



**WORKPLACE DOMESTIC  
ABUSE POLICY**

**FEBRUARY 2020**

# CONTENTS

Page No

## Part 1 – Policy

1.1	Introduction	3
1.2	Purpose	3
1.3	Aims of the Policy	4
1.4	Definitions	4
1.5	Legal Implications	5
1.6	The Facts	5
1.7	Types of Domestic Abuse	5
1.8	Possible signs of domestic abuse	6
1.9	Training	7

## Part 2 – Procedure

2.1	What can you expect from Newcastle-under-Lyme Borough Council	8
2.2	Are you experiencing domestic abuse? - Who can you turn to?	9
2.3	Role of Domestic Abuse Points of Contact / Champion	10
2.4	Perpetrators of domestic abuse in the Workplace	10
2.5	What if the Victim and Perpetrator both work for the Council?	11
2.6	Guidance for Managers	11
2.7	Recording Information	12
2.8	Reporting Concerns	12
2.9	Implementation, Monitoring and Review	12

APPENDIX 1 – CONTACT INFORMATION	14
APPENDIX 2a – Action Card if DA is disclosed	16
APPENDIX 2b – Action Card if DA is suspected	17
APPENDIX 2c – Action Card for Perpetrators of DA	18
APPENDIX 3a – Flowchart Guidance for Victims	19
APPENDIX 3b – Flowchart Guidance for Perpetrators	20

## **Part 1 - Policy**

### **1.1 Introduction**

Domestic abuse can affect the health and self-confidence of an employee who may feel unable to confide in others or seek help. It is therefore paramount to be aware of domestic abuse as a possible cause when an employee is depressed, distracted, lacking in self-confidence or visibly injured. Suffering from domestic abuse can lead to a drop in an employees work performance, increased absence and elevated stress.

Newcastle under Lyme Borough Council condemns domestic abuse and recognises that it is both a crime and unacceptable, we are committed to the welfare of our employees and we will support and assist any employee who is experiencing problems related to domestic abuse. We recognise that often a work place can be the first place of identification of domestic violence and it is therefore essential that our Domestic Abuse Policy is strong and victim centred.

Domestic abuse varies both in frequency and intensity. Given that the pattern of domestic abuse is one of escalation, there is no level of abuse, which should be viewed, as acceptable or insignificant.

The Council recognises further, that to condemn domestic abuse we must tackle perpetrators of this crime within our organisation too. Whether that be encouraging attendance at perpetrator programmes running across the Borough or taking disciplinary action if appropriate.

This Policy will apply to everyone working for Newcastle under Lyme Borough Council, in whatever capacity and everyone has the right to raise the issue of domestic abuse with their employer in the knowledge that they will treat the matter effectively, sympathetically and confidentially.

The Council further recognises that domestic abuse is an equalities issues.

### **1.2 Purpose**

The Council is committed to reducing domestic abuse and this Policy sets out the actions that will be taken in responding to employees who are experiencing domestic abuse and where there are concerns that an employee may be a perpetrator.

We will create a safer workplace and we will also send out a strong message that domestic abuse is unacceptable we will do this by creating awareness and providing useful guidance and support to managers and colleagues when supporting members of staff who disclose that they are experiencing this form of abuse.

We recognise that our employees will be amongst those affected by domestic abuse either as a survivor, an individual who is still living with domestic abuse, someone has been impacted by a domestic violence homicide or as an individual who perpetrates domestic abuse.

By having a policy in place to assist staff experiencing domestic abuse it is possible to create a safe and supportive environment where the workplace can become a place of safety.

### 1.3 Aims of the Policy

- To demonstrate Newcastle under Lyme Borough Council's commitment to support employees experiencing domestic abuse responding sensitively and effectively.
- To create a safe and supportive culture in the Council to encourage reporting.
- To raise awareness and understanding of domestic abuse throughout the Council
- To contribute to the health and well-being of employees
- To increase awareness of managers in recognising that an employee may be experiencing domestic abuse and to provide advice and appropriate victim centred action.
- To offer clear, confidential, sympathetic and consistent advice to employees experiencing domestic abuse.
- To establish and publicise support for employees experiencing domestic abuse.
- Remove fear of stigmatisation.

### 1.4 Definitions

Domestic abuse is defined by the Home Office as:

*“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, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is: 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.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim “

This definition, includes so called ‘honour’ based violence, female genital mutilation (FGM) and forced marriage.

Domestic abuse can happen to anyone regardless of age, gender, race, sexuality, wealth and geography. Although the majority of domestic abuse happens to women we as a Council understand that domestic abuse can happen to both men and women.

Domestic abuse can include abuse by a son, daughter or any other extended family members as well as current or ex partners.

## 1.5 Legal Implications

Employers have a duty of care under the Health and Safety at Work Act 1974, to ensure as far as is as reasonably practicable, the health and safety at work of their employees.

The Management of Health and Safety at Work Regulations 1999 also requires employers to assess the risks of violence to employees and make arrangements for their safety by effective planning, organisation and control.

Newcastle under Lyme Borough Council recognises its legal responsibilities in promoting the welfare and safety of all our staff.

## 1.6 The Facts

- One in Four women and one in six men will experience domestic abuse in the course of their lifetime.
- Domestic abuse accounts for one quarter of all violent crimes.
- Repeat victimisation is common. No other type of crime has a rate of repeat victimisation as high.
- On average, two women per week are killed by a male partner or former partner. Domestic abuse is the largest cause of morbidity in women aged 19-44, greater than war, cancer and motor vehicle accident.
- In the UK in any one year more than 20% of employed women take time off work because of domestic abuse.
- 2% of women lose their job as a direct result of domestic abuse.
- Research suggests that up to 50% of women have at some stage given up their job as a result of being abused.

## 1.7 Types of domestic abuse

Domestic abuse is the abuse of power over one person by another. It can take many different forms including physical, sexual, emotional, verbal and financial abuse, it is known as both domestic violence and domestic violence.

The list below gives examples of the types of domestic abuse, it is important to be aware that domestic abuse can come in various forms, the list below is just some of the examples:

- **Destructive criticism and verbal abuse:** shouting/mocking/accusing/name calling/verbally threatening
- **Pressure tactics:** sulking, threatening to withhold money, disconnect the telephone, taking the car away, threatening to commit suicide, take the children away and report to welfare agencies unless their demands are complied with.
- **Disrespect:** persistently insulting in front of others, not listening or responding when spoken to, interrupting phone calls, taking money from purse without asking, refusing to help with child care or housework, humiliating, criticising, putting people down.
- **Breaking trust:** lying, jealousy, withholding information, having other relationships, breaking promises and shared agreements.
- **Isolation:** monitoring or blocking telephone calls, preventing movements, forbidding seeing other people – friends/relatives, monitoring money.
- **Harassment and stalking: Fixated behaviour** i.e.: following someone, checking up, loitering outside work or home. **Obsession** - opening mail, checking telephone calls, ordering and cancelling items on your behalf.

**Unwanted attention** - Unwanted phone calls, messages, letters, gifts, damage to property. **Repeated behaviour** – any kind of nuisance or threatening behaviour including bullying.

- **Threats:** making angry gestures, using physical size to intimidate, shouting, destroying possessions, breaking things, punching walls, wielding a weapon, threatening to kill or harm a partner or ex partner or their children, threatening to hurt family or friends.
- **Sexual violence:** using force, threats or intimidation to make you perform sexual acts, having sex with someone that doesn't want to, any degradation treatment based on sexual orientation.
- **Physical violence:** punching, slapping, hitting, biting, pinching, kicking, pulling hair out, pushing, shoving, burning, strangling.
- **Denial:** Claiming it's the partners fault, saying their partner has brought it on themselves, insist it will never happen again? Deny they did anything, Play down what has happened.
- **Online/Digital abuse** – Receiving any form of abuse online including threats and harassment, being stalked via GPS locaters on phones/computers, threats to family members/friends.
- **Other forms of domestic abuse** - Female Genital Mutilation, Forced Marriage and Honour Crimes.

Whilst the above can be forms of abuse it is also important to state that domestic abuse is power and control of another and forms a pattern of abusive and controlling behaviour, it is rarely a one off and usually escalates in frequency and severity over time.

### **1.8 Possible signs of domestic abuse**

Domestic abuse can greatly impact on the working life of someone who is being abused, some signs of abuse are:

- Uncharacteristic depression, anxiety, distraction or problems with concentration
- Changes in the quality of work performance for no apparent reason
- The receipt of repeated upsetting calls/texts/e-mails, or the individual being a victim of vandalism or threats.
- Nervous when receiving phone calls.
- Unusual number of calls from home and strong reaction to the calls
- Obsession with time or avoiding lunch breaks or socialising outside work.
- Late for work and needing to leave early
- Secretive about home life
- Needing regular time off for appointments
- Increased hours being worked for no apparent reason
- Repeated injuries, or unexplained bruising or explanations that do not fit the injuries displayed.
- Partner may be dropped off & picked up outside of work or frequently met at lunchtime.
- Isolating themselves from colleagues.
- Flowers/gifts sent to work for no apparent reason.
- Insufficient money.
- May be quiet, avoid interaction, not engaging in conversation.
- Worries a lot about leaving their children.
- Visible injuries/bruising with unlikely explanations.
- Change in dressing – excessive clothes in the summer.
- Increase in make up – to cover up injuries/where someone's been upset.

- May be anxious/cry at work.
- Frequent medical absences.
- Staying longer hours but not taking flexi.

It is important to note that the above is not a checklist. Some victims may display no indicators. Victims of domestic abuse suffer a broad range of physical and emotional consequences. A more important sign is when an individual behaves in a way that is unusual for them.

## **1.9 Training**

The Council will provide training to Managers and also useful points of contact for support and specialist domestic abuse services. A list of domestic abuse points of contact / champions and trade union representatives will also be made available, so that they are made aware of the effect domestic abuse can have on an employee's life and career.

## **Part 2 - Procedure**

### **2.1 What can you expect from Newcastle under Lyme Borough Council?**

Employees experiencing domestic abuse know their abusers better than anyone else and when it comes to their own safety the following should be considered with the employee:

- *Support*

We are concerned about your health, safety and welfare and we will respond in an effective, confidential and sympathetic manner to any employee disclosing that they are experiencing domestic abuse. We can refer you onto specialist services such as New Era who can provide both practical and emotional support for both adults and children.

- *Time Off*

You may need time to attend counselling sessions, meetings with professionals or court hearings or to make alternative living arrangements etc, you may be entitled to time off in accordance with the Flexible Working Hours Policy, any employee experiencing domestic abuse who is not covered by this scheme will need to speak to their line manager or HR.

Any periods of absence or sickness as a direct result of domestic abuse will still be managed under the Council's Attendance Management Policy and procedure, however, support will be offered during these periods.

- *Counselling*

Confidential counselling is available through specialist support services for staff. The Council's current provider 'The Dove Counselling Service' needs to be arranged on a self-referral basis. The details of those sessions will remain confidential between the counsellor and the employee. Contact details for the Dove Counselling Service are 01782 683155 or [enquiries@thedoveservice.org.uk](mailto:enquiries@thedoveservice.org.uk)

- *Adapted Working Arrangements*

A change in working hours, work location, work patterns or other temporary measures for protecting your safety will be available to you as far as reasonably practical. The Council will fully consider any security arrangements for you, such as screening of telephone calls and not giving information about your work arrangements to callers.

The Council recognises domestic abuse may have a negative impact on your work performance and you will not be discriminated against because of domestic abuse. However it is important that you discuss any problems and needs with your manager, points of contacts or your trade union representative.

- *Money*

There may be ways in which the Council can help with financial issues for example changing the method by which you receive your salary or issuing an advance of pay.

For those who believe they would benefit from the green travel plan in particular the purchasing of a bus pass please contact the Human Resources Team.



- *Publicity*

We employ a Vulnerability Officer who leads on domestic abuse and is based within the Partnerships Team. This Officer has a responsibility to ensure that approaches to domestic abuse across the Borough are coordinated and communicated effectively.

- *Support Programmes*

We work in close partnership with New Era and through your Point of Contact, manager or trade union representative you may be able to access their I Matter Programme. The Council will also offer the opportunity to access confidence building or assertiveness training courses, as domestic abuse can affect an employees self esteem.

- *Confidentiality*

The Council recognises that confidentiality is essential for an employee experiencing domestic abuse in most circumstances whatever you tell your line manager will remain confidential and will not be revealed to anyone without your permission.

However, there are some circumstances in which confidentiality cannot be assured, these occur when there are concerns about children or adults at risk or where the employer needs to act to protect the safety of employees.

In circumstances where this organisation has to breach confidentiality it will seek specialist advice before doing so. If it is decided to proceed in breaching confidentiality after taking advice, it will be discussed with you why it is doing so and your agreement will be sought where possible. (Please refer to the Safeguarding Policy).

In cases where Families First are informed they recognise that living domestic abuse is frightening for adults and children. Families First will want to support you in protecting your children and they will work with you to see if there is any help they can offer before things get worse.

If an employee discloses to colleagues they will be reminded that this information must remain strictly confidential and any breaches of this may result in disciplinary action.

- *Points of contact*

Points of contact are available within the Council who have had specific training in domestic abuse, you may wish to speak to them if you don't wish to speak to your line manager, a list of their names is available at the end of the Policy.

## **2.2 Are you experiencing domestic abuse? - Who can you turn to?**

If you are being abused by your current or ex partner, there are things that you can do and there is help available, you don't have to suffer in silence.

There are individuals and organisations that can give you both practical and emotional support, inside and outside of the Council. You can talk to your manager, HR, designated domestic abuse points of contact / Champion or your trade union representative.

### **Claire's Law (Domestic Violence Disclosure Scheme)**

This scheme is to allow disclosures to be made if a person is in a relationship and there are concerns that a partner has been abusive, an application can be made to the Police under the following –

**Right to ask** – Victims (potential and actual), parents, neighbours, friends and agencies working with someone can make a request to the Police for a disclosure to be made under the Right to Ask. **The application can be made by ringing 101.**

**Right to know** – The Police can make a proactive decision to disclose to a victim or potential victim if they are aware of previous convictions for domestic abuse.

### **2.3 Role of Domestic Abuse Points of Contact / Champion**

- To ensure that they have as much up to date information as is possibly available before the session takes place.
- To ensure sessions are not interrupted
- To create an environment of support and understanding to encourage employees to come forward and ask for help
- To actively listen and believe each employee who requests help and assistance, remembering that it is not easy to ask for help and that by asking for support this could increase the victim's vulnerability.
- To be patient, non judgemental and supportive, always reassuring the employee that they are not to blame.
- To ensure that the employee is aware of all the options available to them, being mindful that the victim may not be ready to engage yet but they should have the information.
- To always respect the decision of the employee.
- To reassure the employee that any records kept will not be kept on their personnel file or affect promotion prospects in the future
- Keep information confidential (subject to the requirements of child and adult protection).
- To be aware that dealing with domestic abuse demands a multi-agency approach.
- To assist the employee to think through an emergency check plan/leaving list.

### **2.4 Perpetrators of domestic abuse in the Workplace**

Any act of domestic abuse is unacceptable and will not be condoned. Perpetrators of domestic abuse might be using workplace resources such as telephones, fax or emails to threaten, harass or abuse their current or former partners and may involve other colleagues, who may or may not be aware of their motives in assisting them.

The Council will not tolerate this abuse and we will take disciplinary action if appropriate. This could include a change of duties or withdrawing access to certain computer programmes.

Domestic Abuse as detailed in paragraph 1.7 could be damaging and potentially dangerous for those being abused as well as possibly bring the service and council into disrepute if the abuse is allowed to continue.

If an employee approaches the Council about their abusive behaviour, we will provide information about the services that run perpetrators services and the support available to them.

The Council will treat any allegation, disclosure or conviction of a domestic abuse related offence on a case by case basis with the aim of reducing risk and supporting change.

An individual cautioned or convicted of a criminal offence relating to domestic abuse may be subject to action being taken against them under the Council's Disciplinary Procedure. The council reserves the right to take appropriate action where there is a direct connection between the caution or conviction and their work. Should an employee's activities outside of work have an impact on their ability to perform the role for which they are employed and/or be considered to bring the organisation into disrepute, in some circumstances it may be deemed inappropriate for the individual to continue in their current role. In these circumstances the possibility of redeployment may be considered as an alternative to dismissal.

## **2.5 What if the Victim and Perpetrator both work for the Council?**

In a situation where both the victim and perpetrator work for the Council action will be taken where appropriate. Safety will be a priority when considering what changes to make. Action may need to be taken to ensure that as far as reasonably practicable the perpetrator and victim do not come into contact in the workplace.

## **2.6 Guidance for Managers**

Managers have a responsibility to take the lead in implementing an effective Workplace Domestic Abuse Policy and for embedding a culture, which does not tolerate domestic abuse.

As a Manager it is important that you respond positively to an employee disclosing a problem with domestic abuse. Discussing this issue will have taken a great deal of courage and your response may be a crucial factor in determining whether an employee seeks help. Research shows that victims of domestic abuse wish somebody had asked them about it, therefore managers will ask the question where appropriate.

### **Managers should ensure that –**

- All employees are familiar with and act in accordance with this Policy
- Health and Safety risks to staff are minimised in workplaces and immediate vicinity.
- They routinely remind staff never to divulge personal information about employees to callers.
- Employees experiencing domestic abuse are taken seriously and dealt with sensitively and according to the Policy.
- Any discussions that take place happen in private.
- They are not judgmental.
- Employees working with those experiencing domestic abuse are adequately trained and are given appropriate support and supervision in their work.
- They acknowledge that staff dealing with people experiencing domestic abuse may find work stressful and difficult.
- Respect a person's decision if they choose to go back to or stay with the perpetrator – the most dangerous time for a victim is when they leave and this shouldn't be underestimated.

## **Managers will be trained to:**

- Identify if an employee is experiencing difficulties
- Ask the question where appropriate, you are advised to have a conversation with the Partnerships Vulnerability Officer before these discussions take place.
- Provide initial support
- Offer referrals to support services.
- Discuss ways to help the person stay safe in the workplace
- Consider options such as diverting phone calls and emails, allowing staff to use assumed names.
- Be aware that there may be additional issues facing employees to seeking help because of their ethnic background, religion, age, sexual orientation or disability which may make them feel more vulnerable when talking about their situation.
- Ensure that communication is maintained with the employee during any absence, whilst remembering to maintain confidentiality of their whereabouts.
- Have an agreed method of communication with the employee should they be absent so they know you are safe.
- Understand that they are not counsellors.
- Where the employee is a perpetrator of domestic abuse, make them aware that domestic abuse is a serious issue, which can lead to criminal convictions and of the “zero tolerance” policy of the Council.
- Understand and refer to the Council's Safeguarding Children and Adults at risk of abuse or neglect Policy and responsibilities.

## **2.7 Recording Information**

Any discussions that take place between a Manager and an employee must be documented as clearly as possible. The records need to be clear and accurate and kept securely, password protected and stored electronically.

**Please see Appendices 2 and 3 for further guidance with points to consider.**

## **2.8 Reporting Concerns**

The Council encourages employees to report if they suspect a colleague is experiencing or perpetrating abuse. Employees should speak to their line manager about their concerns in confidence in the first instance or a trade union representative.

In dealing with a disclosure from a colleague, employers should ensure that the person is made aware of this Policy and that there is internal and external support available. Encourage them to talk to the Council's Point of Contacts or Domestic Abuse lead in confidence.

## **2.9 Implementation, Monitoring and Review**

The Council will include the Workforce Domestic Abuse Policy in all inductions of new staff. Management, HR staff, designated points of contact/Champions and trade union representatives will receive more specialised training.

The Council will ensure that training for managers is timely with the implementation of this Policy as we recognise that without such the Policy will be ineffective. The Council will publicise the updated Workforce Domestic Abuse Policy for staff to boost awareness through utilizing the intranet and informing staff at team meetings.

Any breaches of the Policy will be dealt with through the Council's disciplinary procedure.

This Policy will be reviewed every 2 years to ensure that it is working effectively and to update it if necessary. Trade Unions and Health & Safety representatives will be consulted regarding any proposed changes.

This Policy has been written taking guidance from GLOW (previously Arch North Staffs), Women's Aid, Refuge and the Local Government Association, GMB and UNISON best practice guidelines for Workplace Policy.

## **APPENDIX 1**

### **CONTACT INFORMATION**

#### **General Contacts**

New Era Domestic Abuse 24hr Helpline	0300 303 3778
Reducing Reoffending Partnership (RRP) (Perpetrators service)	01785 601690
24hr National Helpline	0808 2000 247
Elizabeth House Refuge	01782 713737
Victim Support	0845 30 30 900
Sexual Assault Referral centre	0800 970 0372
Savana (sexual violence support)	01782 433204
Childline	0800 11 11
Male National Domestic Violence Helpline	0808 801 0327
Broken Rainbow (LGBT)	0845 2604 460
Newcastle Housing Advice	0345 850 9698
(Emergency out of hours number 01782 615599)	
Advocacy After Fatal Domestic Abuse (AAFDA)	07768 386922
Police	101
Police Emergency	999
Forced Marriage Unit	0207 008 0151
National Stalking Helpline	0808 802 0300
National Centre for Domestic Violence	0844 8044 999
Paladin (Stalking advocates)	020 3866 4107

#### **Newcastle under Lyme Borough Council Contacts**

##### **Points of contacts / Champions:**

• Catherine Fox (Partnerships Vulnerability Officer)	Ext 2238
• Sarah Moore (Partnerships Manager)	Ext 2496
• Michelle Hopper (Environmental Officer)	Ext 2597
• Paul Alan Pickerill (GMB Union Representative)	07789815646

##### **Union Representatives:**

Unison;

• Chris Hewetson	Ext 2275
• Jackie Ciatello	Ext 4444

GMB;

• Paul Alan Pickerill	07789815646
• Anne Marie Ruscoe	Ext 50006

##### **Websites for further information:**

<http://www.new-era.uk/> - Information and support in Stoke and Staffordshire on domestic abuse and support available

<http://www.rrppartnership.com/new-era> - Information on support and programmes available for perpetrators of domestic abuse.

[www.findtheglow.org.uk](http://www.findtheglow.org.uk) – information about domestic abuse, homelessness and housing support.

[www.womensaid.org.uk](http://www.womensaid.org.uk) - for information about services available, your legal rights, campaigns etc

[www.lgbt-dv.org](http://www.lgbt-dv.org) - a web-site developed for survivors of same sex abuse

[www.aafda.org.uk](http://www.aafda.org.uk) – Action After Fatal Domestic Abuse

[www.stalkinghelpline.org](http://www.stalkinghelpline.org) – for information if you're being stalked either physically or cyber stalked.

[www.mensadviceline.org.uk](http://www.mensadviceline.org.uk) – Advice for men in abusive relationships.

[www.gov.uk/forced-marriage](http://www.gov.uk/forced-marriage) - Information on forced marriage and honour violence.

## APPENDIX 2a

### Action Card if Domestic Abuse is Disclosed

**Points to consider when an employee reports issues to a Line Manager /Colleague.**

1	Prior to any discussions taking place advice is available from Catherine Fox – Vulnerability Officer in the Partnerships Team to discuss issues.
2	Ask the employee if they want to have the discussion with the Line Manager or prefer to speak to the Vulnerability Officer?
3	If the employee is happy to discuss with the Line manager then to discuss the issues in a sensitive way.
4	Consider what the priorities of the employee are – housing, legal advice, children, police. Consider if they need any emergency help such as a refuge – look at help in an emergency situation, however, seek advice for other issues.
5	Advise of support services available through New Era
6	Consider does the employee need any time off to attend appointments for safety reasons.
7	Consider if the employee requires special arrangements such as a change in working location or change in hours for safety reasons.
8	If any new arrangements are agreed put them in writing.
9	Remain in contact with the employee on a frequent basis and discuss safety options.
10	Continue to document any discussions that take place with the employee.
11	Consider if any advice is needed from the Vulnerability Officer over safety issues.
12	If no support is wanted document the conversation, still offer support information.
13	If no support is wanted consult the Vulnerability Officer regarding next steps (no names need to be given)



## APPENDIX 2b

### Action Card if Domestic Abuse is Suspected

**Points to consider when a Line Manager identifies concerns or is notified by a 3<sup>rd</sup> party of potential Domestic Abuse issues.**

1	Prior to any discussions taking place advice is available from Catherine Fox – Vulnerability Officer in the Partnerships Team to discuss issues.
2	Have an informal discussion with the employee - please ensure clear records are kept of all discussions that take place. Consider why the concerns have been raised attendance? Performance? Welfare?
3	Line manager to discuss the issues in a sensitive way to determine if there is a domestic abuse issue.
4	If the employee discloses abuse line manager to give advice on support available and document the discussion – also see the Action card relating to Victims of Domestic abuse.
5	If no domestic abuse issue is disclosed still advise of support available, the member of staff may not be ready to disclose at that point. Document the discussions.
6	Consider liaising with HR if there are issues relating to performance and no domestic abuse is disclosed.

## APPENDIX 2c

### Action Card for Perpetrators of Domestic Abuse:

**Points to consider when either an employee reports their own issues as a Domestic Abuse Perpetrator to their Line Manager or a Line Manager identifies concerns or is notified by a 3rd party of potential Domestic Abuse issues.**

1	Prior to any discussions taking place advice is available from Catherine Fox – Vulnerability Team in the Partnerships Team to discuss issues.
2	Have an informal discussion with the employee - please ensure clear records are kept of all discussions that take place.
3	During the informal discussion advise employee of perpetrator programmes run by Arch North Staffs – these are available to support and help changes in behaviour.
4	Consider with HR if it is necessary to take action Under the Councils Disciplinary Procedure.
5	Consider what action needs to be taken if abuse is being carried out in works time.
6	Consider if it's appropriate for the employee to carry out their role or if another role is more suitable.
7	Consider and agree any new arrangements with the employee and put the agreement in writing.
8	Remain in contact with the individual on a frequent basis and document all interviews.

**NB:**

**ALL EMPLOYEE'S OF NULBC SHOULD NOTIFY THE COUNCIL OF ANY CRIMINAL CONVICTIONS RELATING TO DOMESTIC ABUSE**

**APPENDIX 3a**