



My diary

I'm in charge of my own life

2019

Conception and development:

Charitable organisation Diakonisches Werk im Kirchenkreis Recklinghausen
gGmbH,
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Gohr
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Your personal diary

This is your personal diary. It's up to you to decide: Who can read your diary? Only you? Or are other people also allowed to read it?

The diary is meant to help you. You can take it with you everywhere. You can write down your thoughts and feelings. What scares you. What makes you happy. And what you need to remember.

Take the diary with you to your consultation sessions. Then you can jot things down and check things. For example, what you wanted to ask.

The diary is divided into different chapters. We call them 'building blocks'.

Each building block contains different questions. For example: How am I doing? What do I want? What topics are important to me? As well as other questions.

There are building blocks for various areas of life. For example: Building block **Family**. Building block **Health**. Building block **Career**. Building block **Leisure time**. Plus other building blocks. You can look at: Which building block is most important to me at the moment? Then write down your answers.

The diary helps you: To see the questions. To think about your life. To write down how you are doing at the moment. To think about what you want. And what you want to achieve.

The **first part** contains your **personal details**: Your name. Your address. Your telephone number. Your date of birth. Whether you have children. And other personal details.

The **second part** contains **different building blocks**. With questions to answer. It's up to you to decide: Which building block is most important to me at the moment?

Which questions do I want to answer first?

The **info booklet (third part)** contains important information.

Have fun with your diary!
We hope it helps you.




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1. My personal details

About me:		
Surname, first name	Date of birth (Previous surname)	Your date of birth and place of birth
Address, place of residence		
Mobile number:		
Family status: [...] single (not married) [...] married / have a partner [...] divorced [...] widowed [spouse deceased]	Nationality: Which country are you from?	
	Residence status: Are you a refugee? Are you an asylum seeker? Are you allowed to stay in Germany? For how long?	
First consultation with us:	Religion:	

About my family:		
Children:	Birth name (of child)	Date of birth and place of birth (of child):
Where do the children live?		



Which country are the children from? **Which passport** do the children have?

Residence status: Are the children allowed to stay in Germany? For how long?

Which family members are the children allowed to be with:

Which school do the children attend? Or which nursery school?

How am I doing?



Why did I pick this face?

How am I doing in my current situation?



Why did I pick this face?

I don't feel good here. What do I need? So that things will change.

What can I do myself to achieve this?

Where do I need help from other people?

Do I have any more questions?

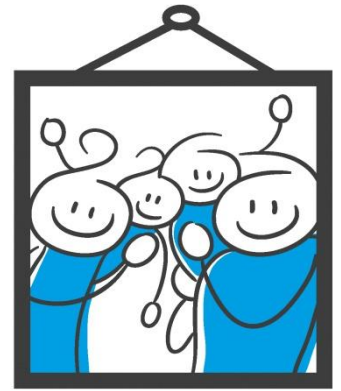
**Bad things happened to me. Do I want to talk about it?
Who do I want to talk to then?**





2. The building blocks in my life

Building block Family



How do I feel when I think about my family?

How are my children doing?

What needs to change?

What do I want for my children?



What have I already achieved?

What will my next step be?

Who is still around? Who is involved? Who will help me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



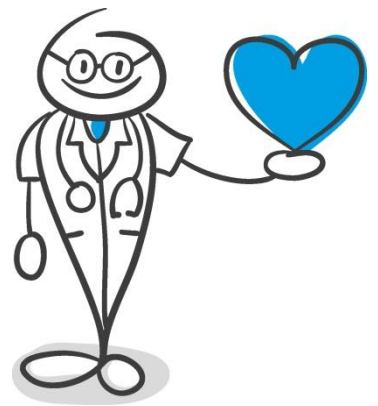
What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?



Building block Health



How is my health?

Is there anything in particular I wish to mention here?

How are my children doing in terms of their health?

Is there anything in particular I wish to mention here?

What do I want for myself?

What do I want for my children?



What is especially important?

What will my next step be?

Do I have a doctor already? Who?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**

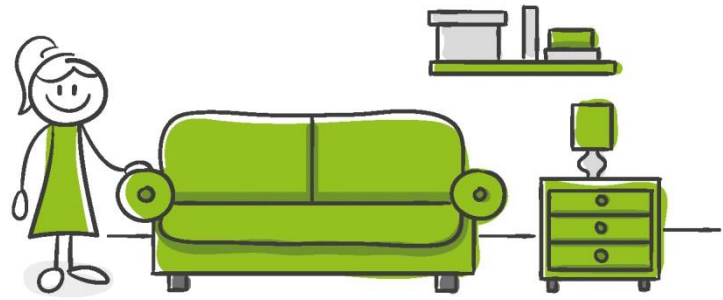


What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?

Building block Housing



How am I doing where I live?

How are my children doing where they live?

What do I want for myself?

What do I want for my children?



What have I already achieved?

What will my next step be?

Who is still around? Who is involved? Who will help me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?



Building block Money and finances




Finances mean everything associated with money.

How am I doing financially? Do I have enough money?

How are my children doing? Do I have enough money for my children?

Who do I regularly receive money from?



**Do I have problems because I don't have enough money?
For example: Do I have debts? Am I not able to pay my bills?
Am I not able to pay back my debts?**

What will my next step be?

Who is still around? Who is involved? Or helping me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?



**Building block Mobility:
How do I get to places/travel around?**



How am I doing? Is it easy for me to get to all important places?

**How are my children doing? How do they get to nursery school?
How do they get to school?**

What do I want for myself?

What do I want for my children?



What have I already achieved?

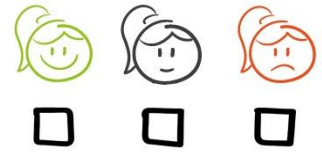
What will my next step be?

Who is still around? Who is involved? Or helping me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?

Building block Career

How am I doing at work?
Have I learnt a trade/profession?
Do I have a job?
Do I like my work?



Do I want to work?

What do I want for myself?

What do I want for my children?



What have I already achieved?

What will my next step be?

Who is still around? Who is involved? Or helping me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What else do I want to talk about?

Building block Public agencies and authorities

(Job centre, court, *Ausländerbehörde* [foreigners' registration office], *Jugendamt* [youth welfare office], police etc.)



Which public agencies and authorities do I have to deal with?

Do any special rules apply for my children?

What do I want for myself?

What do I want for my children?



What have I already achieved?

What will my next step be?

Who is still around? Who is involved? Or helping me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?

**Building block Everyday life:
What a typical day is like for me**



What is a typical day like for me? What do I do on a typical day? At home. In my leisure time. How do I feel about this?

How are my children doing on a daily basis? What is important to me?

What do I want for myself?

What do I want for my children?



What have I already achieved?

What will my next step be?

Who is still around? Who is involved? Or helping me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?

**Building block Social life:
Where I live, my neighbours and
friends, my leisure activities**



**Do I know my neighbours? Do I know where I can go shopping?
Do I know where to find doctors and pharmacies?
Do I know what leisure activities there are?**

**What can my children do? Are there any playgrounds? Sports clubs? Or
anything else for children to do?**

What do I want for myself?

What do I want for my children?



What have I already found out about?

What will my next step be?

Who is still around? Who is involved? Or helping me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?

**Building block Interests:
What I enjoy**




What do I enjoy?

What do my children enjoy?

What do I want for myself?

What do I want for my children?



What options have I already explored?

What will my next step be?

Who is still around? Who is involved? Or helping me?

**Do I need help from other people? From whom?
What do I need these people to do for me?**

Time to reflect: How were things in the past? How are things now?

**I achieved something.
Am I happy with that?**



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

What do I still want to achieve?

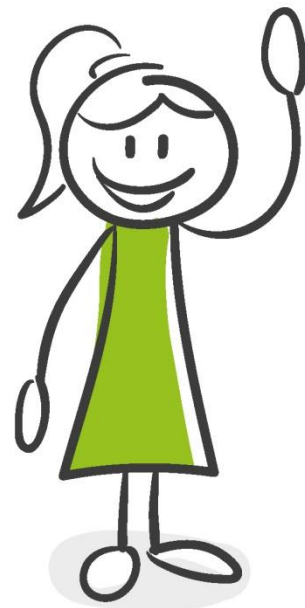
3. Closing words

The diary is for you.
You can use it however you like.

The building blocks in the diary are examples.
It's up to you to decide: What building blocks are important to me?

The diary is a booklet.
We can always add more pages to the diary for new building blocks.

Do you have any questions?
Then don't hesitate to talk to us.
We would be happy to help you.



Important information

Handout

You can use this diary for various educational fields of work. The charitable organisation Diakonisches Werk im Kirchenkreis Recklinghausen gGmbH – Hilfen für Frauen (Support for Women) – developed the diary, tested it in cooperation with women and designed it in order to be practical.

Women's support services include the Frauenhaus in Herten and in Datteln include the *Beratungsstelle für Frauen – Hilfe und Prävention bei sexualisierter Gewalt* (Counselling Centre for Women – Help and Prevention of Sexual Violence), the *Beratungsstelle Schwangerschaft, Schwangerschaftskonflikte und Sexualität* (Counselling Centre for Pregnancy, Pregnancy Conflicts and Sexuality) and the Second Stage Project. We are counsellors and contacts for women going through various crisis situations. We received very positive feedback from the practical testing of the diary, in particular with regard to examining one's current situation in life. In this process, there was a particular focus on dealing with and shaping one's personal situation autonomously and individually, as well as on using the diary during personal consultations with education professionals.

Using the diary, as well as writing in the diary, helps one to set goals to lead an independent, responsible life (free of any violence). It offers approaches on how to plan one's path in life.

Setting and checking goals are central guiding elements in educational work with the diary.

The diary contains a general section for providing information that can be adapted based on the context.

For people who are given the diary for personal use, there is a questionnaire for personal information and describing one's personal situation in life. We have called this questionnaire 'My personal details'.

Different building blocks, which enable you to personally set goals on your own, were developed for individually planning the next steps in life. The building blocks can be used individually. There is no set order. It is a collection of tools that can be used and worked on depending on the situation in question.

All building blocks include a series of questions to examine one's current situation, to reflect and to check one's goals. The building blocks cover subjects and areas of life including family, health, housing, etc.

The diary is flexible and can be adapted and built upon by each organisation and each individual who writes in the diary and works with it.

A specialist company has translated the diary into simple language, and the diary has been provided with neutral illustration that is intended not to be triggering in any way. It is available in different languages to make it accessible to individuals from various different countries. The diary can therefore be used in consultations and group discussions in a variety of educational fields.

We would like to thank you for your interest in 'our' diary and wish you all the best for successful educational work and a lot of fun and joy in making it 'your' diary.

Karin Hester

Information and contacts



Charitable organisation Diakonisches-Werk im Kirchen-Kreis Recklinghausen gGmbH

Head of the 'Erziehung und Förderung' (Education and Development) department

Ms Friederike Potthoff

Tel.: 0 23 61 – 9 30 11 07

Head of *Hilfen für Frauen* (Support for Women)

Ms Karin Hester

Tel.: 0 23 66 – 10 67 68

Mobile: 01 51 – 15 44 23 03

Second Stage Project employees

The language of **Second Stage** is English, which is why we say: 'se-kənd stāj'.

The Second Stage Project employees are there to help women even **after** leaving the women's shelter (*Frauenhaus*).

Ms Julia Rosenkranz

Tel.: 0 23 66 – 10 67 68

Mobile: 01 60 – 98 67 81 64

Employees at *Frauen-Haus Herten* (Herten Women's Shelter)

Ms Sabine Krettlér

Tel.: 0 23 66 – 10 67 67

Mobile: 01 51 – 11 73 70 17

Ms Marina Kempa

Tel.: 0 23 66 – 10 67 67

Mobile: 01 51 – 11 73 70 17

Employees at *Frauen-Haus Datteln* (Datteln Women's Shelter)

Ms Anna-Lena Kzonsek-Gohr

Tel.: 0 23 63 – 6 18 83 or 0 23 63 – 56 98 39

Ms Olga Knaub

Tel.: 0 23 63 – 6 18 83 or 0 23 63 – 56 98 39

Ms Monika Schreiber-Warnecke

Tel.: 0 23 63 – 6 18 83 or 0 23 63 – 56 98 39

Employees at the *Beratungs-Stelle für Frauen* (Counselling Centre for Women)

Hilfe und Prävention bei sexualisierter Gewalt (Help and Prevention of Sexual Violence) and
Beratungs-Stelle für Schwangerschaft, Schwangerschafts-Konflikte und Sexualität (Counselling Centre for Pregnancy, Pregnancy Conflicts and Sexuality)

Ms Mechtild Keßler

Tel.: 0 23 66 – 10 67 35

Ms Susanne Rohn

Tel.: 0 23 66 – 10 67 37

Prevention means: to guard against; to stop something **bad** from happening.

Sexual violence means: a person forces another person to engage in sexual activities.

Sometimes with violence. For example: A person hits another person. A person hurts another person.

Pregnancy means: A woman is having a baby.

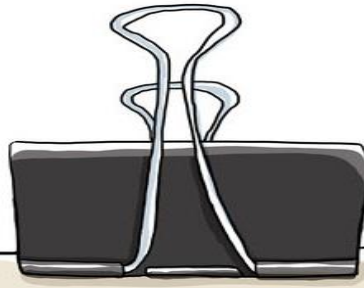
In other words: the woman is pregnant.

Pregnancy conflicts means: The woman has issues with the pregnancy. Because she is pregnant. And because she, the partner or the parents do not want the child.

My search for housing:

When did I speak or write to the landlord for the first time?	Date:	Date:
Residential address		
Landlord/landlady's name, address, telephone, email		
Landlord's/landlady's reply?	Date:	Date:
Viewing appointment: When did I view the accommodation?	Date:	Date:
Rejection: When did the landlord/landlady say 'No'? Why?	Date: Why?	Date: Why?
Acceptance: When did the landlord/landlady say 'Yes'?	Date:	Date:

Buying furniture



1. Where can I buy furniture?

- Poco
- Möbel Boss
- Ikea
- Ebay ads
- Charity shops

2. How much money do I get from the job centre?

Tip

You must submit a request for furniture to the job centre.

This means: You have to write a letter.

The job centre then decides: How much money do you get for furniture?

3. What do you need for your accommodation?

A few examples are provided on the next page.

What do I need for my home?

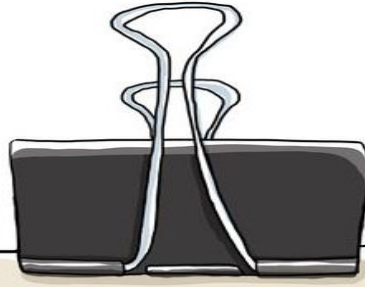
Furniture

How much?	Item?	Done
1	Bed	<input type="checkbox"/>
1	Mattress	<input type="checkbox"/>
1	Wardrobe	<input type="checkbox"/>
1	Table	<input type="checkbox"/>
2-4	Chairs	<input type="checkbox"/>
1	Cooker (gas cooker or electric cooker)	<input type="checkbox"/>
1	Refrigerator	<input type="checkbox"/>
1-3	Kitchen cabinet/kitchen cupboards	<input type="checkbox"/>
1	Sink	<input type="checkbox"/>
1	Washing machine	<input type="checkbox"/>
1	Sofa	<input type="checkbox"/>
1	Living room cabinet	<input type="checkbox"/>
1	Coffee table	<input type="checkbox"/>
1	TV	<input type="checkbox"/>
3	Lamps	<input type="checkbox"/>
1	Wall mirror	<input type="checkbox"/>

What do I need for my home?

Household items

How much?	Item?	Done
1	Blanket/duvet	<input type="checkbox"/>
1	Pillows	<input type="checkbox"/>
2	Bedlinen sets	<input type="checkbox"/>
2	Fitted bedsheets	<input type="checkbox"/>
2	Bath towels	<input type="checkbox"/>
4	Hand towels	<input type="checkbox"/>
6	Tea towels	<input type="checkbox"/>
1	Tablecloth	<input type="checkbox"/>
2-4	Cooking pots	<input type="checkbox"/>
1-2	Pans	<input type="checkbox"/>
1	Kettle	<input type="checkbox"/>
	Cutlery for six persons	<input type="checkbox"/>
	Crockery for six persons	<input type="checkbox"/>
2-4	Bowls	<input type="checkbox"/>
1	Coffee pot	<input type="checkbox"/>
2-4	Wooden spoon	<input type="checkbox"/>
1	Scissors	<input type="checkbox"/>
1	Tin opener	<input type="checkbox"/>
1	Broom	<input type="checkbox"/>
1	Dustpan and brush	<input type="checkbox"/>
1	Rubbish bin	<input type="checkbox"/>
1	Plastic bin	<input type="checkbox"/>
1	Doormat	<input type="checkbox"/>
1	Bathroom bin (small rubbish bin for the bathroom)	<input type="checkbox"/>
1	Toilet brush	<input type="checkbox"/>
1	Laundry basket	<input type="checkbox"/>
1	Clothes drying rack	<input type="checkbox"/>
1	Vacuum cleaner	<input type="checkbox"/>
1	Iron	<input type="checkbox"/>



Information about the Social Ticket

A **Social Ticket** is a public transport pass. For buses and trains. It is a monthly pass. However, it is cheaper than a normal monthly pass. In German, you can use the word '**Ticket**' or 'Fahrkarte'.

Who can get a Social Ticket?

You can apply for the Social Ticket if you are receiving **social security benefits**, which is support provided by the community or city. Or by the job centre.

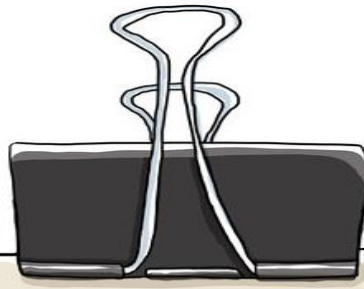
For example:

- The unemployment benefit *Arbeitslosen-Geld 2 (Hartz 4)* and *Sozial-Geld* (income support) (as stipulated in the German Social Security Statute Book 2)
- *Sozial-Hilfe* (social security), *Grundsicherung* (basic social security for job seekers) and other assistance (as stipulated in the German Social Security Statute Book 12)
- *Wohn-Geld* (housing benefit)
- *Jugend-Hilfe* (youth welfare): Support from the youth welfare office. For children living in institutions or foster care (as stipulated in the German Social Security Statute Book 7)
- *Hilfen für Asyl-Bewerber* (support for asylum-seekers)

How much does a Social Ticket cost?

- District of Recklinghausen: EUR 37.80/month

The Social Ticket lets you travel on the buses, trains and suburban railway in the district of Recklinghausen. If you want to travel further, you need to purchase an additional ticket. It is an extra travel ticket. You use the additional ticket together with your Social Ticket.



Information about the Social Ticket

When can children travel for free with you?

- Monday to Friday: from 7 pm
- Saturday, Sunday and bank holidays: the whole day

You can take up to three children under the age of 15 with you.

The children travel with you for free.

Where can I get a Social Ticket?

You need to apply for the Social Ticket:

At the job centre, *Bürger-Büro* (Citizens Advice Bureau) or *Sozial-Amt* (Social Welfare Office).

You can get a '**Berechtigungsausweis**' (entitlement identity card) there.

Visit the public transport association Verkehrsverbund Rhein-Ruhr (VRR) with this '**Berechtigungsausweis**' (entitlement identity card).

You can buy the ticket there.

You must buy a new ticket every month.

You need the '**Berechtigungsausweis**' (entitlement identity card) to do this.

Bring it with you.

The '**Berechtigungsausweis**' (entitlement identity card) must still be valid.

IMPORTANT!

Always take your ID card with you when you use the Social Ticket!

For example, your '*Personalausweis*' (identity card). Or your passport.

Sample application

*First name Surname
Street House number
Postcode City*

*Contact
Agency/Company
Street House number
Postcode City*

City, DD/MM/YYYY

Application for vacancy as ... (role)

Dear Sir or Madam,

It was with great interest that I came across your job advertisement in the newspaper/online. The job appealed to me and is a very good fit for my previous professional experience. Please find attached my application for the advertised position as ... *(role at agency/company)*.

I have already gained a lot of experience in this field and I really enjoy working as a ... *(role)*.

I would be more than happy to meet you and answer any questions you may have in a personal interview.

I look forward to hearing from you.

Yours faithfully,

First name Surname

Sample Curriculum Vitae

CURRICULUM VITAE

First name:

Surname:

Date of birth:

Place of birth:

Nationality:

Education

YYYY–YYYY

YYYY–YYYY

Professional Experience

YYYY–YYYY *Company*

Position

YYYY–YYYY *Company*

Position

YYYY–YYYY *Company*

Position

YYYY–YYYY *Company*

Position

Hobbies

Hobby, Hobby, Hobby

City, date

Signature

My daily routine

What a typical day is like for me: When do we get up? When do we eat? When are the children at school? When am I at work? When do I do household chores? What do I do in my leisure time? When do I have time for my family and friends? When do I go to bed?

Example:

6.30 am	Wake up
---------	---------

My day

Important telephone numbers and contacts for you and your children:

Example:

Name:	Telephone number, address
Child's friend	0170/XXXXXXXX Sample street XX, XX sample city

Name:	Telephone number, address

Important places for you and your children:

Herten:

Shopping:

- Netto Marken Discount, Ewaldstraße 136-144
- Kaufland, Kurt-Schuhmacher-Straße 3
- Lidl, Kaiserstraße 223
- Aldi, Scherlebecker Straße 256

Playgrounds:

There is a booklet with details of all the playgrounds.

You can download the booklet from the Internet:

<https://www.herten.de/kultur-und-freizeit/freizeitangebote-fuer-kinder-und-jugendliche/spielplaetze.html>

Nursery schools (*Kindergärten*):

A list of all nursery schools (*Kindergärten*) in Herten can be found here:

<https://www.herten.de/bildung/kindergaerten-betreuung.html>

Primary schools (*Grundschulen*):

A list of all primary schools (*Grundschulen*) in Herten can be found here:

<https://www.herten.de/bildung/schulen/grundschulen.html>

Secondary schools (*Weiterführende Schulen*):

Secondary schools (*Weiterführende Schulen*) are all schools after primary schools.

Primary school (*Grundschule*) goes up to the 4th class.

After primary school (*Grundschule*), children attend secondary schools (*Weiterführende Schulen*).

Secondary schools include the following:

Hauptschule (general school), *Realschule* (middle school), *Gymnasium* (grammar school)

A list of all secondary schools can be found here:

<https://www.herten.de/bildung/schulen.html>

Important places for you and your children:

Herten:

Places of worship for various religions:

You can find a list of all churches as well as other places of worship here:

<https://www.herten.de/kultur-und-freizeit/kirchen-religioese-gemeinschaften.html>

Social institutions:

Here you can find a list of institutions where you can find help. Or where you can meet other people.

Diakonisches-Werk:

<https://www.diakonie-kreis-re.de/arbeiten/umwelt-werkstatt/herten/>

<https://www.diakonie-kreis-re.de/beratung/menschen-mit-besonderen-sozialen-schwierigkeiten/herten/>

<https://www.diakonie-kreis-re.de/beratung/suchtkranke-menschen/#c613>

<https://www.diakonie-kreis-re.de/beratung/hilfen-fuer-frauen/beratungsstelle-fuer-frauen/>

Haus der Kulturen:

<http://www.haus-der-kulturen.de/de/>

Caritas-Verband:

<http://www.caritas-herten.de/index.php/74-caritasverband-herten/ueber-uns>

<https://www.caritas-herten.de/index.php/angebote/in-allgemeinen-notsituationen-28619/caritas-laeden>

Hospitals:

St. Elisabeth-Hospital Herten:

<http://www.st-elisabeth-hospital.de/>

LWL-Klinik Herten:

<https://www.lwl-klinik-herten.de/unsere-einrichtungen>

Buses and trains:

Vestische Straßenbahnen GmbH, KundenCenter, Kaiserstraße 73

You can buy tickets here.

Timetable information available online at: <http://vrr.de/de/>

Here you can find out the departure times of buses.

Important places for you and your children:

Datteln:

Shopping:

- Netto Marken Discount, Castroper Straße 319
- Aldi, Schachtstraße 4
- Edeka, Schachtstraße 6
- Lidl, Walter-Sauer-Straße 1

Playgrounds:

You can find a list of all the playgrounds in Datteln here:

https://www.datteln.de/05_Kinder_Jugend/Spielplaetze.asp?db=548&form=list

Nursery schools (*Kindergärten*):

A list of all nursery schools (Kindergärten) in Datteln can be found here:

<http://www.kita.de/kindergaerten/nordrhein-westfalen/datteln>

Schools:

A list of all schools in Datteln can be found here:

https://www.datteln.de/04_Kultur_Bildung/SelfDB/Schulen.asp?db=83&form=list&fieldStadt=Datteln

Places of worship for various religions:

You can find a list of churches and other places of worship for various religions in Datteln here:

Protestant Church community:

<http://kg-datteln.ekvw.de/>

Catholic Church community:

<https://www.st-amandus-datteln.de/kirchen-und-einrichtungen.html>

Verband der Islamischen Kultur-Zentren e.V. (Association of Islamic Cultural Centres), Zechenstraße 33

Jewish community District of Recklinghausen

<http://www.gemeinde.agora-kulturzentrum.de/html/impressum.php>

New Apostolic Church community:

http://www.nak-herne.de/start/unsere_gemeinden/gemeinde_datteln

Important places for you and your children:

Datteln:

Social institutions:

Here you can find a list of institutions where you can find help. Or where you can meet other people.

Diakonisches-Werk:

<https://www.diakonie-kreis-re.de/beratung/menschen-mit-besonderen-sozialen-schwierigkeiten/datteln/>

<https://www.diakonie-kreis-re.de/beratung/suchtkranke-menschen/#c615>

<https://www.diakonie-kreis-re.de/arbeiten/umwelt-werkstatt/datteln/>

Caritas-Verband:

<http://www.caritas-datteln.de/>

Sozialdienst katholischer Frauen (Catholic Women's Welfare Service):

<http://www.skf-datteln.de/>

Hospitals:

St. Vincenz-Krankenhaus Datteln
<http://www.vincenz-datteln.de/startseite/>

Vestische Kinder- und Jugendklinik Datteln
<http://www.kinderklinik-datteln.de/>

Buses and trains:

Vestische Straßenbahnen GmbH, KundenCenter, Castroper Straße 6
You can buy tickets here.

Timetable information available online at: <http://vrr.de/de/>
Here you can find out the departure times of buses.

Important clubs and leisure facilities:

Herten:

Sport:

- **Football:** SC Herten 1932/87 e.V. <http://sc-herten.com/vorstand-junioren/>
- **Handball:** Handball Westfalia Scherlebeck e.V. <https://www.scherlebeck-handball.de/trainingszeiten/>
- **Dancing/pilates:** Koronarsportverein 1993 Herten e.V. <https://www.koronarsport.eu/sportangebote/>
- **Swimming:** TuS 1893 Westerholt/Bertlich e.V. <http://tus-westerholt-bertlich.de/angebot/fuerkinder>
- **Athletics/women's gymnastics:** Leichtathletik Spvgg. Herten e.V. http://la-herten.de/?page_id=202
- **Horse riding:** Pferdesportgemeinschaft Herten e.V. <http://psgherten.de/reiten/>
- **Volleyball:** TuS Herten Volleyball e.V.# <https://unser-tus.de/jugend/>

Leisure facilities:

- **Kinder- und Jugendzentrum Nord (Children and Youth Centre North)** <http://www.jznord.de/>
- **Quartierbüro Herten Süd (District Office of Herten South)** <https://www.hertenerbuengerstiftung.de/was-wir-tun/quartierb%C3%BCro/>
- **Haus der Kulturen** <http://www.haus-der-kulturen.de/de/>
- **Waldritter** <http://waldritter.org/>
- **Spielkäfer** <https://www.herten.de/kultur-und-freizeit/freizeitangebote-fuer-kinder-und-jugendliche/spielkaefer.html>
- **Volkshochschule (VHS) (Adult education centre)** <https://www.herten.de/bildung/volkshochschule.html>
- **Swimming pool:** copa ca backum <https://www.copacabackum.de/startseite.html>
- **Bund-Naturerlebnisgarten** <http://www.bund-naturerlebnisgarten.de/>
- **Music school** <https://www.herten.de/bildung/musikschule.html>
- **Art.62** <http://kreativzentrum-vest.de/>

Important clubs and leisure facilities:

Datteln:

Sport:

- **Football:** DJK Eintracht Datteln 1920 e.V.
<https://nachwuchs-djk-eintracht.jimdo.com/>
- **Handball/gymnastics:** TV Datteln 09 e.V.
<http://www.tv-datteln-09.de/teamsport/handball.html>
- **Dancing:** TV Datteln 09 e.V.
<http://www.tv-datteln-09.de/teamsport/tanzkreis.html>
- **Swimming:** Dattelner Schwimmclub 1966 e.V.
<http://www.ssv-datteln.de/index.php/ct-menu-item-10/ct-menu-item-11>
- **Athletics:** TV Datteln 09 e.V.
<http://www.tv-datteln-09.de/teamsport/leichtathletik.html>
- **Horse riding:** Ländlicher Reit- und Fahrverein Datteln e.V.
<http://www.reitverein-datteln.de/Ansprechpartner/ansprechpartner.html>
- **Volleyball:** DJK Sportfreunde Datteln 2018 e.V.
<https://volleyball-datteln.de/?cat=8>

Leisure facilities:

- **Different facilities for children and young people:**
<https://eservice2.gkd-re.de/bsointer080/DokumentServlet?dokumentenname=080I0330.pdf>
- **Kulturbüro (Culture office)**
https://www.datteln.de/04_Kultur_Bildung/Kulturbuero.asp
- **Sozialdienst katholischer Frauen (Catholic Women's Welfare Service)**
<http://www.skf-datteln.de/das-team>
- **Volkshochschule (VHS) (Adult education centre)**
https://www.datteln.de/04_Kultur_Bildung/Volkshochschule.asp
- **Events calendar for Datteln**
https://www.datteln.de/04_Kultur_Bildung/SelfDB/Veranstaltungskalender.asp?db=79&form=list&fieldStadt=Datteln&orderby=fieldgkdveranstbeginn&fieldgkdveranstbeginn=24.04.2018
- **Music school**
https://www.datteln.de/04_Kultur_Bildung/Musikschule.asp?A_highmain=11&A_highsub=0&A_highsubsub=0



Building block Women's shelter work

My courses and appointments at Frauenhaus Datteln (Datteln Women's Shelter)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
By 9 am	Shower and get dressed	Shower and get dressed	Shower and get dressed	Shower and get dressed	Shower and get dressed
10 am			Cooking class in our kitchen	Resident meeting in our kitchen	
2 pm				German lesson in our kitchen	
5 pm	Play group in the Ark				
6 pm		Relaxation course in the consultation room			

Do I like the courses?



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

My courses and appointments at Frauenhaus Herten (Herten Women's Shelter)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
By 9 am	Shower and get dressed	Shower and get dressed	Shower and get dressed	Shower and get dressed	Shower and get dressed
9.30 am		Baby Café in the consultation room			
10 am	Cooking class in our kitchen	German lesson in our kitchen		Course: 'Selbstsicher werden und bleiben' ('Becoming and staying confident') on the first floor Women's consultation office	Resident meeting in our kitchen
1.30 pm	Professional development counselling in the consultation room				
5 pm				Play group In the playroom	
6 pm			Relaxation course on the first floor in the women's consultation office		

Do I like the courses?



What has happened to me up until now? What did I learn in the process?

Where did I experience difficulties?

My weekly schedule

for the week from _____ to _____

How was the past week for me?

▼ Please enter a building block ▼

Building block:

Building block:

Building block:



Notes

Notes

Notes

My schedule for next week: What I want to do next week

The weekly schedule applies to the following building blocks:

▼ Please select three building blocks. ▼



Family



Health



Housing



Money



Mobility



Career



Public agencies,
authorities



Everyday life



Social life



Interests

What are my tasks? When do I need to have finished the tasks?

My tasks:	By when? Date:

What appointments do I have? When, where and with whom?

What?	Date?	Time?	Location?

What can I prepare?

My next appointment:

Employee signature

Resident signature

Agreement for coexisting in the women's shelter

- The women's shelter is a violence-free zone.
- Women and children are welcome in the women's shelter.
Whatever their skin colour.
Whatever their beliefs.
Whatever country they come from.
Whatever language they speak.
For us, everyone is equally important. We treat everyone the same.
- The address of our women's shelter is secret. That is important!
We want to protect all residents and employees.
Please do not give the address out to others!
- Mothers are responsible for their children. Somebody must always be there to supervise the children. The children are not allowed to be alone in the shelter. The children are not to be left unattended in the garden or on the balcony.
- If you have medication: Keep the medication in your room and keep the medication out of the reach of the children. It is best to lock up the medication.
- If you or your children have a contagious disease:
Please tell one of our employees.

Contagious diseases include, for example: Measles, chickenpox, flu
Contagious means: If you are in contact with other people, these people can then also get the illness.

If you or your children or other animals have lice or similar:
Please tell one of our employees.

Our employee will tell you what to do. You then have to do what they say.
That is important! So that other people in the women's shelter do not become ill.

- You have to keep an eye on your things yourself.
- Smoking is allowed. But only on the balcony or in the garden.
You are not allowed to smoke inside the shelter building.
- Alcohol and drugs are forbidden.
- You can sleep somewhere else. You must, however, **arrange** this with employees in advance. Please tell the employees in advance.

- You are allowed to have visitors to the women's shelter. You must, however, arrange this with the employees in advance. You need permission from the employees to do this. If they say no, you must not do it.
- Residents must help with work in the women's shelter. We make a schedule for this. The residents must do the work as it is written in the schedule. That is important!
- The kitchen and bathrooms must be clean. Rules exist for this. Everyone must stick to the rules.
- We regularly hold resident meetings. Everybody must attend!

Please follow the rules in this house agreement.
The employees are entitled to send you away if you do not follow the rules. You then must leave the women's shelter.

I agree to the house agreement.

Date

Signature

Diakonie 
im Kirchenkreis
Recklinghausen

Diakonie 
Rheinland
Westfalen
Lippe

AKTION
MENSCH