**Your Domestic Abuse Safety Plan**

**Safety during a domestic violent incident**

* I can tell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(neighbours) about the abuse and ask them to call the police if they hear sounds of a violent attack, coming from my house.
* If violence and abuse is occurring, or is likely to occur, I can move to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(a room with easy access to an exit). Don't go to the kitchen, bathroom or near possible weapons.
* The quickest/safest route out of my home is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have practiced escaping in this way

* The quickest/safest route out of my workplace is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have practiced escaping that way.

* I have taught my child/ren to use the telephone to call 999 in an emergency.
* I will carry change for a pay phone, and my mobile phone at all times and ensure that there is always credit so I can ring for help in an emergency.
* I will keep a small amount of money on me in case I need to leave quickly
* I have told my child/ren to get out of the room/leave the house/run to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for help in an emergency.
* I will use this code word/sentence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for my children, friends, or family to call for help.
* If I decide to leave, I will go to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will keep my purse and car keys \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to leave quickly.
* I can pack an emergency bag and leave it at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_so I can leave quickly.
* I will use my judgement and intuition. If the situation is very serious, I will try and give my partner whatever he/she wants to calm him/her down. It is important that I try to protect my children and myself until we can get out of danger.

**Safety when getting ready to leave**

* I will keep important documents (birth and marriage certificates, passports, medical cards, benefit books, bank and building society books, rent/mortgage details, driving licence, car registration documents, details of car insurance, immigration documents) or copies at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will leave some extra clothes, personal possessions, medication, cash and spare keys with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will open a savings account by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) to increase my independence so

I can save as much money as possible without alerting the perpetrator, have letters sent to a new email address or a different address other than home.

* Other things I can do to increase my independence are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The Live Fear Free Domestic Abuse helpline number is 0808 80 10 800
* Other numbers for support agencies are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I can stay with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in an emergency
* I can borrow money from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in an emergency
* If I plan to leave I won’t tell my abuser in advance face –to-face, If I want to tell them I will leave or send a note, or call once I am in a safe place.
* I will ensure that I never tell my abuser where I am staying
* I will review my safety plan every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(time frame) in order to review whether it is still working for me.
* I will review the plan with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a friend, agency worker, counsellor or advocate.)
* I will review and rehearse my escape plan every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time frame) and practice it with my children.

**Safety At Home (if not living with the abuser)**

* I can change my door locks, have extra locks installed and put locks on windows. Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* I can ask trusted neighbours (if they know my ex-partner) to inform me if they see him anywhere near to my home.
* I can apply for the Sanctuary scheme to be installed at my property Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* I can call fire brigade for home fire safety checks, install smoke detectors and buy fire extinguishers for each floor of my home Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* I can install an outside lighting system that lights up when someone approaches my home. Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* I can get a security system e.g.

Burglar alarm (installed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homelink alarm from police (installed) \_\_\_\_\_\_\_\_\_(due for removal)\_\_\_\_\_\_\_\_\_\_\_\_\_

Community alarm (installed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I will always ensure that I am clear which is the quickest escape route (dependent on where we are in the house), and will share this with my children.
* I will teach my children to dial 999, or to phone a friend or someone close by
* I will always use 141 before I make a call, or contact my mobile provider to change my caller identity settings so my number can be withheld at all times.

Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

* I will tell the people who care for my child/ren, who has permission to pick them up and that my partner is NOT allowed to. I understand that if my partner has parental responsibility then I will have to get a court order to stop them from being allowed to collect the children from school/nursery.
* I will inform the following people: School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nursery/Childminder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Babysitter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ And\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I can apply for a Non Molestation Order to protect myself from future aggression from my abuser. Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) Order expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)
* I can apply for an Occupation Order to protect myself from future aggression from my abuser. Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) Order expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)
* I will keep copies of these court orders safe in case I need them in an emergency I will keep them \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other agencies who I have given a copy of my court orders are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(local police station) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(police domestic violence unit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(advice worker/support worker)
* I will tell (and give a copy of) my employer, my friends, my family, children’s school etc and others that I have a court order.
* If my court order gets destroyed, I know I can go to the court in which it was made and get another copy.
* If my abuser violates the protection order, I will call the police and report it. I will call my solicitor, my advocate, counsellor, and/ or tell the courts about the violation.
* If the police do not help, I will call my advocate or my solicitor
* I will change my mobile phone number and my landline number
* I can block the abuser and only answer calls from identified known numbers, this can be done through a specific app that can blacklist/whitelist or by deleting all numbers associated to them including their family & friends and not answering withheld or unknown numbers
* I will get an answer phone to screen calls
* I will ask for number-withheld calls to be barred from my landline
* I will explain to my children that it’s important to keep where we live confidential –
* I will stop using joint accounts and close them as soon as is possible - Some banks may let you close a joint account but if there is an overdraft or in debt you may only be able to freeze it

**Job and Public Safety**

* If I am inside the car with the perpetrator I will not try and get out unless safe to do so and I will try and calm the situation-use my intuition and judgment
* If I am driving and the perpetrator is following me I can drive to the nearest police station/near cctv cameras, garage or anywhere there are lots of people
* If I am in a public place, I can call 999 if safe, stating my location first, stay near people, go into shops or public buildings, use my personal attack alarm, ask for help
* I can increase my awareness of my surroundings, is it safe to walk/drive, am I being followed, (keep personal attack alarm and phone with me) etc
* I can tell my boss, security, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at work about this situation to assist in improving my safety
* I can ensure that the receptionist, security guard or front line staff have a description or photo of the perpetrator
* If appropriate I could ask to move desks, departments, shifts or even sites
* I can ask the IT department to change my e-mail address if it is not public, and whether it is possible to screen out e-mails from my abuser etc.
* I can ask\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to help screen my phone calls.
* When leaving work I can do the following: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* When I am driving home from work and problems arise, I can: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If I park my car at work I can park it in a safer local area (well lit, CCTV)
* If I use public transportation, I can: sit closest to the driver/exit and keep my personal attack alarm with me\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will shop at different supermarkets and shopping centres at different hours than I did when I was with my partner.
* I will use a different bank and bank at different hours than I did when I was with my partner.
* I will change any regular appointments that my partner knows about
* I will alter my routines as much as possible

**Drug and Alcohol Use**

* If I am going to use drugs or alcohol, I am going to do it in a safe place with people who understand the risk of violence and who are committed to my safety.
* I can also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I can also contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for support to stop/reduce my use of alcohol/drugs.
* If my partner is using, I can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I can also\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* To protect my children, I can\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emotional Health**

* If I feel depressed and ready to return to a potentially violent situation/ partner, I can call\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for support and help.
* If I have to talk to my ex-partner on the phone I can: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will use "I can..." statements and I will be assertive with people.
* I can tell myself "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" when I feel people are trying to control or abuse me.
* I can call the following people and/ or places for support: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Things I can do to make me feel stronger are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Things I have tried before which make me feel worse are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Computer/devices/social media**

I will follow the guidance at [https://refugetechsafety.org/](https://refugetechsafety.org/digitalbreakup/menu) to ensure I maintain my safety online.

**If I am concerned my partner/ex-partner is tracking/monitoring me when I am still in the relationship**

* I will only give my mobile number to people or agencies that are supporting my plans
* I will arrange that if I do not answer my phone people ask for (agreed pseudonym)
* I will consider putting a pin code lock on my phone if it is safe to do so
* I can change my settings so that notifications don’t appear on my home screen
* I can avoid using my phone or the landline for calls which may alert the perpetrator of my plans as it can be seen on bills. I will use it to call 999 in an emergency.
* I can ignore emails or attachments from unknown sources as these could contain spyware/snooping software that can monitor all my online activity
* I can turn off all location services on my phone if it is safe to do so
* I can check for spyware on my phone by downloading free software SPYBOT <https://www.safer-networking.org/>
* **If I am concerned my partner/ex-partner is tracking/monitoring me after I have left the relationship and/or I am fleeing to a place of safety:**
* I can keep an extra phone and/or purchase an extra sim card and keep them in a safe place, if it is safe to do so (A different sim card will not stop partner tracking your phone)
* If my partner has purchased my phone for me and the online account is in their name, unfortunately I will have to leave that phone behind and buy a new phone, If the phone is in my name but my partner knows all my log in details, I will change all my passwords using a safe computer
* I can get my own personal computer checked for spyware/snooping software before using it again (there could be a cost to this)
* I can check for spyware on my phone by downloading free software SPYBOT <https://www.safer-networking.org/>
* I can use a safe computer at the library/friend’s house to change the passwords and security questions on all of my online accounts including bank and social media and any cloud accounts connected to my phone.
* I can use different passwords for different accounts (Use new passwords Abusers often get access to information because they know or guess a password. Don’t use a security question most ex’s can guess them)
* I can do a factory reset on my phone and not reinstall any apps I did not download myself

**Social Networks**

* If I want to continue using social networks I can utilise the privacy settings available
* I can make sure my profile is only visible to friends and I can block the abuser
* I can report any threats and abuse to police/solicitor
* I can report any abusive messages/statuses/images about me online to the social networking site
* I can save abusive messages/statuses/images about me online or via my mobile and use screen grab facilities/or print screen
* I can aim not to retaliate or respond to any threats or abuse online
* I can explain to friends, family and co-workers that I am at risk and ask them to set their privacy settings to friends only and ask them not to accept people they don’t know on their social network
* I will also ask friends, family and co-workers to be careful what they post about me online, photos or messages
* I can change my settings so tagging of photos is not allowed without my consent
* I can be careful what I post, not advertise new relationships, places I have been or discuss emotions. (Be aware that changing your status from ‘in a relationship/married’ to ‘single’ is a particular risk)
* If I feel I am still being stalked/harassed over social networks I can close my account and set up a new profile with an unrelated name, fake photo and only add most trusted friends.

**Always keep your safety plan safe and never leave it where it could be found by your abuser. Share this safety plan with a trusted friend or family member, and also with trusted agency workers you are in contact with. If you are happy to do so then give them a copy and then they can work with you to monitor your progress and review it if your circumstances change.**