



Guidance for organisations featured on
www.WomensServicesMap.com

WELCOME!

We're delighted that your organisation would like to feature on the Women's Services Map directory website, developed and launched by the [National Women's Justice Coalition](#) in September 2023.

Section 1 - ABOUT THE WSM

The Women's Services Map (WSM) is the UK's first directory of women's centres and specialist services for women and girls in contact with the criminal justice system.

It is designed to be as intuitive and user-friendly as possible, making it easy for visitors to the website to search for women's centres and services using an interactive map, postcode search or by filtering services by specialism or organisation. Visitors can also search for support services and projects delivered from all 12 women's prisons in the UK.

Section 2 - AIMS OF THE WSM

- To support collaboration and facilitate good communications and relationships between women's centres and specialist services and increase awareness of services and projects across the UK.
- To increase opportunities for signposting and information sharing, enabling women leaving prison or women in the community to access relevant, accurate information about the specialist services and support available in their local area, particularly if/when they are being released to an unfamiliar location.
- To make it easier for professionals to make referrals to specialist, credible and gender-specific, trauma-informed women's services.
- To make it easier for women to access services directly through drop-in groups, booking mechanisms and by making self-referrals.

The WSM directory and website have been developed by the [National Women's Justice Coalition](#) and is funded through an infrastructure grant provided by HMPPS. All featured organisations are asked to read our [Privacy Policy](#) in full prior to being onboarded.



Section 3 - CRITERIA FOR BEING ADDED TO THE DIRECTORY

Being listed on the WSM is completely free of charge to any organisation that meets the following criteria:

1. Organisations must be registered UK based charities or community interest companies (CICs).
2. Organisations must have a proven-track record of delivering trauma-informed and gender-responsive services, programmes and projects to women and girls in contact with, or at risk of being in contact with the criminal justice system. This may include offering specialist one-to-one casework support.
3. Organisations must deliver services from women centres, hubs or women-only spaces.

Organisations wishing to be added to the WSM must complete our [Statement of Commitment & Eligibility](#) (see Appendix) and return this via [email](mailto:info@womensservicesmap.com) to info@womensservicesmap.com or direct to one of our Central Admins.

Section 4 - COMMITMENT FROM ORGANISATIONS LISTED IN THE DIRECTORY

To ensure the WSM is fully maintained and regularly updated with accurate information, all featured organisations are asked to commit to the following obligations:

1. Any featured organisation must nominate an 'Admin Lead' from their staff team who will be responsible for populating the directory with their organisation's information. Admin Leads will be given a unique log-in to the website's content management system enabling them to build and manage their organisation's 'Centre Page' and associated 'Service Listings'.
2. Before receiving their unique log-in, newly nominated Admin Leads will be invited to attend an online training session (via Zoom) delivered by the National Women's Justice Coalition. During this training session, Admin Leads will be shown how to use the website's content management system in full. When an Admin Lead has finished building their organisation's Centre Page and Service Listings, this content will be reviewed and verified by a Central Admin before being made public and searchable on the WSM website.

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3. All Admin Leads are invited to attend monthly online WSM Surgery Sessions (via Zoom), hosted by the National Women's Justice Coalition, to flag any issues or problems they are experiencing when using the website's content management system, to access top-up training as needed, and to share feedback and suggestions for ways to develop and improve directory listings and the website's functionality and useability. WSM Surgery Sessions are optional, but Admin Leads are expected to attend *at least one surgery every three months*.
4. Admin Leads must commit to regularly reviewing and updating their organisation's Centre Page and Service Listings once a month to ensure that all content is accurate and up to date.
5. All featured organisations must commit to ensuring they have an Admin Lead in post at any given time. Organisations are expected to notify a Central Admin if their Admin Lead is changing roles or leaving their organisation. Organisations must then share with the Central Admin, the name and contact details for a new Admin Lead in the event of staff changes. New Admin Leads will be expected to complete training, as outlined in point 2 above.
6. All featured organisations are expected to promote the WSM internally to their staff teams, externally to relevant partners and contacts, and on their social media channels as appropriate.

If a featured organisation does not fulfil these obligations at any given time, they may be temporarily removed from the directory to allow time for the organisation to readdress these commitments in full.

The National Women's Justice Coalition anticipates that being represented on a national directory will be beneficial to any organisation featured, and that once an organisation has completed their Centre Page and Service listings, it will be a simple and time efficient administrative task for Admin Leads to oversee and update these listings on a monthly basis.

The National Women's Justice Coalition will offer ongoing support to all Admin Leads as needed.

Email info@womensservicesmap.com for more information or to return a signed Statement of Commitment and Eligibility

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Statement of Commitment & Eligibility

Name of Organisation:	
Website:	
Name of Senior Leader: (CEO/Director/Head of Services)	
Email contact for Senior Leader:	
Name of Admin Lead:	
Email contact for Admin Lead:	
We confirm our organisation is a registered UK based charity or community interest company (CIC).	Yes/No (delete as appropriate)
We confirm our organisation delivers trauma-informed and gender-responsive services, programmes and projects to women and girls in contact with, or at risk of being in contact with the criminal justice system.	Yes/No (delete as appropriate)
We confirm our organisation delivers services from women centres, hubs or women-only spaces.	Yes/No (delete as appropriate)
We confirm our organisation will commit to all obligations outlined Section 4 of the WSM Guidance document and understand that failure to fulfil these obligations at any given time, may result in the temporary or permanent removal of our organisation from the directory.	Yes/No (delete as appropriate)
We confirm our nominated Admin Lead will attend an initial online training session delivered by the National Women's Justice Coalition.	Yes/No (delete as appropriate)
We confirm our Admin Lead will be attend monthly online WSM Surgery Sessions (via Zoom), hosted by the National Women's Justice Coalition a minimum of once every three months.	Yes/No (delete as appropriate)

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We confirm our Admin Lead will commit to regularly reviewing and updating our organisation's Centre Page and Service Listings to ensure that all content remains accurate and up to date.	Yes/No (delete as appropriate)
We confirm our organisation will actively engage with the National Women's Justice Coalition to support the development and continuous improvement of the WSM directory, sharing feedback, suggestions, and insights to improve the directory's effectiveness and usability.	Yes/No (delete as appropriate)
We confirm our organisation will always have an Admin Lead in post. We commit to notifying the National Women's Justice Coalition if our Admin Lead changes roles or leaves our organisation. In the event of staff changes, we will share the name and contact details of a new Admin Lead with Central Admin. We confirm that the new Admin Lead will complete the training, as outlined above.	Yes/No (delete as appropriate)
We confirm our organisation will actively promote the WSM internally to our staff teams and externally to relevant partners and through our various platforms and social media channels.	Yes/No (delete as appropriate)
We confirm our organisation will commit to all obligations outlined above and in Section 4 of the WSM Guidance document. We understand that failure to fulfil these obligations at any given time, may result in the temporary or permanent removal of our organisation from the directory.	Yes/No (delete as appropriate)
Signed on behalf of organisation:	<i>Digital signatures accepted or enter signatory's full name here</i>
Date:	

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