

CLEVELAND COLLEGE OF **ART & DESIGN**

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The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

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INTRODUCTION

- 1) Cleveland College of Art and Design has adopted this Domestic Violence Policy and Procedure as part of its commitment to Safeguarding. The College recognises that in protecting our staff from domestic violence, we have a moral duty to support our staff and their families where they may be experiencing domestic violence.

SCOPE

- 2) The policy and procedure covers all employees of Cleveland College of Art and Design, whether employed permanently, temporarily, full time or part time. The College acknowledges that while it is mainly women who experience domestic violence this policy and procedure applies equally to men who need advice or support.

POLICY STATEMENT

- 3) In support of this, it is the College's policy that anyone who is experiencing or has experienced domestic violence can raise the issue, in the knowledge that we will treat the matter effectively, sympathetically and confidentially.

DEFINITIONS

None

POLICY

- 4) It is important to recognise that domestic violence is a widespread problem that cannot be ignored. It is unacceptable and we will promote the understanding that everyone has the right to live free from violence and abuse in any form and the responsibility for the violence lies with the perpetrator.
- 5) Cleveland College of Art and Design will strive to create a working environment that promotes this view and help those involved in, or experiencing, domestic violence.
- 6) For the purpose of this policy and procedure domestic violence is defined as any violence between family members, current or former partners in an intimate relationship, whenever and wherever the violence occurs. It may include physical, sexual, emotional or financial abuse.

PROCEDURE

Identifying a domestic violence situation

- 7) It can be difficult for an employee who experiences domestic violence to tell people at work about their situation, or to approach their manager with their problems. It is possible that the manager will become aware of the situation through associated issues identified in the managing attendance process or through performance review. As with other welfare issues, identifying that an employee is experiencing difficulties at an early stage can lead to the appropriate help being offered. This in turn could mean that the employee is able to deal with their situation far more effectively.

Responding appropriately to victims of domestic violence

- 8) Managers need to develop a sensitive and non-judgmental approach when dealing with employees who are experiencing domestic violence. This can include;
 - a) taking the employee at face value and offering time to listen to them;
 - b) ensuring that any discussion about the employee's situation takes place in private, clearly stating the extent and boundaries of confidentiality . Advice and guidance on such boundaries can be sought from the College's HR Manager;
 - c) understanding that the employee may not wish to approach their line manager and might opt to involve others, such as a colleague or a trade union representative. It may be appropriate to offer the option of speaking to another colleague or someone from HR who will be able to advise the employee and/or their line manager of what measures can be taken;
 - d) being aware that there may be additional issues faced by the employee because of, for example, their age, gender, sexual orientation, ethnic background, disability, religion or belief. Managers are not expected to understand all the cultural or emotional differences in each case but are obliged to treat people equally and with respect in responding to any additional needs. If specific advice is needed in relation to any of the above contact should be sought from HR;
 - e) being non-judgmental - the employee may need some time to decide what to do and may try many different options over a period of time. Research has shown that it can take several years to break free of a violent relationship and should, for example, not assume that because an individual returns or stays in a violent relationship, that the violence was not severe, did not take place, or that they did not want it to stop;
 - f) being aware of what support is available and exploring these options with the employee. (A list of support agencies for women, children and men can be found in the appendices). If the employee does not want the line manager to contact other agencies, the line manager must respect the employee's wishes.

General support

- 9) As a college we will:
- a) Identify a named person(s) who will have responsibility for this policy and procedure. This will be the HR Manager;
 - b) Recognise and treat sympathetically the effect of abuse on an employee, which may result in stress, distraction, poor timekeeping, absence, depression or other related health problems;
 - c) Allow the employee to decide their own course of action at every stage;
 - d) Allow special paid leave for appointments such as with support agencies, solicitors, for re-housing or to alter childcare arrangements and for court appearances etc. All such requests should be made to the line manager and/or the HR Manager;
 - e) Give sympathetic consideration to requests for paid and extended unpaid leave or requests for advanced pay and hold no record of the specific reasons for such requests. All such requests should be made to the line manager and/or the HR Manager;
 - f) Ensure that periods of absence as a result of domestic violence will not adversely affect the employee's employment record;
 - g) Give sympathetic consideration to requests for flexible working arrangements if possible;
 - h) Ensure a safe working environment by taking all reasonable steps to guard against the threat of domestic violence, which may carry over into the workplace;
 - i) Take appropriate action against any employee who victimises, intimidates or harasses a victim of domestic violence;
 - j) Take appropriate action where the victim and perpetrator may come into close contact in the workplace;
 - k) Avoid the need for employees to work overtime without reasonable notice. Perpetrators of domestic violence can often attack the victim if they arrive home late; and
 - l) Continue to update and monitor arrangements for ensuring support and protection.

Information and guidance

- 10) The College will:
- a) Display posters and information throughout the workplace and on the Personnel area of intranet; and
 - b) Provide Information on access to appropriate professional local and national assistance, including aid agencies, police, local refuges and help lines. These can be found in the appendices to this policy and procedure.

Responding appropriately to employees who perpetrate domestic violence

- 11) Harassment and intimidation by a College employee, whether of a partner or ex partner who works for the College or not, will be viewed seriously and may lead to disciplinary action being taken against the perpetrator, as the College feels that such actions conflict with the College's Safeguarding responsibilities towards its students.
- 12) Conduct outside of work (whether or not it leads to a criminal conviction) can also lead to disciplinary action being taken against an employee because of the impact it may have on the employee's suitability to carry out their role and/or because it undermines public confidence in the College. Where appropriate, there will be an investigation of the facts as far as possible, and a decision made as to whether the conduct is sufficiently serious to warrant disciplinary action being taken.
- 13) If any of the circumstances set out in the above paragraphs are brought to a manager's attention, advice should be sought in the first instance from the HR Manager.

Confidentiality

- 14) In dealing with domestic violence the College will:
 - a) Observe strict confidentiality and no personal details shall be disclosed without the express permission of the employee;
 - b) Keep any change of work location, shift changes and differing start and finish times confidential;
 - c) Ensure that employee records of victims of domestic abuse will be confidential; and
 - d) Ensure that no disclosure of conversations between the employee and the named contact will take place without the employee's consent.

Counselling

- 15) The College will:
 - a) Encourage any employee to talk to an appropriate person, either internally or externally, about their personal difficulties;
 - b) Provide paid time off for employees to seek and engage in counselling sessions.

Anti-discrimination

- 16) The College will not discriminate against anyone who has been subjected to domestic violence, in terms of their existing employment or career development.

ROLES AND RESPONSIBILITIES

17) The College Principal/Chief Executive and management are responsible for ensuring that:

- They are familiar with the domestic violence policy and procedure, and that it is followed correctly;
- They are aware of the College's legal responsibilities as an employer in relation to domestic violence.

18) The HR Manager is responsible for ensuring that:

- Monitoring of the policy and procedure is carried out and the policy and procedure is reviewed accordingly; and
- Appropriate training and development is provided to support managers' and employees' understanding of the domestic violence policy and procedure.

19) Employees are responsible for ensuring that:

- They familiarise themselves with the domestic violence policy and procedure.

STANDARDS/KEY PERFORMANCE INDICATORS

20) Responsibility for monitoring and reviewing this policy and procedure lies with the HR Manager. The policy and procedure will be reviewed as part of an annual employment policies and procedure review. The review will include consultation with recognised trade union representatives specifically on this policy and procedure at least every three years.

EQUALITY IMPACT STATEMENT

21) This policy and procedure will be implemented in line with the principles of the College's commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and college users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

DOCUMENT CONTROL INCLUDING ARCHIVING ARRANGEMENTS

Register/Library of Procedural Documents

22) The Academic Registrar is responsible for maintaining an index of policies and procedures in use and will act as archivist. A single library of college

policies will be maintained. Any policies that are replaced or are no longer active will be archived.

23) All 'live' policies will be accessible to staff in hard copy via policy files, and will be published on the intranet site. Policies will also be published on Cleveland College of Art and Design's external website.

RELATED DOCUMENTATION

APPENDIX 1 – Contact details of support organisations

APPENDIX 2 – Safety Strategies

APPENDIX 1 – CONTACT DETAILS OF SUPPORT ORGANISATIONS

THE FOLLOWING SERVICES ARE AVAILABLE TO WOMEN

Middlesbrough Women's Aid

Support, information and safe housing for women with or without children.

Telephone: **0808 2000 247** (24 hour free phone)

Website: www.mdvf.co.uk

Hartlepool Refuge

Support, information and safe housing for women with or without children.

Telephone: 01429 277 508 (24 hrs)

Email: hartlepoolrefuge@myharbour.org.uk

HALT (Help, Advice and the Law Team)

Legal advice on injunctions, police, solicitors etc, and support for women through the court system, including attending court. Helpline open Monday – Friday

Telephone/text phone: 0113 243 2632 (10am – 4pm Mon to Fri)

Website: www.halt.org.uk

Jewish Women's Aid

Support and information for Jewish women experiencing domestic violence.

Telephone 0800 591 203 (9am – 5pm Mon to Fri)

Website www.jwa.org.uk

THE FOLLOWING SERVICES ARE AVAILABLE TO MEN

MALE

Helpline for men experiencing violence.

Telephone: 0845 0646800 (10am – 4pm Mon to Thur)

Telephone: 0808 8010327

Website: www.mensadvice.org.uk

THE FOLLOWING SERVICES ARE AVAILABLE TO BOTH WOMEN AND MEN.

National Domestic Violence Helpline

Women and men can ring the national helpline 24 hours a day for support and advice.

Telephone: 0808 2000 247 (24 hours)

Website: www.refuge.org.uk

Broken Rainbow

Supporting: lesbian; gay; bisexual and transgender people who experience domestic violence.

National helpline: **0300 999 5428** (Mon & Thur 10am-8pm, Tue & Weds 10am-5pm)
Text phone: 0207 231 3884
Website: www.broken-rainbow.org.uk

Respect

A telephone service for perpetrators and victims who are looking for information and advice to stop their abusive or violent behaviour towards their partners.

Telephone: 0845 122 8609 (10am – 1pm and 2pm – 5pm Mon, Tue, Wed and Fri)

Text phone: 020 8748 9093

Website: www.respect.uk.net

STAR: Surviving Trauma after Rape

A confidential counselling and support service for adult women and men who have recently been raped or sexually assaulted.

Telephone/text phone: 01924 298954 (9am – 5pm Mon to Fri)

Website: www.starproject.co.uk

Victim Support

National telephone support line: 0845 3030 900 (9am – 9pm Mon to Fri, 9am – 7pm Sat to Sun, 9am – 5pm Bank Holidays).

Website: www.victimsupport.org.uk

Consumer Credit Counselling Service

For free independent counselling to help you solve your debt problem, avoid bankruptcy and learn to handle money.

Telephone: 0800 138 1111 (8am - 8pm Mon to Fri)

Website: www.cccs.co.uk

Peterlee - Crime Prevention Department – Domestic Violence

For immediate help in an emergency call the Police 999

Victims and witnesses of crime; Hate Crime; Domestic Violence; Child protection; Drugs action and advice; Bereavement"

Telephone: 0191 375 2617

APPENDIX 2 - SAFETY STRATEGIES

How to be prepared to leave urgently

For the safety of you and your children, there may come a time when you are forced to leave your home urgently. It is useful, therefore, to try to be prepared. The following checklist of what you may need:

- keep a list of important contact numbers;
- have mobile phones charged;
- keep important documents together;
- try to have some money available;
- have a bag prepared with a change of clothes, toiletries, toys – hidden or at someone else's house.

Increasing safety in the longer term

If you are separated from an abusive partner or even whilst still living together, there are ways in which you can feel safer and better supported. These are to:

- inform family/friends;
- ask neighbours to call the police in the event of them being aware of an incident;
- inform colleagues at work;
- inform those who take care of the children and name who can collect them;
- report and explain all injuries to health workers;
- secure your home;
- explain the situation to the children; talk honestly with them.

It is important to consider any potential risks involved in safety planning to keep you and your children safe at all times.

For more detailed information see the Women's Aid Survivor's Handbook at www.womensaid.org.uk/survivors_handbook