



Domestic Abuse For Employees

Document Status: Draft

Document Ref: HRPOL -

Originator: Jackie Noble

Updated: Jackie Noble

Owner: Anica Goodwin

Version: 01.01.01

Date: September 2020

Approved by Corporate Management Team / Appointments and Staffing

Classification: SEC1 - Routine

Document Location

This document is held by Tamworth Borough Council, and the document owner is HR.

Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Council's Intranet. Please check for current version before using.

Revision History

Revision Date	Version Control	Summary of changes
June 2020	V1	A new policy providing guidance on Domestic Abuse for staff as victim or perpetrator
September 2020		Finalised following TU consultation

Key Signatories

Approvals Creation and Major Change

Name	Title	Approved
Appts & Staffing		

Approvals Minor Change and Scheduled Review

Name	Title	Approved
Anica Goodwin		
TULG		

Approval Path

Major Change

	Action
Originator	HR
Owner	Head of Paid Service
TULG	Consultative Group
CMT	Corporate Approval
Appts & Staffing Committee	Council Approval

Minor Change

HR	Submission
TULG	Consultative Group
Director	Delegated Approval

Document Review Plans

This policy/ procedure will be reviewed on a 3 yearly basis unless it has:

- A monetary value included within it, in which case an annual review will be required, and/ or
- A legislative change is required as directed by government.

Distribution

The document will be distributed through Astute as a MANDATORY policy and will also be available on the Intranet.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

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1 Policy Statement

- 1.1 Tamworth Borough Council (TBC) recognises, as an employer, that domestic abuse is a serious issue and affects many people's lives. This policy applies to employees as victims and perpetrators. The overwhelming majority of victims are women and therefore women make up the main group who need support. However, this policy also applies to men.
- 1.2 This policy sets out what TBC hopes to achieve in relation to domestic abuse and recognises that domestic abuse takes place in a range of situations, including:
- Where a woman is the victim,
 - Where a man is the victim,
 - Heterosexual, bisexual, transgender, lesbian and gay relationships,
 - Where the victim is a child or young person under 18 years old,
 - Where the victim is a vulnerable adult e.g. an older or disabled person.
- 1.3 This policy also sets out how TBC will respond to employees who are perpetrators of domestic abuse.

2 Definition

- 2.1 The term domestic abuse shall be understood to mean any form of violence or abuse that takes place within a present or former intimate relationship. The relationship may be with a partner, family member or carer. The violence may include physical, sexual, emotional or financial abuse. Typically, the abuse forms a pattern of coercive or controlling behaviour which escalates in frequency and severity over time.
- 2.2 Whilst in theory anyone can experience domestic abuse, crime statistics and research shows that, in reality, domestic abuse is gender specific. In the great majority of cases the perpetrator is male and the victim is female. Domestic abuse is not limited to any particular social group or class; it occurs across the social spectrum, regardless of age, race, ethnic or religious group, disability or lifestyle. Abuse and multiple-discrimination can be faced by those who fall into more than one group.
- 2.3 Examples of domestic abuse include:
- Physical abuse, e.g. slapping, pushing, kicking, punching and stabbing, attempted murder, murder or honour killings;
 - Sexual abuse, i.e. rape and non-consensual sex acts;
 - Female genital mutilation;
 - Emotional or psychological abuse, e.g. intimidation, isolation, verbal abuse, humiliation, degradation, not allowing friends or relatives to visit or phone, destruction of belongings, threat of legal sanctions, e.g. deportation, custody of children etc;
 - Financial abuse, denial of rights or restriction of personal freedom, e.g. withholding money or medical help.

3 Facts about domestic abuse

3.1 There is a great deal of research that can be accessed. Here are some facts:

- Domestic abuse occurs in all social classes, cultures and age groups whatever the sexual orientation, mental or physical ability.
 - Once it has started it often becomes more frequent and more violent.
 - It can severely affect children emotionally and physically.
 - Victims are sometimes beaten or harassed by members of their immediate or extended family.
 - 2 women a week are killed by a current or former partner.
 - For every 4 victims of stalking, 3 will be female, 1 will be male.
 - For every 3 victims of domestic abuse, 2 will be female, 1 will be male.
 - 5.7% of adults aged 16-74 years (2.4 million people) experienced domestic abuse in the period March 2018 – March 2019,
 - Police recorded 1,316,800 domestic abuse related incidents and crime,
 - A higher percentage of adults experienced abuse carried out by a partner than a family member.
- (source National Crime Survey 2019)

4 Benefits for victims who are in work

4.1 For many victims who are able to work (they may sometimes be prevented from doing so), work is essential for them to survive. Not only does it provide them with money, but also acts as a respite from the violence and abuse at home. It can also help them to retain some self-esteem and independence.

4.2 The workplace can make an important contribution to the safety of victims, but only when employers and colleagues have an understanding of the effects of domestic abuse on all aspects of an individual's life. Having a policy will ensure that staff are aware of TBC's commitment to take positive action in cases of domestic abuse and will encourage an environment in which victims can feel safe to speak about the problem and obtain appropriate support. This will also, hopefully, encourage victims to seek help sooner rather than later.

5 Aims

5.1 The aim of this policy is to ensure that every employee who is a victim of domestic abuse and who raises the issue with TBC will be treated promptly, fairly and with regard to personal safety and confidentiality. It sets out the employer's response should a member of staff be alleged or found out to be a perpetrator of domestic abuse.

6 Objectives

6.1 The objectives of this policy are to:

- Assist and support employees who approach the organisation for help in addressing problems arising from domestic abuse;
- Ensure those employees seeking assistance are confident their situation will be handled with understanding and sensitivity and with the seriousness it warrants;

- Ensure that all cases brought to the attention of the organisation will be treated confidentially by those involved;
- Raise awareness of domestic abuse and ensure a consistent approach across TBC;
- Set out what the organisation will do if employees are found to be perpetrators of domestic abuse.

7 Legal Obligations and TBC's Duty of Care

- 7.1 TBC acknowledges that it has a duty of care to the mental health and well-being of its employees (H&S at Work Act 1974) and it will treat domestic abuse in the same way as any other health hazard and assess risks to mental health and well-being when necessary.
- 7.2 TBC acknowledges that the individual's right to confidentiality is paramount. The organisation will ensure that employees know that maintaining confidentiality is of crucial importance to the safety of those experiencing domestic abuse.
- 7.3 The organisation will only involve other agencies or share information with the consent of the person concerned, unless:
- It is required to do so by law, or
 - The sharing of information is necessary for the protection of children.
- 7.4 For employees experiencing and receiving support for domestic abuse, it will remain confidential as far as it is reasonably practicable within our duties as an employer.

8 Identification of the problem

- 8.1 Whilst it is the responsibility of the individual to recognise they are a victim of domestic abuse, due to the fear, shame and guilt associated with the problem the organisation is aware that victims find it difficult to seek help and support. Consequently, the organisation will take a proactive approach to the issue and be aware of some of the signs that may indicate domestic abuse, for example:
- Employee becoming withdrawn/depressed,
 - Frequent submissions of self-certified absences,
 - Presenteeism – where victims prefer to be at work rather than at home,
 - Reduced quantity/quality of work,
 - Conduct, or outbursts out of character,
 - Employee's partner frequently contacting them at work,
 - Visible bruising/injury,
 - Uncharacteristically late or high absenteeism rate without explanation.
 - Inappropriate or excessive clothing,
 - Uncharacteristically depressed, anxious, distracted or having trouble concentrating,
 - Receiving repeated upsetting calls/texts or being a victim of vandalism or threats.
 - Obsession with time or avoiding lunch breaks or socialising outside work.

8.2 It is important to remember that any of the above may arise from a range of circumstances and are not exclusive indicators of domestic abuse.

9 Confidentiality and a right of privacy

9.1 Employees who disclose experiencing abuse can be assured that the information they provide is confidential and will not be shared with other members of staff without their permission.

9.2 Where domestic abuse in a same sex relationship is disclosed, due regard will be paid to the double disclosure of confidential information, particularly where the individual recipient of abuse may not be 'out' at work.

9.3 There are, however, some circumstances in which confidentiality cannot be assured. These occur when there are concerns about children or vulnerable adults or where the employer needs to act to protect the safety of employees.

9.4 In circumstances where TBC has to breach confidentiality it will seek specialist advice before doing so. It if decides to proceed in breaching confidentiality after having taken advice, it will discuss with the employee why it is doing so and it will seek the employee's agreement where possible.

9.5 As far as possible, information will only be shared on a need-to-know basis.

9.6 All records concerning domestic abuse will be kept strictly confidential.

10 Support to victims

10.1 TBC will respond sympathetically, confidentially and effectively to any member of staff who discloses they are experiencing domestic abuse.

10.2 Any employee disclosing domestic abuse will be given advice on a range of services that may provide specialist help and support. They will also be given assistance to access these services should they require it. The fact that many victims may have suffered several assaults and types of abuse before raising the issue should be borne in mind. In addition, they may not feel strong enough to follow advice immediately.

10.3 Support available includes:

- Assistant Director/Heads of Service/Human Resources will consider granting extended or special leave for employees experiencing domestic abuse to attend relevant appointments, including with support agencies, solicitors, to rearrange housing or childcare and for court appointments. Time to attend appointments to obtain advice or support regarding domestic abuse will be facilitated as far as possible given the exigencies of the organisation.
- Temporary or permanent changes to working times and patterns.
- Changes to specific duties, for example to avoid potential contact with an abuser in a customer facing role.

- Access to Employee Assistance Programme (Listening Centre).
- Absences from work arising from domestic abuse will be treated sympathetically and will be taken into account as mitigating circumstances for sickness absence management, disciplinary/ capability purposes.

10.4 Relocation or redeployment may be considered by the organisation if both the employee and the employer think this may help. It should be recognised that some work settings may be more difficult than others and managers should be sensitive about the type of work they allocate to someone in this position.

10.5 Where an employee's personal safety is at risk within the work setting, the organisation will assist the employee in putting together a personal safety plan. In some instances this may need to address the safety of colleagues. If the employee's personal safety is at immediate risk, consideration should be given to involving the police at an early stage. The personal safety plan will be an individualised plan and those involved in devising it will agree it with the victim.

10.6 A DASH (Domestic abuse, stalking and harassment, and honour based violence) risk assessment can be undertaken by specialist support agencies and can be located at www.dashriskchecklist.co.uk

10.7 Confidential counselling services are available through the Listening Centre and may be accessed by victims of domestic abuse.

11 Staff Roles and Responsibilities

11.1 Employees who are experiencing domestic abuse may not feel able to tell people at work of their situation or approach their manager with problems in the first instance. However, as a result of other issues, such as frequent absence from work, poor performance, or an employee's partner frequently contacting her/him at work, a manager or colleague may become aware of the situation. In these circumstances a manager should consider if there is an underlying cause, such as domestic abuse, and take this into account in considering how to deal with the situation. A colleague must consider the value of alerting the manager to their concerns.

11.2 If there is an underlying cause which has been identified, then offering appropriate support may mean that the employees are able to deal with their situation more effectively. Where the victim's perpetrator is appearing in court, TBC will handle the situation with as much sensitivity and confidentiality as possible.

12 The Role of Managers

12.1 Managers need to develop a sensitive approach and ensure the employee is offered support if domestic abuse is an issue that has been disclosed to them. When dealing with a report of domestic abuse from an employee, managers should:

- Ensure discussions take place in private and are confidential as far as possible.
- Take the employee seriously, taking time to listen to her/him, believing what s/he tells you and ensuring a non-judgemental approach.

- Understand that an employee may wish to involve a third party, such as a colleague, trade union representative or friend, rather than speak to her/his line manager.
- Be aware that there may be a variety of discriminatory issues facing the employee because of her/his age, gender, sexuality, ethnic background, race, disability, religion, culture, gender reassignment.
- Explore what support is available, explore options, and support the employee in whatever s/he then decides to do.
- As managers have a duty to maintain a secure environment for all employees, it may be necessary to explore, with the employee concerned, the possibility of informing colleagues of potential risks. If the employee agrees to this approach, colleagues should be reminded that the information is confidential.
- Managers must not make a personal rather than a managerial commitment to resolve an issue for a member of staff.
- Managers will not counsel the employee but offer information, workplace support and signpost other organisations.
- Reminding Customer Services staff and colleagues not to divulge information about employees, especially personal details such as addresses, telephone numbers or work patterns.
- Agreeing what to tell colleagues and how they should respond if the (alleged) abuser rings or calls at the workplace to help them maintain security in the workplace.
- Offering temporary or permanent changes in the workplace, work times or patterns to make the employee less at risk at work on their journeys to and from work. For example changes to the office layout to ensure the employee is not visible from reception points or ground floor windows.
- Making sure the systems for recording staff whereabouts during the day are adequate. If work involves visits outside of the office, consider how risks could be minimised.

13 Perpetrators of domestic violence

13.1 Position Statement

13.1.1 This section of the document has been devised to outline the TBC's policy in relation to employees who are convicted of offences involving domestic abuse, those against whom an allegation has been made or those who come forward who are presenting concerns about their behaviour within an intimate relationship.

13.1.2 Domestic abuse perpetrated by staff will not be tolerated under any circumstances nor will it be treated as a purely private matter which is of little or no concern to the organisation. However, TBC recognises that it can have a role in encouraging and supporting employees address offending/problematic behaviour of all kinds and will treat any allegation or conviction on a case-by-case basis for disciplinary purposes.

13.1.3 TBC will not be involved in "mediation" between an alleged domestic abuse perpetrator and victims and other family members. The needs of staff who are perpetrators and their families should be dealt with separately.

13.1.4 When faced with staff members who have been convicted of an offence involving domestic abuse, those against whom an allegation has been made or those who

come forward presenting concerns about their behaviour within an intimate relationship, the organisation will take into account the following:

- Ensuring that staff who commit domestic abuse related offences are held accountable.
- Upholding public confidence in the integrity of TBC as a whole.
- Upholding public confidence and the confidence of victims in reporting domestic abuse and in the organisation's response to domestic abuse.

14 Code of Conduct

- 14.1 TBC employees are public servants which brings expectations of a high standard of integrity, personal conduct and discipline in its entire staff.
- 14.2 Confidence and credibility are fundamental to the effective performance of TBC.
- 14.3 The Code of Conduct is intended to inform all staff irrespective of grade of the standards of conduct expected of them. It identifies a set of principles governing behaviour by which staff are expected to abide.
- 14.4 Whilst the Code of Conduct does not, itself, constitute a set of disciplinary rules and any disciplinary action thought necessary by management will be taken in accordance with the relevant procedures, any failure to adhere to this Code of Conduct will be taken into account in such procedures.
- 14.5 Staff are expected at all times to present high standards of personal integrity, conduct and appearance that will not reflect adversely on the organisation and its reputation.

15 Application of the Code of Conduct

- 15.1 Line managers have an obligation to their staff. On the occasions when a line manager may note, or become aware of, some aspect of a staff member's behaviour which gives rise for concern, they have a duty to observe and, if necessary, act. On these occasions this will trigger discussions with the Assistant Director/Head of Service and Human Resources.

16 Criminal Proceedings

- 16.1 TBC has adopted a policy regarding the notification of criminal proceedings by all members of staff.
- 16.2 The organisation's policy requires any member of staff who has criminal proceedings instituted against them to notify the organisation immediately.
- 16.3 The notification will be to the line manager and from there to the Assistant Director/ Head of Service and Human Resources.

Criminal Proceedings include:-

- (a) a charge of a criminal offence,
 - (b) a summons or a warrant to appear before any Criminal Court,
 - (c) a caution in respect of any criminal offence.
- 16.4 TBC will consider any criminal proceedings notified by members of staff and decide whether or not any further action is necessary.
- 16.5 In the event of an acquittal i.e. a not guilty plea being sustained, it would not be appropriate for the organisation to retain that information in respect of criminal proceedings on a personal file. Failure to disclose criminal proceedings could result in disciplinary action.
- 16.6 Criminal cases involving domestic abuse will be looked at on a case by case basis depending on the nature and the severity of the offence.
- 16.7 Where a decision is made not to suspend, the organisation will consider restricting duties.
- 16.8 If the organisation becomes aware of an alleged domestic abuse situation and both the perpetrator and victim are employees, it will take steps to ensure that safety in the workplace is paramount for the person being abused and all other employees.
- 16.9 Confidentiality can have a bearing on safety. If an alleged abusive partner working in the same location suspects that home circumstances have been disclosed at work, this could conceivably cause problems for the partner or colleagues in the workplace. In certain circumstances it may be appropriate or necessary for the organisation to activate the workplace policy on Dignity and Respect.

17 Civil Proceedings

- 17.1 There is an expectation that an employee of the organisation will inform the employer of the existence of any domestic abuse related civil orders (under the Family Law Act 1996 or Protection of Harassment Act 1997) or child contact restrictions against an alleged abuser and any recorded breaches of such orders/restrictions. Breaches of civil non-molestation orders are now a criminal offence.

18 Non-Criminal Incidents, Allegations and Suspicions

- 18.1 The above are difficult to define as it is not easy to determine the degree of criminality involved nor are they susceptible to one-off solutions. There is a natural tendency to underestimate what is going on in family situations. Staff becoming aware of unreported incidents of domestic abuse, or receiving allegations or having suspicions thereof, should report the matter to their line manager in the first instance.

19 Referral to External Agencies

- 19.1 It is not appropriate for the organisation to offer the alleged perpetrator counselling and guidance. If it is agreed by employer and employee that structured intervention would be a beneficial course of action the organisation will refer the employee to an approved service provider.

20 Respect and Dignity

- 20.1 TBC's HR policies can be found on Info Zone.

21 The role of the Human Resources Department

- 21.1 The effects of domestic violence can impact upon employees in many ways such as punctuality, attendance, Health & Safety, work performance and productivity. The Human Resources Department will ensure that the availability of confidential support for victims and perpetrators, through the Employee Assistance provider, is widely publicised on the Intranet. A list of some national and regional agencies providing support for victims and perpetrators is attached as Annex A.

22 Options for action

- 22.1 The following list is neither exhaustive nor mandatory:
- Improving security measures, such as changing keypad numbers.
 - Reminding all employees, particularly reception and HR staff, not to divulge information about other employees, especially personal details such as addresses, and telephone numbers and movements.
 - Where reasonably practicable, particularly where the alleged perpetrator is a colleague, consider offering temporary or permanent changes in workplace.
 - Considering work times and patterns so as to ensure the employee is less at risk at work and on their journeys to and from work. This could include changes to the office layout to ensure that the employee is not visible from reception points or from ground floor windows.
 - Offering changes in specific duties.
 - Agreeing what to tell colleagues and how they should respond if the abuser rings or calls at the workplace. Providing colleagues with a photograph of the abuser and other relevant information, such as car registration numbers, may help to maintain security in the workplace.
 - Making sure that the systems for recording employee whereabouts e.g. home visits, meetings, are adequate and considering how risks can be minimised. Examples could be changing duties or allowing another colleague to accompany them on certain journeys.
 - Recording all incidents of violence or threatening behaviour in the workplace, including persistent phone calls, e-mails or visits to an employee by an alleged perpetrator.
 - Considering requests for alternative working arrangements.
 - Considering paid or unpaid time off for employees who have disclosed that they are experiencing domestic abuse.
 - Considering, at the employee's request, changing payment arrangements if their abuser has access to their finances or is applying financial pressure on them.

- Considering, with the employee's consent, referring them to an appropriate agency.
- Providing advice on support mechanisms.
- Consider how sensitive information and risk assessments are stored and accessed.

Table of useful websites and telephone numbers

If you ever feel you are in immediate danger, dial **999**

The Ann Craft Trust

Offers advice to professionals, parents, carers and family members on issues relating to the protection of vulnerable children and adults.

Telephone: 0115 951 5400, www.anncrafttrust.org.

Broken Rainbow

Support for lesbian, gay, bisexual and transgender people experiencing domestic violence.

Tel: 0800 999 5428, www.broken-rainbow.org.uk

Domestic Violence Intervention Project

Counselling and support to male perpetrators of domestic violence who wish to break their cycle of abuse. A support service is also available to the female partners of those undergoing counselling.

Tel: 0207 633 9181, www.dvip.org.uk

Everyman Project

Everyman offers a range of support services for men who want to stop behaving violently or abusively, and for the people affected by their violence or abuse.

Tel: 0207 263 8884

Forced Marriage Helpline

Called the 'Honour Network', the dedicated helpline is run by the charity Karma Nirvana, which helps survivors of honour crimes and forced marriages.

Tel: 0333 272 7761

Foreign & Commonwealth Office

For advice on forced marriages:

Tel: 020 7008 1500, www.fco.gov.uk

Forward UK

The Foundation for Women's Health, Research and Development is the charity providing help for Female Genital Mutilation; including counselling, referrals, information, materials and training.

0208 960 4000

Honour Network

A confidential helpline providing emotional and practical support and advice for victims and survivors (male and female) of forced marriage and/or honour based violence and abuse. It supplies advice and support to potential victims, victims in crisis and professional agencies.

www.karmanirvana.org.uk

Home Office Domestic Violence Pages

Facts, figures and helpline information

www.homeoffice.gov.uk

IKWRO

IKWRO provides advice and support to Middle Eastern women and girls living in the UK who are facing forced marriage, 'honour' based violence, female genital mutilation and domestic abuse.

Tel: 0207 920 6460

Tel: 07846 275 246 (Kurdish/Arabic)

Tel: 07846 310 157 (Farsi/Dari/Turkish)

Jewish Women's Aid

Tel: 0808 801 0500 (Domestic Abuse) 0808 801 0656 (Sexual Violence), www.jwa.org.uk

Karma Nirvana

Supporting victims of honour based abuse and forced marriage

Tel: 0800 5999 247

Listening Centre

Tel: 01543 300068

MALE (Men's Advice Line & Enquiries)

A helpline for male victims of domestic abuse and violence.

Tel: 0808 801 0327, www.mensadvice.org.uk

Muslim Women's Helpline

Tel: 0800 999 5786, www.mwhl.org

The National Child Protection Helpline (NSPCC)

This is a free, confidential service for anyone concerned about children at risk, including children themselves. The service offers counselling, information and advice.

Help and advice for adults – Tel: 0808 800 5000

Help for children – Tel: 0800 1111

www.nspcc.org.uk

National Domestic Violence

Access to emergency refuge accommodation and information service

Helpline run in partnership with Women's Aid and Refuge

Tel: 0808 2000 247, www.crimereduction.gov.uk

National 24 hour Domestic Violent Helpline (run in partnership with Women's Aid and Refuge)

Tel: 0808 2000 247, www.womensaid.org.uk, www.refuge.org.uk

National Victim Support Helpline

Tel: 0845 303 0900, www.victimsupport.org.uk

Next step (against domestic abuse)

Helpline, support and information - Swadlincote area

Tel: 01283 229854

Opoka

Free line for Polish women who experience domestic abuse and violence in the UK

Tel: 01174 270 012

Police Domestic Abuse Officers

In an emergency contact 999. If you've been a victim of domestic abuse or are concerned for someone who is, you can report this in the safety of your local police station. In non emergency cases and for general advice contact 101 .

To request information under Clare's law, make a Domestic Violence Disclosure Scheme application (DVDS). Clare's law gives any member of the public the right to ask the police if their partner may pose a risk to them. Under Clare's law, a member of the public can also make enquiries into the partner of a close friend or family member.

Refuge

Refuge offers a range of services which given women and children access to professional support whatever their situation.

For women and children against domestic violence

Tel: 0808 2000 247, www.refuge.org.uk

Respect

Respect is the national association for professions working with people to end their abusive behaviour.

Refuge and Respect have worked together to produce a comprehensive resource designed to help employers and HR professionals respond to employees who are victims or perpetrators of abuse.

Tel: 0808 801 0327/ 0808 802 4040

Details can be found at www.respect.uk.net/pages/the-domestic-violence-resources-manual-for-employers.html

Reunite

Advice, information and support to parents, guardians, and family members who have had, or who fear, child abduction.

Tel: 0116 2556 234, www.reunite.org.uk

Samaritans

The Samaritans is a national charity that provides 24-hour confidential emotional support for anyone in crisis. The Samaritans has introduced a single national telephone to link up all branches with one easy to remember, low cost number: 08457 909 090.

www.samaritans.org.uk

Staffordshire Lesbian and Gay Switchboard

01782 266998

The Mix

Support for 16-25 year olds

0808 808 4994

Victim Support

National charity which helps people affected by crime.

Victim Support line - Tel: 0300 303 3778

<http://www.victimsupport.org.uk>

Women's Aid (Staffordshire)

Women's Aid is the key national charity working to end domestic violence against women and children. They support a network of over 500 domestic and sexual violence services across the UK.

0300 330 5959 www.womensaid.org.uk

Zero Tolerance

Independent charity which campaigns for the prevention of male violence against women and children.

www.zerotolerance.org.uk



Part 1 – Details	
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Domestic Abuse for Employees
Date Conducted	January 2020
Name of Lead Officer and Service Area	Jackie Noble HR
Commissioning Team (if applicable)	N/A
Director Responsible for project/service area	Anica Goodwin
Who are the main stakeholders	Employees
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT TULG Members
Outline the wider research that has taken place (E.G. commissioners, partners,	

other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input checked="" type="checkbox"/>
	Existing	<input type="checkbox"/>
	Being reviewed	<input type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

<p>Part 2 – Summary of Assessment</p> <p>Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.</p> <p>To provide guidance on how to support victims of Domestic Abuse and employees who are perpetrators. Support agencies are referenced.</p> <p>Who will be affected and how?</p> <p>All employees - This policy provides guidance for of support.</p>
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Are there any other functions, policies or services linked to this impact assessment?	
Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
If you answered 'Yes', please indicate what they are?	
All employees	
Respect and Dignity Code of Conduct	

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Part 3 – Impact on the Community			
Thinking about each of the Areas below, does or could the Policy function, or service have a <u>direct</u> impact on them?			
Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability and explicitly references reasonable adjustments
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of gender reassignment
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status

Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of pregnancy and maternity
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of religion or belief
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of those with caring responsibilities
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

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Part 4 – Risk Assessment
From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome

Date of Review (If applicable)