

Livewell Southwest

## **Domestic Abuse Employee Support Policy**

Version 3

### **Notice to employee using a paper copy of this guidance**

**The policies and procedures page of Intranet holds the most recent version of this guidance. Employee must ensure they are using the most recent guidance.**

**Author: HR Manager & Integrated Safeguarding Lead for Adults and Children**

**Asset Number: 107**

## Reader Information

<b>Title</b>	<b>Domestic Abuse Employee Support Policy. V.3.</b>
<b>Asset number</b>	107
<b>Rights of access</b>	Public
<b>Type of paper</b>	Policy
<b>Category</b>	HR
<b>Document purpose/summary</b>	The purpose of this document is to provide information to managers to support employee who may be experiencing incidents of domestic abuse. The Policy also provides information to assist managers about what is expected of employee if they are concerned that a child is being impacted upon by domestic abuse.
<b>Author</b>	HR Manager & Integrated Safeguarding Lead for Adults and Children
<b>Ratification date and group</b>	14 April 2015, JCCN
<b>Publication date</b>	15 April 2015
<b>Review date and frequency (one, two or three years based on risk assessment)</b>	Two years after publication, or earlier if there is a change in evidence ensuring that it is reviewed in conjunction with the Domestic Abuse – Clinical Practice Policy due in November 2016.
<b>Disposal date</b>	The Policy Ratification Group will retain an e-signed copy for the archive in accordance with the Retention and Disposal Schedule, all copies must be destroyed when replaced by a new version or withdrawn from circulation.
<b>Job title</b>	HR Manager & Integrated Safeguarding Lead for Adults and Children
<b>Target audience</b>	All Plymouth Community Healthcare employee
<b>Circulation</b>	Electronic: Plymouth Intranet and LSW website Written: Upon request to the Policy Ratification Secretary on ☎ 01752 435104. Please note if this document is needed in other formats or languages please ask the document author to arrange this.
<b>Consultation process</b>	The following employees have been consulted <ul style="list-style-type: none"> <li>• Integrated Safeguarding Committee</li> <li>• HR Policy Group</li> </ul>
<b>Equality analysis checklist completed</b>	Yes
<b>References/sources of information</b>	Plymouth City Council data and websites Police websites
<b>Associated documentation</b>	<ul style="list-style-type: none"> <li>• Substance Misuse – Drug &amp; Alcohol Employment Policy</li> <li>• Safeguarding Children Policy</li> <li>• Safeguarding Adults Policy</li> <li>• Domestic Abuse – Clinical Practice including Multi-Agency Risk Assessment Conference</li> <li>• Domestic Violence Multi-Agency Information Sharing Protocol</li> <li>• Disciplinary Policy</li> </ul>

<b>Supersedes document</b>	Workforce Development (HR) Implications of Domestic Abuse & Violence to Staff. V.2.9
<b>Author contact details</b>	By post: Local Care Centre Mount Gould Hospital, 200 Mount Gould Road, Plymouth, Devon. PL4 7PY. Tel: 0845 155 8085, Fax: 01752 272522 (LCC Reception).

### Document review history

Version no.	Type of change	Date	Originator of change	Description of change
1	New document	Jan 2005	S Behenna & H Clark	New document
2	Updated & full review	Oct 2006	S Behenna & J Hawkins	Document given full review and changed accordingly.
2:1	Updated	Nov 2006	J Brelsford	Minor changes for publication
2:2	Reviewed	Oct 2007	S Behenna	Reviewed, no changes made
2:3	Reviewed	Jan 2009	S Behenna	Reviewed pending new guidance, no changes made
2.4	Reviewed	Jun 2009	S Behenna	Reviewed, no changes made
2:5	Reviewed	May 2010	M Williams	Reviewed, no changes made.
2:6	Reviewed	June 2012	PRG	Review date extended, no other changes made.
2:7	Reviewed	July 2012	PRG	Review date extended, no other changes made.
2:8	Reviewed	Sept 2012	K Howard Adult Safeguarding Lead NHS Plymouth	Reviewed. LSW terminology and logo added – LSW info removed. Term workforce development (HR) added. Word Abuse added to domestic violence to update current terminology. Update of telephone numbers and change of name to domestic abuse support services
2:9	Extended	October 2014	HR Manager	Extended no changes
3.0	Full review and update	March 2015	HR Manager	Document given full review and changed accordingly

<b>Contents</b>		<b>Page</b>
<b>Section A – Supporting Information</b>		<b>5</b>
1.	Domestic Abuse	5
2.	The Purpose	6
3.	Recognising the Signs of Domestic Abuse	9
4.	Recognising and Progressing any Child Protection Concerns	10
5.	Duties in Delivering the Policy	10
6.	Who is Covered by This Policy?	10
7.	Why is Domestic Abuse in the Workplace an Issue?	11
8.	Principles of the Policy	11
<b>Section B – Helping the Employee Decide What to do Next</b>		<b>12</b>
9.	Concern for Someone Who may be at Risk of Domestic Abuse	12
10.	Helping the Employee Decide What to do Next	12
11.	What to do in situations where employees are perpetrating Domestic Abuse	16
12.	Training Implications	17
13.	Monitoring and Compliance	17
<b>Appendix A</b>	Managers Guidance – Victims of Domestic Abuse	18
<b>Appendix B</b>	Managers Guidance – Potential Victims of Domestic Abuse	19
<b>Appendix C</b>	Managers Guidance – Perpetrators of Domestic Abuse	20

# Section A

## Supporting Information

This section outlines the importance of responding to people experiencing domestic abuse and where possible supporting them to take action to protect themselves and their children. It tells you what domestic abuse is and it sets out the duties and responsibilities of managers in supporting employees who may be experiencing incidents of domestic abuse.

### 1. Domestic Abuse

1.1 Domestic abuse can be experienced between any adult over the age of sixteen regardless of their personal circumstances. It is rarely a one off incident and should instead be seen as a pattern of coercive, abusive and controlling behaviour through which the abuser seeks power and control over another adult. Typically the abuse involves a pattern of this behaviour which tends to get worse over time. It can be an act or pattern of acts of assaults, threats, humiliation coercion, and intimidation or other abuse that is used to harm, punish or frighten the adult. This can include stalking and harassment.

1.2 The abuse can begin at any time, in the first year or after many years of life together. It may begin, continue or escalate after a couple have separated and may take place in the home and in a public place. This can encompass but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- It includes violence described as 'honour based' violence as well as female genital mutilation and forced marriage

### 1.3 Context

1.3.1 It is challenging and can be dangerous for someone to report domestic abuse and it is therefore chronically under-reported with no reliable national figure of prevalence.

1.3.2 However, there are some facts that speak for themselves in setting the context for this policy and our work with people experiencing domestic abuse and those who have survived it. These are drawn from Women's Aid, developed in 2013.

- Domestic abuse accounts for 10% of emergency calls to the Police.
- 31% women and 18% men have experienced domestic abuse since the age of 16 years. This amounts to 5 million women and 2.9 million men.

- On average, two women a week are killed by a male partner.
- 90% of people experiencing sexual violence, knew their perpetrator and 65% of those were partners or ex partners.
- The prevalence of domestic violence is greater among young women (under 24 years), and those who have a long-term illness or disability.
- Children are affected both directly and indirectly by domestic abuse and there is a strong correlation between domestic abuse and child abuse suggesting overlap rates of 40-60%.
- 30% of domestic abuse cases begin in pregnancy.
- 75% of domestic abuses incidences result in physical injury or mental health consequences for women.
- 35% of households who experience a first assault will experience a second within five weeks.
- 76% of domestic homicide occurs at the point of separation.

1.3.3 For Plymouth we know that:

- Plymouth Domestic Abuse Service receives an average of 220 referrals per month
- During a six month period in 2013 a total of 4,744 domestic abuse-related incidents and crimes were reported.
- Children were present on 752 occasions.
- In June 2014 there were 404 children in Plymouth subject to a child protection plan with 164 of those in families with a history of domestic abuse.
- Domestic abuse occurs between adults aged sixteen and above in relationships regardless of wealth, geography, age, ethnicity, gender, sexual orientation and ability. It occurs across all sections of society.

## 2. Purpose

2.1 The purpose of this Policy is to:

- Develop practices that support employees within Plymouth Community Healthcare (LSW) who may be experiencing incidents of domestic abuse.
- To manage situations where employees may be alleged perpetrators of domestic abuse.

2.2 Definitions

<p><b>Domestic Abuse (this term replaces the use of ‘domestic violence’)</b></p>	<p>Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial or emotional abuse.</p>
--	--

<b>Controlling Behaviour</b>	A range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
<b>Coercive Behaviour</b>	An act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten another adult.'
<b>Honour Based Violence</b>	There is no specific offence of "honour based crime". It is an umbrella term to encompass various offences covered by existing legislation. Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.
<b>Forced Marriage</b>	A Forced Marriage is a marriage conducted without the valid consent of one or both parties and where duress is a factor. It is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 and came into force on 16 June 2014. Prior to the introduction of the new offence, prosecutors have dealt with cases using existing legislation such as false imprisonment, kidnapping and offences of violence where this is a feature of the offending.
<b>Female Genital Mutilation</b>	Female genital mutilation also known as female genital cutting and female circumcision, is the ritual removal of some or all of the external female genitalia.
<b>Family Members</b>	Family members are defined as: mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws, common-law or step-family. It is clear that adults experiencing abuse are not confined to one gender or ethnic group.
<b>Adult</b>	An adult is defined as any person aged eighteen or over. However, domestic abuse occurring between people over 16 is classed as 'adult'.

<b>Child</b>	Any person under the age of eighteen.
<b>MARAC</b>	A Multi-Agency Risk Assessment Conference which draws together a number of agencies such as the police, housing, children's services and health. The purpose is to share information to enable the protection of adults and children who have been experiencing domestic abuse.
<b>Domestic Abuse, Stalking and Honour Based Violence (DASH) Risk Identification Checklist.</b>	A common checklist for identifying and assessing risk related to domestic abuse.

### 2.3 Examples of domestic abuse

- **Physical** – Shaking, smacking, punching, kicking, presence of finger or bite marks, starving, tying up, stabbing, suffocation, throwing things, using objects as weapons, female genital mutilation, 'honour violence'. Physical effects are often in areas of the body that are covered and hidden (i.e. breasts and abdomen).
- **Sexual** – Forced sex, forced prostitution, ignoring religious prohibitions about sex, refusal to practise safe sex, sexual insults, preventing breastfeeding.
- **Psychological** – Intimidation, insulting, isolating an adult from his or her friends and family, criticising, denying the abuse, treating people as inferior, threatening to harm children or take them away, forced marriage.
- **Financial** – Not letting an adult work (most usually women), undermining efforts to find work or study, refusing to give money, asking for an explanation of how every penny is spent, making the adult beg for money, gambling, not paying bills.
- **Emotional** – Swearing, undermining confidence, making racist remarks, making an adult feel unattractive, calling her or him stupid or useless, eroding independence.

### 2.4 And the **Philosophies and Values** we hold that make our practices effective

- This Policy supports managers to help to keep employees safe at work. It fits with the strategic aims of good leadership at all levels within the system that works together to safeguarding people.
- Any form of abuse is unacceptable. The person describing their experience of abuse should be believed and treated with dignity. The response should be culturally sensitive.
- Responsibility for abuse is located with the perpetrator, not the person experiencing the abuse.
- Employees experiencing domestic abuse should be given time and space to make choices and be supported, whatever decision they make.
- Careful thought should be given for people who may have communication

difficulties e.g. learning disabilities, cultural barriers, speech, language and hearing difficulties. The appropriate approved translation service or format for information should be used.

- Any response by managers must ensure that the safety of the employee experiencing domestic abuse and any children in the household are a primary consideration.
- People living with domestic abuse will not necessarily want to end their relationship, and may decide to remain with or return to an abusive partner. This is their choice and should be respected. However, any child protection issue must be prioritised and progressed with child protection procedures implemented and followed where there are concerns for the welfare of the child/children. This is not a choice that someone experiencing domestic abuse can make.
- Child protection policies and procedures should be fully explained to parents to enable their worries to be addressed. When child protection concerns are raised, appropriate support should be given to the parent.
- Managers should be aware that raising child protection concerns can increase the danger and risk of further abuse for the family. However, this does not override their responsibility to report child protection concerns [Safeguarding Children Policy](#)

### **3. Recognising the signs of domestic abuse**

3.1 There are various ways by which the problem of domestic abuse experienced by employees may come to light:

- The employee may confide in their colleagues/manager
- A colleague may inform their manager that a particular employee is suffering from domestic abuse
- It may come to light as a result of enquiries into a drop in performance or a significant change in behaviour
- You may be contacted confidentially by the police or another service to tell you that someone in your team may be perpetrating domestic abuse against another individual or employee

3.2 Below are some indicators of potential domestic abuse. The employee:

- Is uncharacteristically depressed, anxious, distracted, lacking in concentration, self-confidence or self-esteem
- Displays changes in the quality of work for no apparent reason
- Is receiving or making repeated upsetting telephone calls/faxes/emails
- Displays increased absenteeism or lateness and/or with unusual explanations
- Repeatedly requires time off for appointments
- Displays repeated injuries or unexplained bruising
- Displays unusual use of alcohol or other substances
- Avoids lunch breaks or socialising outside work
- Excessive 'clock-watching' or anxiety about leaving work on time
- Is nervous on arrival and when leaving work

- Is reluctant to leave work at the end of the working day
- Begins to isolate themselves at work
- Wears excessive clothing

3.3 It is essential to understand that any of the above may arise from a range of circumstances of which domestic abuse may be one. If you suspect an employee is being affected by domestic abuse, you need to raise this possibility with them in a sensitive way, starting with what you have observed of their behaviour. You may then be able to explore, in a sensitive way, if there are any problems at home or in their relationships and stating that you or an appropriate other within the organisation would be happy to support them in dealing with them and in finding other sources of help.

3.4 If approached by an employee, managers need to be prepared to listen, to be sensitive and non-judgemental in order that the most appropriate help can be offered.

3.5 Managers must understand that they are not counsellors or domestic abuse specialists. Counselling and more in-depth specialist support is to be left to trained professionals and no one should attempt to act in place of a domestic abuse expert or counsellor.

#### **4. Recognising and progressing any child protection concerns**

4.1 LSW has a Safeguarding Children Policy that describes when to be concerned about a child's physical and emotional well-being and advises who to talk to about that and how to make a referral to Children's Social Care. It can be accessed here [Safeguarding Children Policy](#). This Policy should also be used if a child discloses domestic abuse between adults living in or visiting the family home.

#### **5. Duties in delivering the policy**

5.1 **All managers** are responsible for adherence to this Policy and supporting employees to understand and work with the policy.

5.2 **All managers** are responsible for escalating concerns, and supporting their employees to do so. They are responsible for highlighting good practice and sharing that good practice so that learning may be disseminated across LSW.

5.3 HR are responsible for providing appropriate support to managers and employees and reviewing the effectiveness of the policy.

#### **6. Who is covered by this policy?**

6.1 The principles and standards described in this policy apply to all employees.

## **7. Why is domestic abuse in the workplace an issue?**

7.1 Incidents of abuse and stalking that occur in the workplace require clear and effective employer responses because they are very damaging and potentially dangerous for those being abused and for their colleagues.

7.2 Exposure to domestic abuse or stalking can have a profound impact on employees and can result in:

- Employee absenteeism and turnover
- Lost productivity
- Stress
- Employees developing difficulties with self-harm, addiction or mental health
- Workplace violence that threatens the safety of all employees
- Negative impact on other staff
- An influence on a practitioners clinical judgement possibly resulting in some transference onto their clients

7.3 Identification of domestic abuse at an early stage can lead to appropriate help and information being offered, which can reduce repeated work absences or the resultant burden on colleagues, and can ultimately reduce and prevent the extent of domestic abuse experienced.

## **8. Principles of the Policy**

8.1 LSW is committed to:

- A zero tolerance approach towards incidents of domestic abuse.
- Ensuring that any employee who experiences domestic abuse can raise the issue at work, without fear of stigma or victimisation, and will receive appropriate support and assistance.
- Responding sensitively and effectively to those needing help and support, including perpetrators.
- Creating a safer workplace for all including those affected by domestic abuse and their colleagues.
- Ensuring all managers are aware of domestic abuse and its implications in the workplace.
- Reinforcing the fact that there is no excuse for domestic violence and the victim should not feel responsible for the abuser's behaviour.
- Understanding that working with domestic abuse issues is difficult and challenging and can raise difficult emotions for all those involved.

8.2 LSW encourages all employees to do something if they or a colleague are experiencing or perpetrating domestic abuse. In addition employees can seek support from their manager, Trade Union representative, an HR Manager or seek external support from any of the agencies detailed in [Plymouth Domestic Abuse](#).

8.3 For all adults, the most important action you can take is to ask the question. Remember:

- Don't assume that someone else will ask the question.
- Never ask when somebody else is present, try to see the adult on their own.
- Ensure privacy and do not rush the person you are speaking to.
- Think of your conversation as the beginning of a process and not a one-off event.

## **SECTION B**

### **Helping the Employee Decide What to Do Next**

#### **9. Concern for someone who may be at risk of domestic abuse**

##### **9.1 Domestic Violence Disclosure Scheme (DVDS)**

This is a scheme that can be used by anyone and is commonly known as 'Clare's Law'. The DVDS is something that can be accessed to provide information that may keep safe potential victims of domestic abuse. It is a rare opportunity to be proactive and potentially prevent domestic abuse.

It is important to remember that anyone can make an application to the police about an individual who is in an intimate relationship with another person and there is a concern that the individual may present a risk of harm to their partner. This leaflet; [Plymouth Domestic Abuse](#) tells the adult all about the scheme and how it works. This is a leaflet for people who are concerned that someone they know may be at risk of domestic abuse; [Plymouth Domestic Abuse](#) and this is the leaflet that the police will send to the person about whom the disclosure has been made [Plymouth Domestic Abuse](#).

The aim of this scheme is to give members of the public a formal mechanism to make inquiries about an individual they are in a relationship with or someone they know, and there is a concern that the individual may be violent towards their partner. This is known as the 'right to ask.'

#### **10. Helping the employee decide what to do next**

10.1 There are a range of things a manager can appropriately do to offer information and support.

10.2 The first thing a manager should do is provide the employee with a copy of this leaflet; [Plymouth Domestic Abuse](#).

10.3 Seeking help can be frightening and not everyone who experiences domestic abuse feels able to change the situation. Remember that talking about domestic abuse can be a first step and it may take some time before people feel confident enough to seek help. People will usually want one of the following:

- No action at all.
- Just to talk about it and to manage the situation as best they can.
- To take steps to be safe. This might include reporting to the Police.

10.4 The employee will want to do one of three things:

- Take no action
- Just talk
- Take action

10.5 LSW recognises that employees experiencing domestic abuse normally have the right to complete confidentiality and those 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. However, in some extreme circumstances this right may have to be overruled, for example to protect children or vulnerable adults or where the employer needs to act to protect the safety of employees. Improper disclosure of information i.e. breaches of confidentiality by any member of staff will be taken seriously and may be subject to disciplinary action.

10.6 It is important not to be judgemental if employees find it difficult to make a positive change in their situation; they may be struggling with reconciling pressures from family, children, financial and housing issues as well as the abuse and control of a partner. They may be concerned about how a disclosure will affect their employment opportunities. Managers should address the issue positively and sympathetically and ensure that the employee is aware of the support and assistance available. The aim of any intervention should be to reduce risk, support positive change and thereby to empower employees to be able to carry out their duties effectively.

10.7 Managers should discuss and agree with the employee what to tell colleagues, including how they should respond if the perpetrator telephones or calls at the workplace.

10.8 An employee who is a victim of domestic abuse may require time off from work when attempting to seek help or leave an abusive relationship. Where domestic abuse has been reported, managers will need to treat unplanned absences and temporary poor timekeeping sympathetically. Absence directly related to domestic abuse will be treated in a sensitive and sympathetic way.

10.9 Leave requests may be made in relation to appointments with support agencies, welfare agencies, legal advisors, housing agencies, to attend relevant court hearings, or perhaps to arrange for suitable childcare. In the first instance paid time off should be allowed and agreed on an individual basis, in addition it may be that depending on circumstances necessary to agree:

- short periods of special leave, flexi leave or annual leave
- Agree to the use of temporary flexible working patterns (change of hours or change of workplace) so the employee can seek protection, go to court, look for new housing, or enter counselling

- If a victim has to relocate, managers should make reasonable allowance for different travel to work arrangements, e.g. having a longer journey to work or to school before the working day
- Help them to change their bank account details for payroll

10.10 Employees affected by domestic abuse may find coping with making changes overwhelming and struggle to maintain their performance at work. It may be appropriate to offer changes to specific duties, for example to avoid potential contact with an abuser in a customer-facing role or if their abuser is a work colleague. In exceptional circumstances, employees may have to be redeployed, if alternative arrangements cannot easily be made.

10.11 Any special arrangements that are agreed with an employee, either temporary or permanent, should be recorded and the details of the agreement maintained confidentially, with other members of staff only being informed of the details on a “need to know” basis.

10.12 If the individual is ready to leave then help them to think about:

- Do they have somewhere to go?
- Help them to contact Plymouth Domestic Abuse Services (PDAS) on 01752 252033 or Police Domestic Abuse Unit 101 (non-emergency number)
- Discuss options such as refuge accommodation or bed and breakfast, staying with family and friends
- Check whether or not they need immediate police protection and/or legal advice
- The adult’s safety and that of any children is of paramount importance
- Access finances to help them leave a situation, on a case by case basis LSW will consider a crisis loan for the employee which will be repaid through salary at an agreed rate

### **10.13 No Action at All**

10.13.1 If the employee does not want any action at all, then (unless there are child protection concerns or you feel they are at risk of imminent harm) then that is their choice. Give them this leaflet; [Plymouth Domestic Abuse](#). The general advice is always to encourage and support the employee to report to the police, and managers should do so without placing any pressure to follow that advice.

### **10.14 Just to talk**

10.14.1 If the employee simply wants to talk about their situation and to manage the situation as best they can, then it may be within your role as their manager to provide that regular and ongoing support. If not you can, with informed consent, make a referral to a service that can offer support. This is a link to the [Plymouth Domestic Abuse Support Services](#) and you should also give them a copy of this leaflet; [Plymouth Domestic Abuse](#)

10.14.2 Always respect the wishes of the employee. If they do not want to take any action at this time and providing that there are no children at risk or the adult at risk of imminent harm, just listen. An appropriate response at this stage may allow them to do something at a later date. It is sometimes useful to build up a crisis plan with the individual to help them feel in control of their life. Leaving the perpetrator can feel a huge issue and is a point of significant risk. Breaking safety down into a list of actions may raise confidence and provide the first stepping stones to moving away from an abusive situation.

10.14.3 It could include suggestions such as:

- Identify a safe place where they can quickly and easily use the phone.
- Advise them to always carry a list of emergency numbers and to use 999 to keep themselves safe if at risk of imminent harm.
- Where possible advise they keep 'emergency' credit on their mobile phone.
- Leave an extra set of keys for the house or car with someone they trust.
- Keep the keys, any medication, crisis fund, important documents, passport, driving license birth certificate etc. and a set of clothes for themselves and the children, packed in a bag so that they can quickly get it and take with them. Do not forget personal photographs, mementoes, children's special toys etc. This bag can be kept with a 'safe' person for safety.
- Make plans for pets should the individual/family need to flee quickly.
- Decide what to tell the children and think about what support they will need.

10.14.4 Where there are no child protection concerns and no risk of imminent harm, respect the wishes of the employees if they do not want to take further action at the time of disclosure. Where there are child protection concerns, progress these, seeking advice as appropriate. [Safeguarding Children Policy](#)

## 10.15 Taking Steps to be safe

10.15.1 Remember, when an employee decides to leave an abusive relationship or report a perpetrator to the police, they are at the most significant point of risk.

10.15.2 For employees who wish to receive help to be safe and which may include a police response for the perpetrator and there is no risk of imminent harm then they should be supported to telephone the **Devon & Cornwall Police** on their **non-emergency number 10**. Calls to the Police for an emergency response are made to 999.

10.15.3 **Plymouth Domestic Abuse Service (PDAS)** exists to support women and men affected by domestic abuse. The service includes a women's

refuge and can support immediate and longer term safety planning. **They can be contacted on 01752 252033.** Making the decision to leave is a critical point and is the reason why we ask all adults to consider a safety plan, and advise them that PDAS will help with this. Managers should encourage and support the employee to contact PDAS.

## **11. What to do in situations where employees are perpetrating domestic abuse**

11.1 Conduct outside work (whether or not it leads to a criminal conviction) may have employment implications. Harassment and intimidation by anyone who also works for LSW will be viewed seriously as will circumstances where an employee has used workplace resources such as work time, telephones or e-mail to harass their current or former partner. In such circumstances, LSW will investigate the facts and decide whether the disciplinary procedure will be started.

11.2 When managers become aware of violent or abusive behaviour on the part of their employee/s they may have to decide on one or a combination of the following actions depending on the nature (seriousness and complexity) of the case:

- Encouraging them to seek help from a specialist agency if they are starting to exhibit obsessive or unhealthy controlling behaviours in their relationships
- Insisting they seek help from a specialist agency if the obsessive or controlling behaviour continues
- Disciplinary action by the employer in cases of misuse of resources, authority or harassment
- A police investigation of a possible criminal offence especially when violence or the threat of violence has occurred.

### **11.3 How to support a perpetrator or stalker to overcome their problem**

11.3.1 An employee who is a perpetrator or stalker may approach their manager about their own behaviour, or more likely be made aware of it by someone else. You should offer advice about the services available to perpetrators with abusive behaviours (see 11.4.3).

11.3.2 Managers are also advised to be in continuous dialogue with such an employee – to understand the level of progress being made in terms of the employee overcoming their problem. If perpetrators do not seek help it is likely this pattern of behaviour will repeat itself in the future, even if the immediate issue is resolved. Perpetrating (sexual) domestic abuse is linked to other factors, which may also be an issue at work such as alcohol abuse, anger management, stress and obsessive behaviour.

### **11.4 How to manage situations where the victim and the perpetrator both work for LSW**

- 11.4.1 Given that many people meet their partners at work, it is quite likely that this situation may arise. In cases where both the victim and the perpetrator of domestic violence work in the organisation, extra care needs to be taken to protect the victim. In addition to considering disciplinary action against the employee who is perpetrating the abuse, action may need to be taken to ensure that the victim and perpetrator do not come into contact in the workplace.
- 11.4.2 When considering any changes it is important to remember that placing the perpetrator on unpaid leave or suspension may increase the risk to the victim.
- 11.4.3 Support will be provided to help the perpetrator to look for support programmes, such as RESPECT <http://respect.uk.net/>, however financial assistance towards the cost of this cannot be guaranteed and each case will be assessed on an individual basis

## **12. Training Implications**

- 12.1 All employees will attend LSW Level One Adult Safeguarding Training and Level One Safeguarding Children Training at induction and as part of a mandatory annual update.

## **13. Monitoring and compliance**

- 13.1 The Policy will be monitored by the HR Manager and the Integrated Safeguarding Lead for Adults and Children and reviewed on a two year basis to coincide with the review of the Domestic Abuse – Clinical Practice Policy.

**All policies are required to be electronically signed by the Lead Director. Proof of the e-signature is stored in the policies database.**

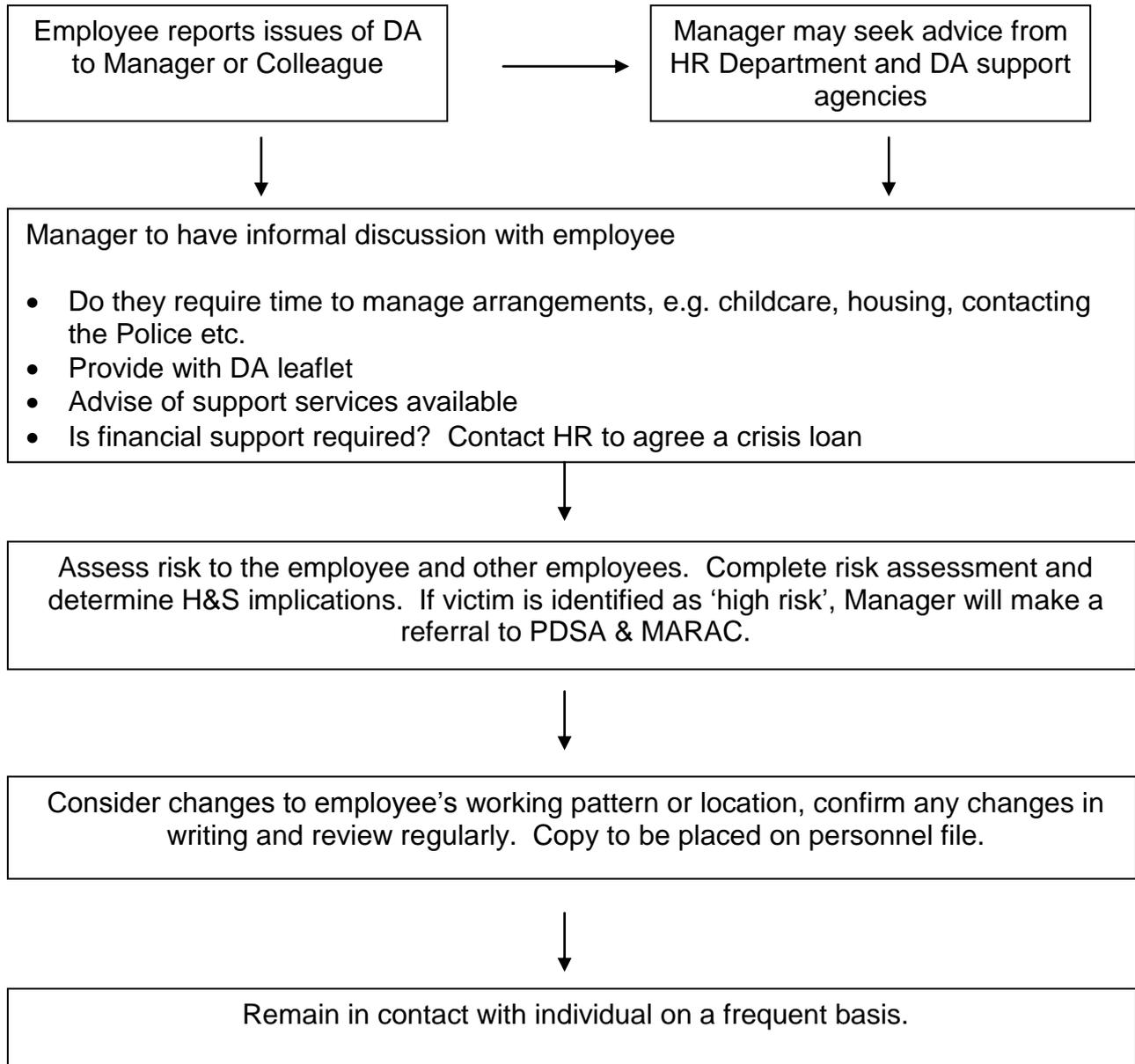
**The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.**

**The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.**

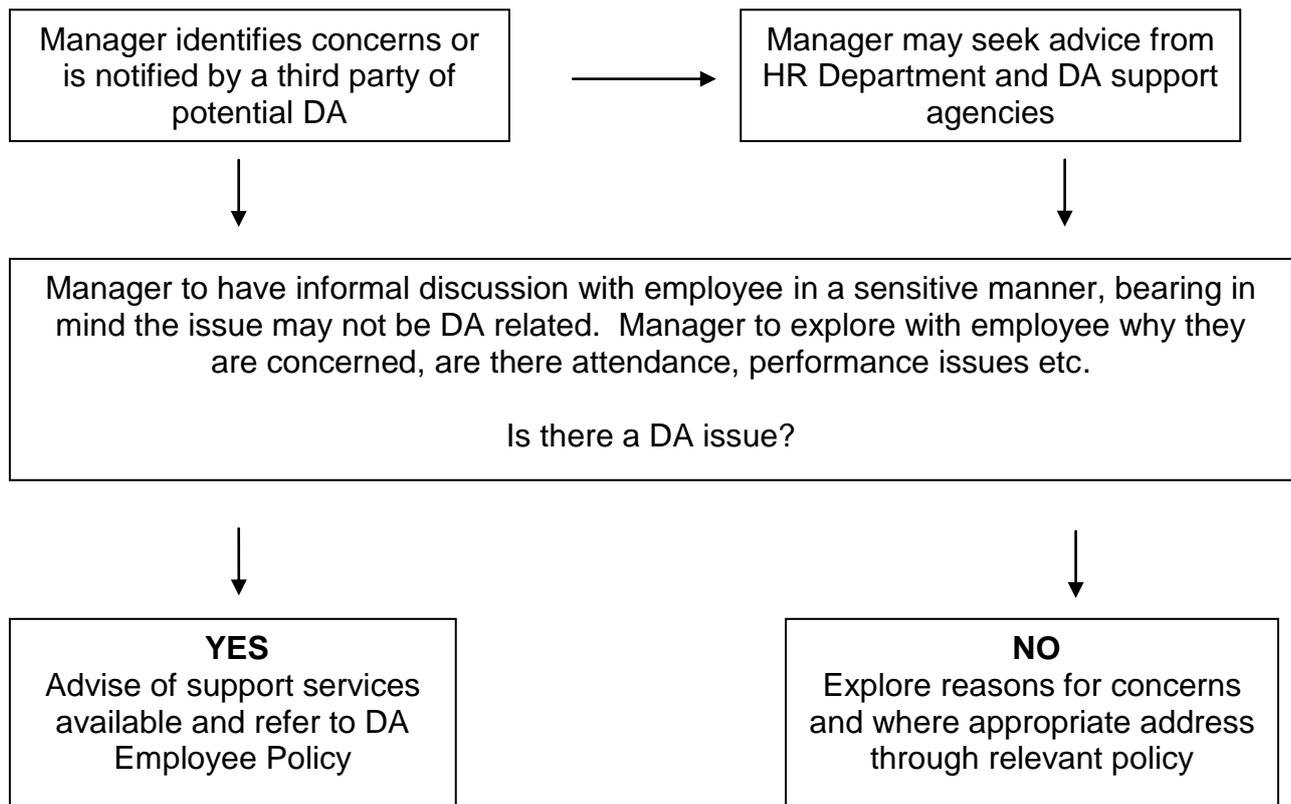
Signed: David Furze  
Head of HR

Date: 14 April 2015

## Managers Guidance Victims of Domestic Abuse (DA)



## Managers Guidance Potential Victims of Domestic Abuse (DA)



## Managers Guidance Perpetrators of Domestic Abuse (DA)

