

Workplace Policy on Domestic Abuse

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Directorate responsible for document:	Human Resources & Organisational Development
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Policy Checklist

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Director responsible for Policy:	Director of Human Resources & Organisational Development
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Version	Notes on revisions/modifications and who document was circulated or presented to	Date	Lead Policy Author
Version 1.0		01/09/2012	Vivienne Toal
Version 2.0	<ul style="list-style-type: none"> Domestic Abuse Policy Working Group Amended 2 paragraphs including definition on page 5 with the current definition used in the Government Strategy issued in 2016. Amended page numbers. Contact details updated December 2020 Appendix A 	Nov 2017	Vivienne Toal
Version 3.0	<ul style="list-style-type: none"> Changed format of policy in line with new Trust policy format. Contact details in Appendix A updated. 	October 2021	Maxine Williamson
Version 3.1	<ul style="list-style-type: none"> Legislation at Section 7.0 Legislative Compliance, Relevant Policies, Procedures and Guidance updated. Adult Protection Gateway Team added to Appendix A. 	June 2022	Maxine Williamson

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1.0 INTRODUCTION

Domestic violence and abuse as set out in the Government's Strategy Stopping Domestic and Sexual Violence and Abuse in Northern Ireland, A Seven Year Strategy, DHSSPS & DOJ, March 2016, is defined as:

The definition of Domestic Violence and Abuse is:

'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member'

Domestic violence and abuse is generally recognised as a pattern of behaviour which is characterised by the exercise of coercive control and the misuse of power by one person over another. The behaviour is usually frequent and persistent and is used to harm, 'punish' or frighten the victim.

Domestic violence and abuse occurs within an intimate relationship or a family. A *family member* could include but is not limited to; mother, father, son, daughter, brother, sister, grandparents, whether directly or indirectly related, including in-laws and step-family. While often associated with being in a marriage or partnership it can include violence and abuse by any other person who has a close or blood relationship with the victim, and may include same-sex or young/teenage relationships (Stopping Domestic and Sexual Violence and Abuse in Northern Ireland, A Seven Year Strategy, March 2016).

The Southern HSC Trust recognises that domestic abuse occurs regardless of social class, gender, sexual orientation, ethnicity, disability, religion or age. It is therefore applicable to both men and women, regardless of the source of the domestic abuse. It is not necessary to be living in the same house as the perpetrator to be a victim of domestic abuse; non-cohabitating partners and ex-partners can be victims or perpetrators of abuse. The Southern HSC Trust is committed to the principle that domestic abuse is unacceptable behaviour and that everyone has a right to live free from fear and abuse.

2.0 PURPOSE AND AIMS

The purpose of this policy is to signal a clear commitment of the Trust's support to

any member of staff affected by domestic abuse. The policy aims to:

- a) Raise awareness and identify the impact of domestic abuse on employees
- b) Set in place a framework to offer support to employees in addressing problems arising from domestic abuse
- c) Maximise the safety of our employees
- d) Deal effectively with perpetrators of domestic abuse among our workforce as appropriate.

3.0 OBJECTIVES

- To provide support and information about Domestic Abuse for Trust staff and managers.
- To offer practical and other support to employees in addressing problems arising from domestic abuse. To do this sympathetically and in confidence; to maximise the safety of employees, and to deal effectively with perpetrators of domestic abuse among the workforce, as appropriate and to raise awareness of the serious impact that domestic abuse can have on an individual.

4.0 POLICY STATEMENT

The Trust regards domestic abuse as a serious and widespread problem and recognises the serious impact it can have on victims. It is socially harmful and disruptive; it can impinge on an individual's work performance, impact on the safety and welfare of all employees, and can ultimately affect the Trust's service provision. The Trust is committed to not only responding sensitively and effectively to those needing help and support, but also to cooperating with criminal justice bodies in taking action against the perpetrators of domestic abuse.

All employees reserve the right to confidentiality in relation to the disclosure of domestic abuse; however in cases where children or vulnerable adults may be at risk confidentiality may not always be totally possible.

5.0 SCOPE OF POLICY

This policy applies to ALL employees of the Trust, in addition to agency workers, student placements and volunteers.

6.0 RESPONSIBILITIES

6.1 Trust Board

The role of the Trust Board is to take corporate responsibility for the overall strategic direction of the Trust and for ensuring the organisation is able to deliver on the implementation of this policy.

6.2 Chief Executive

The Chief Executive has responsibility for ensuring that there is an appropriate structure for the monitoring and review of arrangements to support staff experiencing domestic abuse.

The Chief Executive has appointed the Director of Human Resources and Organisational Development as Lead Director with responsibility for establishing and monitoring the implementation of the Workplace Policy on Domestic Abuse.

6.3 Director of Human Resources & Organisational Development

The Director of Human Resources and Organisational Development will provide strategic leadership, direction and oversight of this policy and its implementation and will ensure that:

- a) Up to date information is available to all employees about domestic abuse and the support available to address it.
- b) Training is provided for key staff members, particularly managers and HROD staff about the policy and associated procedures to ensure that any employee who reports an incident of domestic abuse is given a thoughtful, non-judgemental and knowledgeable response and support plan.

6.4 All managers

Line Managers are responsible for:

- a) Familiarising themselves with the policy and Guide;
- b) Ensuring all staff are aware of the policy and how to access support;
- c) Being aware of physical, behavioural change and /or performance changes that may be the result of domestic abuse
- d) Discussing issues confidentially with the employee and advising on any support that may be available to the employee both inside and outside the workplace as

outlined in the Guide;

- e) Arranging any support measures that have been agreed with the employee.
- f) Dealing with perpetrators of domestic abuse appropriately.

Where a Manager is aware of any employee who may be perpetuating abuse during working time the matter should be discussed urgently with the Employment Law and Case Management section of the Employee Relations Department.

Managers will encourage and support employees who are perpetrators of domestic abuse to seek any supports available.

6.5 Employees

Employees who are experiencing domestic abuse are encouraged to:

- a) Talk to their line manager about their situation and how the Trust might help;
- b) Access the support and guidance available from the Domestic Violence Helpline and the Inspire Workplaces Employee Assistance Programme
- c) Agree with their manager, where appropriate, what to tell colleagues and how they should respond if the abuser telephones or visits the office;
- d) Ensure their emergency contacts and next of kin details are up to date with their line manager, should the Trust need to make contact for any reason.

All Employees are responsible for:

- e) Familiarising themselves with the contents of this Policy and Guide;
- f) Providing appropriate support to colleagues within the provisions of this Policy and Guide; and
- g) Maintaining confidentiality.

6.6 Occupational Health Department

Occupational Health is responsible for:

- a) Providing confidential support to employees experiencing domestic abuse
- b) Providing support to managers to deal with the work issues and associated support.

6.7 Trade Union representatives

Trade Union Side representatives have a responsibility to support and advise their members. They will encourage staff members to seek help and support in relation to domestic abuse matters.

7.0 LEGISLATIVE COMPLIANCE, RELEVANT POLICIES, PROCEDURES AND GUIDANCE

The Trust is aware of their duty of care under the **Health and Safety at Work (NI) Order 1978** to ensure as far as is practicable, the Health and Safety at work of employees.

Under the **Management of Health and Safety at Work (Amendment) Regulations (NI) 2006**, the SHSCT recognises their responsibility to assess the risks of violence to employees and make arrangements for their health and Safety by effective planning, organisation and control.

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997** and the **Health and Safety (Consultation with Employees) Regulations (NI) 1996**, also relevant to violence at work.

The **Domestic Abuse and Civil Proceedings Act (NI) 2021** has the effect of criminalizing coercive and controlling behaviour.

This Policy should be read in conjunction with the following:

- SHSCT Domestic Abuse Guide for Staff and Managers
- Stopping Domestic and Sexual Violence and Abuse in Northern Ireland Strategy
- Development of An Equally Safe Strategy; to tackle Violence against Women and Girls, led by Executive Office
- Adult Safeguarding Policy for Northern Ireland
- Lone working Policy and Procedure
- Zero Tolerance on abuse of staff
- Management of Violence and Aggression Policy, Procedures and Strategies

8.0 EQUALITY AND HUMAN RIGHTS CONSIDERATIONS

This Policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Equality Commission guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be devoted to these.

Using the Equality Commission's screening criteria, no significant equality implications have been identified. The policy will therefore not be subject to an equality impact assessment.

Similarly, this policy has been considered under the terms of the Human Rights Act 1998, and was deemed compatible with the European Convention Rights contained in the Act.

9.0 SOURCES OF ADVICE AND FURTHER INFORMATION

This document can be made available on request in alternative formats, e.g. plain English, Braille, disc, audiocassette and in other languages to meet the needs of those who are not fluent in English.

See **Appendix A** for a full list of contacts for victims of domestic and sexual violence and abuse.

Resources Available for Victims of Domestic Abuse
24-HOUR DOMESTIC & SEXUAL VIOLENCE HELPLINE 0808 802 1414

Group	Centre Address & Contact	Refuge/Safe Accommodation & contact person	Website Address
Armagh Craigavon & Banbridge Women's Aid	53 William Street Portadown, Craigavon 02838 397979		www.womensaidarmaghdown.org
Newry Mourne & Down Women's Aid	7 Downshire Place, Newry, BT34 1DZ 02830 250765	02830 267174 Lynne Lodge	www.womensaidarmaghdown.org
Antrim, Ballymena, Carrickfergus, Larne, Newtownabbey Women's Aid	2 Cullybackey Road, Ballymena 02825 632136	02825 639301 Virginia House Nicola Newbury	www.womens-aid.org.uk
North Down & Ards Women's Aid	18 Bingham Street, Bangor, BT20 5DW 02891 273196	02891 463608	www.ndawomensaid.org
Causeway Women's Aid	23 Abbey Street, Coleraine, BT52 1DU 02870 356573	02870 358999 Kate McCluskey	www.womensaidni.org
Fermanagh Women's Aid	27a High Street, Enniskillen, BT74 7DQ 02866 328898	02866 328898 Mary McCann	www.fermanaghwomensaid.com
Mid-Ulster Women's Aid	27 Old Coagh Road, Cookstown, BT80 8QG 02886 769300	02886 769040	www.womensaidni.org
Omagh Women's Aid	27 Market Street, Omagh BT78 1EL 02882 241414	02882 245998	www.omaghwomensaid.org
Belfast & Lisburn Women's Aid	30 Adelaide Park, Belfast, BT9 6FY 02890 666049	02890 745295 Liz Brogan 02890 662385 Noelle Collins 02892 668142 Siobhan Graham	www.belfastwomensaid.org.uk

Group	Centre Address & Contact	Website Address
Men's Advisory Project (MAP)	5th Floor Glendinning House 6 Murray Street Belfast BT1 6DN 02890 241929 info@mapni.co.uk	www.mapni.co.uk
Police Service Northern Ireland	Police Headquarters Brooklyn 65 Knock Road Belfast BT5 6LE Call the Police 101 In an emergency always call 999 Non-emergency 02890 650222	www.psni.police.uk
Adult Protection Gateway Team	Ashleigh House St Luke's Site, 77 Loughgall Road Armagh, BT61 7NQ 028 3756 4424 adultsafeguard.team@southerntrust.hscni.net	
Childcare Gateway Team Brownlow	Brownlow H&SS Centre Legahory, Craigavon BT65 5BE 02837 560707 Central telephone number: 02837 567100	www.southerntrust.hscni.net/service/child-protection-gateway-service/
Childcare Gateway Team (Newry)	Dromalane House Dromalane Road Newry BT35 8AP 02837 564700	www.southerntrust.hscni.net/service/child-protection-gateway-service/
Childcare Gateway Team (Armagh & Dungannon)	'E' Floor South Tyrone Hospital Carland Road Dungannon BT71 4AU 02837 565345	www.southerntrust.hscni.net/service/child-protection-gateway-service/
Craigavon Area Hospital Social Work Dept.	02837 560941 02837 560942	www.southerntrust.hscni.net/service/social-work-service/
Daisy Hill Hospital Social Work Dept.	02830 835000	www.southerntrust.hscni.net/service/social-work-service/
Hourglass (Formerly Action On Elder Abuse Northern)	0808 808 8141	https://wearehourglass.org/ni/
Community Advice Agency	<u>Belfast</u> 0300 123 3233 <u>Newry Mourne & Down</u> 0300 303 0306 <u>Banbridge</u> 02840 622201 <u>Craigavon/Lurgan</u> 02838 361181 <u>Armagh</u> 02837 524041	www.citizensadvice.org.uk/nireland/

Group	Centre Address & Contact	Website Address
Homelessness – Simon Community	24-26 Arthur Street, Belfast, BT1 4GF 0800 171 2222	www.simoncommunity.org
Housing Rights, Belfast	Housing Rights The Skainos Centre 239 Newtownards Road, Belfast BT4 1AF 02890 245640	www.housingrights.org.uk
24 hour Victim Support line	1st floor Albany House, 73-75 Gt Victoria St, Belfast BT2 7AF 02890 243133 ongoing support Mon–Fri 9am-5pm 0808 168 9111 24hr support line	www.victimsupportni.com
Law Society (legal and local solicitor advice)	The Law Society of Northern Ireland 96 Victoria St, Belfast, BT1 3GN 02890 231614	www.lawsoc-ni.org/contact
The Northern Ireland Council for Racial Equality (NICRE)	7 Rugby Road Belfast BT7 1PS 07710 767235	https://nicre.org/about-us/
NEXUS	59 Malone Road, Belfast, BT9 6SA 02890 326803 38 Clarendon Street, Derry, BT48 7ET 02871 260566	www.nexusni.org
Rape Crisis Centre	02890 329002 24hr helpline 1800 778 888 NI 0800 024 6991	www.rapecrisishelp.ie www.rapecrisisni.org.uk
Disability Action	Portside Business Park 189 Airport Road West Belfast, BT3 9ED 02890 297880	www.disabilityaction.org
ChildLine - NSPCC	0800 1111	www.nspcc.org.uk/services-and-resources/childline/

Group	Centre Address & Contact	Website Address
Samaritans	5 Wellesley Avenue, Belfast, BT9 6DG Local: 0330 094 5717 Free: 116 123 162 Thomas Street, Portadown, BT62 3BD Local: 0330 094 5717 Free: 116 123 19 St Colman's Park, Newry, BT34 2BX Local: 0330 094 5717 Free:116 123	www.samaritans.org/
Parenting NI	Unit 3 Hawthorn Office Park 39a Stockman's Way, Belfast, BT9 7ET 02890 310891 Parents Helpline: 0808 801 0722	www.parentingni.org/
GP Out of Hours	Lurgan Road, Craigavon Area Hospital, Out of Hours Centre, BT63 5QQ 02838 399201	www.saucs.org.uk/showpage.php?page=patient1
Rainbow Project	Belfast LGBT Centre 1 st Floor 23-31 Waring Street Belfast BT1 2DX 02890 319030	www.rainbow-project.org
Rainbow Project	Orlan House 20 Strand Road Derry BT48 7AB 02871 283030	www.rainbow-project.org
PIPS Hope & Support	50 Mill Street Newry BT34 1AG 02830 266195 Lifeline 0808 808 8000 Flat 17 Mount Zion House Edward Street Lurgan, BT66 6DB	www.pipshopeandsupport.org
PIPS	281 Antrim Road Belfast BT15 2HE Local: 02890 805850 Free: 0800 088 6042	www.pipscharity.com

Group	Centre Address & Contact	Website Address
Inspire Workplaces	Inspire Workplaces, Central Office, Lombard House, 10-20 Lombard Street, Belfast, BT1 1RD Helpline : 0800 389 5362 Central Office : 02890 328474	www.inspirewellbeing.org/workplaces
SHSCT Occupational Health Department	Pinewood Villa, Longstone, Loughgall Road, Armagh, BT61 7NQ 028 3756 4800 Email: Occupational.health@southerntrust.hscni.net	www.southerntrust.hscni.net
SHSCT Human Resources Department	Siobhan Hynds Deputy Director HR Services Hill Building, St Luke's Hospital Site, Armagh, BT61 7NQ 02837 564111 or 07585 327540	
Trade Union Representatives	<p><u>Royal College of Nursing (RCN)</u> 0345 772 6100 or 02890 384600 Email ni.board@rcn.org.uk</p> <p><u>Northern Ireland Public Service Alliance (NIPSA)</u> 02890 661831 Email : info@nipso.org.uk</p> <p><u>Northern Ireland Association of Social Workers (NIASW)</u> 02890 648873</p> <p><u>Unison</u> Direct 0800 085 7857 Belfast HQ 02890 270190 Craigavon Branch Office 02837 566794</p> <p><u>SHSCT TU Side Secretary</u> 028 3756 4315 or 07920 875570</p>	<p>www.rcn.org.uk/northernireland</p> <p>www.nipsa.org.uk</p> <p>www.unison-ni.org.uk</p>
SHSCT Chaplains	A Chaplain can be contacted Switchboard: Craigavon Area Hospital 02838 334444 or Daisy Hill Hospital 02830 835000	