

GUIDELINES FOR A SUCCESSFUL INTERPRETATION IN WOMEN'S SHELTERS

If you are a **woman in need of interpretation** during meetings, a **shelter worker** or an **interpreter**, this brochure may be useful



You are the woman



As a shelter worker



You are the interpreter

MAKE SURE TO **RESPECT THE CONFIDENTIALITY POLICY** ABOUT INFORMATION AND CONVERSATION

You can obtain the identity of the interpreter prior to the meeting. In the event of a conflict of interest, or if you know the person, you can always refuse its service

Make sure that the confidentiality of the conversation is respected and that the woman can give her consent in a free and informed way

You can obtain the identity of the woman. In the event of a conflict of interest, or if you know the woman, you can always refuse to translate

UNDERSTAND **EACH OTHER'S ROLES** AND ASK ABOUT THE **INTERVENTION'S BACKGROUND**

The dialogue takes place between you and the shelter worker. The interpreter is there to facilitate communications without interfering in the meeting

Indicate the context of the meeting and inform the interpreter of any situations that would be difficult to translate

Find out about the woman's situation ahead of the meeting in order to prepare yourself as well as possible (adopt the right vocabulary...)

SHARE **YOUR NEEDS**

Feel free and safe to express your needs during the meeting. Take your time and go at your own pace

Guide the interpreter during the meeting while making sure that the woman feels safe to express her story and needs, at her own pace

Indicate if you need a break, or time to rephrase if necessary during the translation

INDICATE **CULTURAL CONTEXT** IF NECESSARY

You have the right to ask questions related to the cultural aspects that you think are important to ask the interpreter

If necessary, ask the interpreter and the woman to share information about their culture, to help you better understand the woman's experience and background

Provide cultural clarification to the shelter worker before, during or after the exchanges if it seems necessary to understand the woman's experience and background