



**NORTH FERRIBY C E PRIMARY SCHOOL**

# **DOMESTIC VIOLENCE AND ABUSE POLICY**

<b>Last Review Date:</b>	<b>Autumn 2014</b>
<b>Review Details:</b>	<b>Readopted</b>
<b>Next Review Date:</b>	<b>Autumn 2017</b>
<b>Policy Type:</b>	<b>Corporate (L1)</b>
<b>Co-ordinator:</b>	<b>Mr Orr</b>
<b>Link Governor:</b>	<b>Matthew Brailsford</b>
<b>Committee:</b>	<b>Personnel</b>

**Mission Statement:**

A Christian School with children at its heart.

**Christian Values Statement:**

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

**Ethos Statement for North Ferriby CE VC Primary:**

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

## Domestic Violence and Abuse Policy

<b>Lead Directorate and Service:</b>	Corporate Resources - Human Resources
<b>Effective Date:</b>	October 2010/May 2014
<b>Contact Officer:</b>	HR Advice Centre/391221
<b>Approved By:</b>	CMT Minute 12559, Cabinet 7.9.10 (Min 3986), Full Council 13.10.10. CMT 16.6.14 (Min 15755)

### 1. Scope

- 1.1 This policy applies to all employees of the Council except school based employees unless adopted by the respective school governing bodies.

### 2. Background

- 2.1 The Council recognises that domestic abuse is a serious social and criminal issue leading to significant human and financial consequences for individuals, families, communities and organisations.

### 3. Definitions for the Purposes of this Policy

- 3.1 Domestic abuse is defined by the policy as ‘any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between individuals who are or have been intimate partners or family members regardless of gender or sexuality’.

### 4. Policy Statement

- 4.1 East Riding of Yorkshire Council recognises that domestic abuse and violence should be treated with the same degree of seriousness as any other form of harassment, violence or abuse and will not be tolerated. All employees have the right to work in an environment which assists them to reach their full potential and retain their dignity at work. The council will support any employee who is affected by domestic abuse to receive support from relevant organisations.

### 5. Policy Aims

#### Recognise

- 5.1 It is unlikely that an individual who is the victim of domestic abuse will inform their employer in the first instance, however, should this occur the council will ensure their response is supportive. It is important to remember that the workplace can often be a place of safety for someone experiencing abuse at home.
- 5.2 Ultimately the council can only support and assist those employees who are prepared to confide in their employer and accept support.

### **Confidentiality**

- 5.3 If an employee confides in their manager or colleague that they are experiencing domestic abuse, the individual should be reassured that as far as possible the information will be kept confidential. An exception to this is where child or vulnerable adult protection issues arise, for instance, if an employee gives information that suggests that their child, another child or a vulnerable adult is at risk from abuse (whether physical, emotional, sexual or neglect).
- 5.4 In this instance, the manager should inform the employee that they are seeking further advice from the Safeguarding Children Team or Safeguarding Adults Team and that they will have a duty to pass information to this department.
- 5.5 Managers have a duty to maintain a secure environment for all staff. This duty might be easier to fulfil if relevant colleagues are aware of potential risks. However it is essential that the individual agrees what information is shared with colleagues and how. Staff should be reminded that this information is confidential and that any unauthorised breaches could lead to disciplinary action being taken. The consequences of breaching confidentiality could have serious effects for the person experiencing domestic violence.

### **Ensuring Safety**

- 5.6 The responsibilities of employers, employees and others for the health and safety of persons at work are defined by the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 5.7 East Riding of Yorkshire Council has developed Employee Personal Protection Guidance, which will be used in most cases of violence in the workplace; however, it should be considered that some incidents may involve domestic violence. This includes any incidents involving partners, ex-partners or other family members, visiting the workplace, abusive phone calls, or intimidation or harassment of an employee or work colleagues by the alleged perpetrator.

### **Support and Assistance**

- 5.8 Managers or employees requiring support or advice relating to any domestic abuse matters should contact Domestic Violence and Abuse Partnership (DVAP) in the first instance for expert advice. Contact details for DVAP and other support organisations are included in section 5.18.
- 5.9 The Council will consider granting both paid and/or unpaid leave for reasons of domestic distress under the Council's Special Leave Policy. Any leave must be with the agreement of the relevant Director and Directors are asked to look sympathetically at requests for reasonable time off for employees who have disclosed they are experiencing domestic abuse.
- 5.10 Managers may receive requests for time off from employees who are experiencing domestic abuse, to arrange appointments during the normal working day. These requests should be treated supportively and could include:
- Appointments with support agencies such as Social Services or counselling services
  - Arranging re-housing
  - Meeting with solicitors

- Making alternative childcare arrangements including meetings with schools
- 5.11 Managers should also explore other measures supportively where requested, such as temporary negotiated hours or reduced hours. Time-off with pay should be considered if there are circumstances where an employee is attending court and is seeking an injunction or order in cases of violence or harassment. All requests for leave or temporary changes to working hours will be considered in line with the needs of the service.
- 5.12 If the employee has disclosed that their partner has access to their finances or is exerting financial pressure upon them, the individual should contact Support Services for their area to request a change to their salary bank account.
- 5.13 The Occupational Health Unit can provide confidential support to both individuals and managers. If appropriate, the employee should be referred to the Occupational Health unit. The Occupational Health Unit is able to refer employees to the Council's confidential counselling service where required. In addition, the Council has an externally provided Employee Assistance Programme (EAP) which is a 24/7 confidential helpline designed to support individuals through any difficult situation that may affect their home or work life. The contact number for this service is 0800 107 6145.

**What to do if a perpetrator is employed by the Council**

- 5.14 Employees should be aware that domestic violence is a serious matter and can lead to criminal convictions.
- 5.15 The Council's Code of Conduct sets out the standards of behaviour expected of all employees. Conduct outside of work, whether or not it leads to a criminal conviction, in some circumstances can also lead to disciplinary action being taken against the employee because of the implications and because it undermines the confidence the Council has in the employee and may have an adverse effect on the reputation of the Council.
- 5.16 Evidence of harassment or intimidation of East Riding of Yorkshire Council employees by a partner, ex-partner or family member who works for the Council will be viewed seriously and may lead to disciplinary action being considered. In any such circumstance full investigation will take place in line with the Council's Disciplinary Procedure. Advice should be sought from Human Resources in the first instance. The Human Resources team will work closely with DVAP in these situations.
- 5.17 Should any manager become aware of child protection concerns when informed that an employee has been a perpetrator of domestic abuse then there is a duty to make a child protection referral or a vulnerable adults referral. DVAP can advise on the process required to make a referral where necessary.
- 5.18 **Who can help?**  
 DVAP Confidential Helpline - (01482) 396330 (DVAP@eastriding.gov.uk)  
 Victim Support – (01482) 587666  
 Victim Support Line (National) – 0845 303 0900  
 Hull Women's Aid Centre – (01482) 446099  
 Hull Women's Aid Centre (Emergency Duty Team) – (01482) 788080 (out of hours)

Women's Aid National Helpline – 0808 200 0247

Hull Domestic Abuse Partnership (for those who live in the Hull area) - (01482) 318 759

The National Lesbian, Gay, and Transgender Domestic Abuse line 03009995428

The Men's advice line free phone 08088010327

[mensadvice.org.uk](http://mensadvice.org.uk)

The respect phone line free phone 08088024040

[respectphoneline.org.uk](http://respectphoneline.org.uk)

Support and information can also be provided by the Human Resources Team, Occupational Health Service and the employees Trade Unions Representative. There is also information and frequently asked questions available under the A-Z on the East Riding Intranet Service.

## **6. Links with other Policies**

Code of Conduct

Disciplinary Policy and Procedure

Flexible Working Hours Policy

Special Leave Policy

Capability Procedure

Equality in Employment Policy and Guidelines

Harassment/Bullying Policy and Procedure

Attendance at Work Policy and Procedure

Employee Personal Protection Guidance

Retraining and Redeployment Policy

Wellbeing at Work Policy