled from membership of any professional body/register on the grounds of professional misconduct?	Yes	No
2. Have you ever been deregistered from a counselling register?	Yes	No
3. Have you ever been the subject of any criminal or civil claim brought against you, other disciplinary action, investigation, proceeding or enquiry?	Yes	No
4. Are you currently or likely to be the subject of any disciplinary action, investigation, proceeding or enquiry?	Yes	No
5. Is your fitness to practise impaired for any reason including health or personal circumstances?	Yes	No
6. Have you ever been convicted under the Family Protection Act?	Yes	No
7. Are there any other factors that could call into question your suitability for registration?	Yes	No

If you have ticked "Yes" to any of the above please provide a full and comprehensive signed statement including details of the circumstances surrounding the disclosure, any factors that will help to explain the situation, what steps you took to turn your life around and what you have learned from your experiences.

If you have any convictions please list your conviction(s) (not removed legally from your record) on the disclosure of criminal convictions form in the attachments to this form.

All material information relating to your application must be disclosed. It is your responsibility to ensure that you declare all relevant information. Any information declared may be processed to determine suitability for registration.

Applicant signature:		
Date:		

Section 9 of the application form is to be filled out by applicants who successfully get through stages 1 and 2 of the application process (see next page).

Section 9: Applicant's declaration and signature (part of stage 3)

Applicants must have read and understood the *Code of Ethics and Practice Standards for registered domestic violence counsellors*. It is the responsibility of registered DV counsellors to ensure their full understanding of the Code of Ethics and Practice Standards.

1. I have read and understood, and agree to uphold and abide by, the Solomon Islands Code of Ethics and Practice Standards.
2. I understand that I will be subject to the complaints mechanism of the Domestic Violence Counselling Register (DVCR) should any complaint arise against me during my period of registration. I agree to observe the regulations, policies and procedures of the DVCR.
3. I confirm that I do not have a criminal record or I attach details of anything to be taken into account in considering this application for registration.
4. I confirm that I have not been dismissed from employment for any reason, or refused/expelled from membership of a professional body/register on any grounds, or I attach details of matters or sanctions relating to professional misconduct to be taken into account in considering this application for registration.
5. All pending criminal, civil, financial difficulties or disciplinary actions, investigations, proceedings or enquiries are declared in an attached statement.
6. I confirm that the information contained in and attached to this form is true, accurate and complete to the best of my knowledge and belief. I hereby authorize the staff of the Ministry of Women, Youth, Children and Family Affairs, the Family Protection Advisory Council (FPAC) and/or the domestic violence counselling committee (DVCC) to make such enquiries as they consider necessary to verify the information given. I understand that any false or misleading statement or falsification of accompanying evidence may lead to disciplinary action being taken against me and may result in termination of my registration.
7. I understand that failure to comply with any conditions imposed on registrants may result in a breach of contract that may result in termination of registration.
8. I agree that failure to renew or resignation from the register during an investigation will not terminate or invalidate an investigation by the FPAC and/or the DVCC for the DVCR.
9. I understand there may be occasions when it is necessary and/or appropriate to share information about me with other regulatory/professional bodies for the purpose of regulation and in the interest of protecting the public.

Applicant signature

Date



Annex 6

Supervision Tracking Tool

Supervision in counselling is when a counsellor uses the services of another counsellor, usually but not always a more experienced counsellor, to review and reflect on the way they work with their clients. A supervisor acts in a mentoring role, providing emotional support as well as information and guidance.

All counsellors need supervision to help them resolve their own issues and to avoid burnout in what can be an emotionally draining occupation. All supervision MUST be conducted by a trained counsellor.

Requirement: All registered domestic violence counsellors (DVC) should have a MINIMUM of 1.5 hours of counselling supervision per month for as long as they are a practicing counsellor. Of that 50% or seventy-five (75) minutes must be one-on-one supervision per month. Domestic violence counselling providing organizations (DVCPO) should enable DVCs to request supervision as needed, in addition to supporting them with regular supervision.

Types of supervision recognized:

One-on-one supervision

Individual supervision is one-on-one debriefing/sharing/talking between a supervisor counsellor and the DVC (supervisee). In this process the supervisor focuses on the learning needs of the DVC, not on client issues.

Peer supervision

Peer supervision is a leaderless form of counsellors in an organization consulting with one another in a scheduled meeting on key topics, questions and/or difficult situations to do with counselling. The result of peer supervision is to provide solutions to difficult situations and answers to questions. Feedback is important as is counsellors taking responsibility for their own learning e.g. research, reading, attending webinars, training or seminars etc.

Group supervision

Group supervision is a facilitated meeting whereby the leader (a senior counsellor) involves the use of the group setting to enable members to reflect on the issues and challenges of their counselling practice. Group supervision is a complement to, rather than substitute for, one-on-one supervision, though it may reduce the frequency with which one-on-one supervision is needed.

Working as a counsellor can be an isolating and lonely process, spending so much time during the working week alone counselling our clients. The opportunity to share your issues and challenges from your practice in a group setting can be very healing and supportive.

Casework supervision

Casework supervision is a two way process between supervisor and DVC (supervisee) to provide the most effective and ethical way of working with a client to allow them to move forward. Casework supervision is designed to protect clients and improve the counsellors' ability to provide value to their clients. The client is the focus of casework supervision.

Counsellors Name				Supervisors Name				
Date								
Type of supervision	One on one	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Group	<input type="checkbox"/>	Casework	<input type="checkbox"/>
Supervision Time	30 Mins	<input type="checkbox"/>	60 Mins	<input type="checkbox"/>	75 Mins	<input type="checkbox"/>	90 Mins	<input type="checkbox"/>
Signature DVC				Signature Supervisor				
Date								
Type of supervision	One on one	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Group	<input type="checkbox"/>	Casework	<input type="checkbox"/>
Supervision Time	30 Mins	<input type="checkbox"/>	60 Mins	<input type="checkbox"/>	75 Mins	<input type="checkbox"/>	90 Mins	<input type="checkbox"/>
Signature DVC				Signature Supervisor				
Date								
Type of supervision	One on one	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Group	<input type="checkbox"/>	Casework	<input type="checkbox"/>
Supervision Time	30 Mins	<input type="checkbox"/>	60 Mins	<input type="checkbox"/>	75 Mins	<input type="checkbox"/>	90 Mins	<input type="checkbox"/>
Signature DVC				Signature Supervisor				
Total one-on-one supervision hours				Month				
Total other forms of supervision hours				Month				



Annex 7

Domestic Violence Counsellor Register renewal application form

CONFIDENTIAL		
<i>All information in this application form will be kept in confidence and stored securely within the Ministry of Women, Youth, Children and Family Affairs.</i>		
Section 1: Personal details		
Title: (circle) Mrs. / Ms. / Miss / Mr. / Dr.		
Surname:		
First name:		
Date of birth (day/month/year)	Sex: (circle) Female / Male / Other	
Any other names you are known by:		
Section 2: Contact details		
Address		
Email personal	Email professional	
Mobile number personal	Mobile number professional	
Landline personal	Landline professional	
Section 3: Special needs/disability		
Special needs/disability	Yes	No
If yes, provide details		

Section 4: Professional Development

Details of DV-counselling training courses

Details of DV-counselling training and study Duration of training in days		Copy of certificate enclosed	
		Yes	No
1. Title of training course and summary of content			
Training provider			
Location of training			
2. Title of training course and summary of content			
Training provider			
Location of training			
3. Title of training course and summary of content			
Training provider			
Location of training			
5. Title of training course and summary of content			
Training provider			
Location of training			





Section 5: Evidence of DV-counselling practice

Year of practice 1 year per row)	Number of months per year	Number of practice hours	Name of organization/business where you practiced

Section 6: Evidence of supervision of DV-counselling practice

Counsellor supervision declaration
I declare that my DV counselling practice has been supervised a minimum of 10 hours.

(Circle) YES NO

Please provide evidence of your supervision with the supervision tracking tool

Evidence attached

Type of supervision	One on one	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Group	<input type="checkbox"/>	Casework	<input type="checkbox"/>
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Supervisors contact details

Supervisor's name:

Supervisor's organization and address:

Supervisor's email address:

Supervisor's telephone number:

Applicant signature:

Date:

Section 6: Disclosure

Applicants are required to disclose information about any professional disciplinary actions e.g. expulsion from another professional body, having been the subject of a disciplinary review by another professional body, or having been convicted of a criminal offence. Disclosure does not mean that you are ineligible to register as a DVC. However, failure to disclose any such information, or false declarations, may result in a refusal or termination of registration.

To assist with your application please ensure that you provide sufficient information in relation to your declaration together with any relevant documentary evidence where applicable.

Disclosure

1. Have you ever been refused/expelled from membership of any professional body/register on the grounds of professional misconduct?	Yes	No
2. Have you ever been deregistered from a counselling register?	Yes	No
3. Have you ever been the subject of any criminal or civil claim brought against you, other disciplinary action, investigation, proceeding or enquiry?	Yes	No
4. Are you currently or likely to be the subject of any disciplinary action, investigation, proceeding or enquiry?	Yes	No
5. Is your fitness to practise impaired for any reason including health or personal circumstances?	Yes	No
6. Have you ever been convicted under the Family Protection Act?	Yes	No
7. Are there any other factors that could call into question your suitability for registration?	Yes	No

If you have ticked "Yes" to any of the above please provide a full and comprehensive signed statement including details of the circumstances surrounding the disclosure, any factors that will help to explain the situation, what steps you took to turn your life around and what you have learned from your experiences.

If you have any convictions please list your conviction(s) (not removed legally from your record) on the disclosure of criminal convictions form in the attachments to this form.

All material information relating to your application must be disclosed. It is your responsibility to ensure that you declare all relevant information. Any information declared may be processed to determine suitability for registration.

Applications containing 'Yes' declarations will be submitted to the WDD and onwards to the Domestic Violence Counselling Committee (DVCC) for consideration. This process may take up to 12 weeks.

Applicant signature:		
Date:		



Section 7: Applicant's declaration and signature

Applicants must have read and understood the *Code of Ethics and Practice Standards for registered domestic violence counsellors*. It is the responsibility of registered DV counsellors to ensure their full understanding of the Code of Ethics and Practice Standards.

1. I have read and understood, and agree to uphold and abide by, the Solomon Islands Code of Ethics and Practice Standards.
2. I understand that I will be subject to the complaints mechanism of the Domestic Violence Counselling Register (DVCR) should any complaint arise against me during my period of registration. I agree to observe the regulations, policies and procedures of the DVCR.
3. I confirm that I do not have a criminal record or I attach details of anything to be taken into account in considering this application for registration.
4. I confirm that I have not been dismissed from employment for any reason, or refused/expelled from membership of a professional body/register on any grounds, or I attach details of matters or sanctions relating to professional misconduct to be taken into account in considering this application for registration.
5. All pending criminal, civil, financial difficulties or disciplinary actions, investigations, proceedings or enquiries are declared in an attached statement.
6. I confirm that the information contained in and attached to this form is true, accurate and complete to the best of my knowledge and belief. I hereby authorize the staff of the Ministry of Women, Youth, Children and Family Affairs, the Family Protection Advisory Council (FPAC) and/or the domestic violence counselling committee (DVCC) to make such enquiries as they consider necessary to verify the information given. I understand that any false or misleading statement or falsification of accompanying evidence may lead to disciplinary action being taken against me and may result in termination of my registration.
7. I understand that failure to comply with any conditions imposed on registrants may result in a breach of contract that may result in termination of registration.
8. I agree that failure to renew or resignation from the register during an investigation will not terminate or invalidate an investigation by the FPAC and/or the DVCC for the DVCR.
9. I understand there may be occasions when it is necessary and/or appropriate to share information about me with other regulatory/professional bodies for the purpose of regulation and in the interest of protecting the public.

Applicant signature

Date

Annex 8

Domestic Violence Counsellor Register renewal application form guidelines and information package

A domestic violence counsellors (DVC) registration is valid for up to three (3) years. Those registered will have to renew 30 days before the expiration date. Renewals will be arranged through the Women's Development Division (WDD) WDD officer / SAFENET coordinator in the respective Provinces.

To renew their registration applicants, through their domestic violence counselling providing organizations (DVC-POs), or through the SAFENET domestic violence counselling committee (DVCC), will need to:

- complete the renewal form and sign the register terms and conditions,
- provide evidence that you have acquired fifteen (15) points worth of training and professional development over the three (3) years since registering (see Table 1),
- provide evidence that your DV-counselling practice has been supervised for a minimum of 1.5 hours per month for all practice hours as per the Solomon Island Government (SIG) Practice Standards,
- provide evidence of 150 practice hours of DV-counselling since registration, and
- provide personal and contact details

Section 1: Personal details

Title (circle): Mrs. / Ms. / Miss / Mr. / Dr.

Date of Birth: Month / Day / Year

Any other names you are known by: Please indicate if you have practiced under any other name i.e. name before marriage

Sex (circle): Female / Male / Other

Section 2: Contact details

The applicant is required to provide personal details to enable people to get in touch with them.

Address: Where you live.

Email: professional and/or personal

Mobile Number: personal and/or work

Landline: personal and/or work

Section 3: Special needs/ disability

Provide details of any special needs/ disability.

Section 4: Professional development

The SIG recognizes the importance of regular and ongoing training for DVCs to keep their knowledge current. A point system will be used for the renewal process to encourage DVCPOs to support their DVCs with annual training. In order to renew their registration, DVCs will need to have accumulated 15 points from attending training annually (including webinars, online resources and training modules, placements, one on one mentoring, reading journals etc.). Applicants will be required to provide proof of attendance at training in the renewal application process.



Table 1: Point system for DVC annual training

Number of points	Number of days' training
2	1 day* of DV counselling related training
4	2 days DV counselling related training
5	3 days of DV counselling related training
7	4 days of DV counselling related training
10	5 days of DV counselling related training or 1 full week workshop

* Note: 1 day is the equivalent of 8 hours.

Provide details of :

- the name of the training providing organization and facilitator,
- the name of the training course with a summary details of the course content i.e. learned how to do a risk assessment and safety planning,
- the name of the training providing organization and facilitator,
- location of the training i.e. Honiara, Solomon Islands, or Melbourne Australia
- the number of full days of training, (if the course is not a full day mark ½ or ¼ day), and,
- copy of the certificate with the applicants name (please DO NOT send originals).

Section 5: Evidence of DV-counselling practice

In order to renew your registration as a DVC you must provide proof of at least 150 practice hours of DV-counselling over the past three (3) years. Domestic violence counselling refers to counselling for victims / survivors of domestic violence. No other counselling should be included in the renewal application. DV-counselling covers a range of active listening, talk therapy, psycho-education and support delivered within a context of confidentiality and clear ethical boundaries.

Provide details of:

- the specific number of months practiced in the timeframe for each 12 month period e.g. 8 months,
- dates for each 12 month period of practice (mm/year) e.g.. from 01/2019 To 07/2019,
- the name of the organization where you provided your DV-counselling services e.g.. Family Support Centre, and
- the specific number of hours during the 12 month period i.e. 39 hours.

You can use paid or voluntary work to calculate your DV-counselling hours. You can use work with adults or children and young people.

You must be a practicing DVC when you apply for renewal. This means you must be seeing, at the very least, one client. You can start counting this three (3) year period from the date you registered as a DVC.

For all the practice hours you provide details of, you must have been supervised at least 1.5 hours a month, fifty per cent (50%) of which is one-on-one supervision and fifty per cent (50%) a mix of other types of supervision. Submit these details in Section 6.

If your sessions are 50 minutes, you can count that as one counselling hour. If your sessions are shorter or longer than this you should count the actual time the sessions are scheduled for.

If you require more space for your details add a separate A4 sheet. Make sure your name is on top of any attached sheet.

Section 6: Evidence of Supervision of DV-counselling Practice

Practice Standard 5 in the Solomon Islands Domestic Violence Counselling Guidelines requires that all registered DVCs have a minimum of 1.5 hours of supervision of their counselling practice per month for as long as they practice as a DVC.

To renew applicants must DECLARE that they have had the 1.5 hours of supervision for the full three (3) years that they have been registered. If they answer yes, they are asked to provide:

- proof of supervision with the filled in supervision tracking tool for the period of their practics, and the details of:
- the name of the supervisor,
- the name of the organization where the supervisor works,
- the email address of the supervisor,
- the telephone number and address of the supervisor, and
- the type of supervision.

Applicants must sign and date this section as a declaration of truth.

Section 6: Disclosure

You must answer each of the 7 questions in the Disclosure section by circling YES or NO. These are the same questions you were asked in the original application form. By answering them in the renewal form you provide details of any changes from your original application.

Your answers should include any location where you have worked in the Solomon Islands, in Honiara or the provinces and/or other countries,.

2. Have you ever been de-registered from a counselling register? De-registration means removal (temporary or



permanent) from a register for misconduct.

3. Have you ever been the subject of any civil claim brought against you, other disciplinary action, investigation, proceeding or enquiry? Consider for example, any court and police actions, actions taken by organizations you currently work with or have worked with in the past, and/or clients you have worked with. Ever been, refers to your entire working life.

4. Are you currently or likely to be the subject of any disciplinary action, investigation, proceeding or enquiry? Consider the same examples as above and current situation or actions you know about that a likely to come.

5. Is your fitness to practice impaired for any reason including health or personal circumstances? For example, drug or alcohol addictions, trauma you have experienced, domestic violence in your personal relationship – circumstances that you may require assistance to deal with.

6. Have you ever been charged or convicted under the Family Protection Act? Provide details of any charges and/or convictions.

Any YES responses require that you provide as much detail and evidence as possible (as explained in the application form).

Section 6 requires your signature and the date, as it is a declaration of truth.

Section 7: Applicant's Declaration and Signature

Section 7 is the Terms and Conditions (T&C) for the Register. To be renewed in the register applicants must sign and date this section in the application form to show they agree with and will abide by T&C of the register. The entire renewal application form can be filled in at the same time.

CONFIDENTIAL

All information in this application form will be kept in confidence and stored securely within the Ministry of Women, Youth, Children and Family Affairs.

Section 1: Personal details

Title: (circle) Mrs. / Ms. / Miss / Mr. / Dr.	
Surname:	
First name:	
Date of birth (day/month/year)	Sex: (circle) Female / Male / Other
Any other names you are known by:	

Section 2: Contact details

Address	
Email personal	Email professional
Mobile number personal	Mobile number professional
Landline personal	Landline professional

Section 3: Special needs/disability

Special needs/disability	Yes	No
If yes, provide details		

Section 4: Special needs/disability

Details of DV-counselling training courses

Details of DV-counselling training and study Duration of training in days		Copy of certificate enclosed	
		Yes	No
1. Title of training course and summary of content			
Training provider			
Location of training			
2. Title of training course and summary of content			
Training provider			
Location of training			
3. Title of training course and summary of content			
Training provider			
Location of training			
5. Title of training course and summary of content			
Training provider			
Location of training			

Section 5: Evidence of DV-counselling practice			
Year of practice (1 year per row)	Number of months per year	Number of practice hours	Name of organization/business where you practiced

Section 6: Evidence of supervision of DV-counselling practice							
Counsellor supervision declaration							
I declare that my DV counselling practice has been supervised a minimum of 10 hours.							
(Circle)	YES		NO				
Please provide evidence of your supervision with the supervision tracking tool							
Evidence attached							
Type of supervision	One on one	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Group	<input type="checkbox"/>	Casework
Supervisors contact details							
Supervisor's name:							
Supervisor's organization and address:							
Supervisor's email address:							
Supervisor's telephone number:							
Applicant signature:							
Date:							



Section 6: Disclosure

Applicants are required to disclose information about any professional disciplinary actions e.g. expulsion from another professional body, having been the subject of a disciplinary review by another professional body, or having been convicted of a criminal offence. Disclosure does not mean that you are ineligible to register as a DVC. However, failure to disclose any such information, or false declarations, may result in a refusal or termination of registration.

To assist with your application please ensure that you provide sufficient information in relation to your declaration together with any relevant documentary evidence where applicable.

Disclosure

1. Have you ever been refused/expelled from membership of any professional body/register on the grounds of professional misconduct?	Yes	No
2. Have you ever been deregistered from a counselling register?	Yes	No
3. Have you ever been the subject of any criminal or civil claim brought against you, other disciplinary action, investigation, proceeding or enquiry?	Yes	No
4. Are you currently or likely to be the subject of any disciplinary action, investigation, proceeding or enquiry?	Yes	No
5. Is your fitness to practise impaired for any reason including health or personal circumstances?	Yes	No
6. Have you ever been convicted under the Family Protection Act?	Yes	No
7. Are there any other factors that could call into question your suitability for registration?	Yes	No

If you have ticked "Yes" to any of the above please provide a full and comprehensive signed statement including details of the circumstances surrounding the disclosure, any factors that will help to explain the situation, what steps you took to turn your life around and what you have learned from your experiences.

If you have any convictions please list your conviction(s) (not removed legally from your record) on the disclosure of criminal convictions form in the attachments to this form.

All material information relating to your application must be disclosed. It is your responsibility to ensure that you declare all relevant information. Any information declared may be processed to determine suitability for registration.

Applications containing 'Yes' declarations will be submitted to the WDD and onwards to the Domestic Violence Counselling Committee (DVCC) for consideration. This process may take up to 12 weeks.

Applicant signature:		
Date:		

Section 7: Applicant's declaration and signature

Applicants must have read and understood the *Code of Ethics and Practice Standards for registered domestic violence counsellors*. It is the responsibility of registered DV counsellors to ensure their full understanding of the Code of Ethics and Practice Standards.

1. I have read and understood, and agree to uphold and abide by, the Solomon Islands Code of Ethics and Practice Standards.
2. I understand that I will be subject to the complaints mechanism of the Domestic Violence Counselling Register (DVCR) should any complaint arise against me during my period of registration. I agree to observe the regulations, policies and procedures of the DVCR.
3. I confirm that I do not have a criminal record or I attach details of anything to be taken into account in considering this application for registration.
4. I confirm that I have not been dismissed from employment for any reason, or refused/expelled from membership of a professional body/register on any grounds, or I attach details of matters or sanctions relating to professional misconduct to be taken into account in considering this application for registration.
5. All pending criminal, civil, financial difficulties or disciplinary actions, investigations, proceedings or enquiries are declared in an attached statement.
6. I confirm that the information contained in and attached to this form is true, accurate and complete to the best of my knowledge and belief. I hereby authorize the staff of the Ministry of Women, Youth, Children and Family Affairs, the Family Protection Advisory Council (FPAC) and/or the domestic violence counselling committee (DVCC) to make such enquiries as they consider necessary to verify the information given. I understand that any false or misleading statement or falsification of accompanying evidence may lead to disciplinary action being taken against me and may result in termination of my registration.
7. I understand that failure to comply with any conditions imposed on registrants may result in a breach of contract that may result in termination of registration.
8. I agree that failure to renew or resignation from the register during an investigation will not terminate or invalidate an investigation by the FPAC and/or the DVCC for the DVCR.
9. I understand there may be occasions when it is necessary and/or appropriate to share information about me with other regulatory/professional bodies for the purpose of regulation and in the interest of protecting the public.

Applicant signature

Date







