

Domestic Violence and Abuse Policy

July 2022 - July 2025

CONTROL RECORD			
Reference Number HR-013	Version 1.0	Status Final	Author Head of Human Resources and Organisational Development
			Sponsor Director of Nursing
			Team Human Resources and Organisational Development
Title	Domestic Violence and Abuse Policy		
Amendments	None		
Purpose	This policy outlines a culture where employees can discuss concerns they may have regarding domestic violence and abuse.		
Superseded Documents	None		
Audience	All staff in Nottingham and Nottinghamshire Integrated Care Board		
Consulted with	Integrated Care Board Senior Leadership Team and Staff Engagement Group		
Equality Impact Assessment	See Appendix E		
Approving Body	ICB Board	Date approved	1 July 2022
Date of Issue	July 2022		
Review Date	July 2025		
<p>This is a controlled document and whilst this policy may be printed, the electronic version available on the ICB's document management system is the only true copy. As a controlled document, this document should not be saved onto local or network drives.</p>			

NHS Nottingham and Nottinghamshire ICB's policies can be made available on request in a range of languages, large print, Braille, audio, electronic and other accessible formats from the Engagement and Communications Team at nnicb-nn.comms@nhs.net.

Contents

	Page	
1	Introduction	4
2	Scope	4
3	Purpose	5
4	Roles and Responsibilities	5
5	Definitions	7
6	Employees Experiencing Domestic Violence and Abuse	7
7	Responding to Domestic Abuse	8
8	Recording Information	9
9	Arrangements where others may be put at risk	10
10	Personal Safety at Work Plan	10
11	Support for Managers dealing with Employee Perpetrators of Domestic Violence	11
12	Support for Managers where both Victims and Perpetrator are Employees	12
13	Equality and Diversity Statement	12
14	Communication, Monitoring and Review	13
15	Staff Training	13
16	Interaction with other ICB Policies	13
17	References	13
	Appendix A: Forms of Abuse for Potential Indicators	14
	Appendix B: Good Practice Guidelines	15
	Appendix C: Proforma	16
	Appendix D: Helplines and Contact Information	19
	Appendix E: Equality Impact Assessment	21

1. Introduction

- 1.1 This policy applies to the NHS Nottingham and Nottinghamshire Integrated Care Board, hereafter referred to as 'the ICB'.
- 1.2 The ICB is committed to promoting a zero tolerance of domestic violence and abuse. It will ensure that the working environment promotes the view that domestic violence is unacceptable and will not be tolerated. The ICB acknowledges that domestic abuse is a serious issue within our society and affects many people's lives and we have a responsibility for health, safety and welfare at work. Employees or line managers who are approached by another employee experiencing domestic abuse are expected to follow the good practice outlined in this policy and procedure.
- 1.3 Domestic violence is a pattern of behaviour characterised by the misuse of power and control which commonly includes physical, psychological, emotional and sexual abuse. Within the ICB there may be those who have experienced, are experiencing domestic violence and those who may be perpetrators of violence.
- 1.4 We recognise that domestic abuse can affect an individual's work performance and that as an employer we have responsibility for health, safety and welfare of staff at work and seek to provide support to those affected.
- 1.5 The development of this policy:
 - Enables the support of employees experiencing problems at work arising from domestic violence and abuse
 - Ensures confidentiality and sympathetic handling of situations at work arising from domestic violence and abuse
 - Removes fears of stigmatisation at work for employees experiencing domestic violence and abuse
 - Provides guidance for managers on how to support victims of domestic violence and abuse
 - Provides guidance for managers on how to deal with perpetrators of domestic violence and abuse
 - Raises awareness and understanding amongst all members of staff in the workplace of the effects of domestic violence and abuse.

2. Scope

- 2.1 This policy applies to those members of staff that are directly employed by the ICB and for whom the ICB has legal responsibility. For those staff covered by a letter of authority / honorary contract or work experience this policy is also applicable whilst undertaking duties on behalf of the ICB or working on the ICB premises and forms part of their arrangements with the ICB. As part of good employment practice, agency workers are also required to abide by the ICB policies and procedures, as appropriate, to ensure their health, safety and welfare whilst undertaking work for the ICB.

3. Purpose

3.1 The purpose of this policy is to:-

- Enable the support of employees experiencing problems at work arising from domestic violence and abuse
- Ensure confidentiality and sympathetic handling of situations at work arising from domestic violence and abuse
- Remove fears of stigmatisation at work for employees experiencing domestic violence and abuse
- Provide guidance for managers on how to support victims of domestic violence and abuse
- Provide guidance for managers on how to deal with perpetrators of domestic violence and abuse
- Raise awareness and understanding amongst all members of staff in the workplace of the effects of domestic violence and abuse.

4. Roles and Responsibilities

Roles	Responsibilities
Head of HR & OD and Associate Director of Governance	<ul style="list-style-type: none">• Maintaining an overview of the corporate ratification and governance process associated with the policy.• Leading the development, implementation and review of the policy.• Supporting managers and employees with queries relating to the policy and procedure.• Ensuring all cases of domestic violence and abuse are treated sensitively and in confidence as far as practicable.• Sourcing of relevant awareness training in relation to domestic violence and abuse.• Facilitating access to the relevant support systems available such as occupational health, counselling and the Employee Assistance Programme.• Ensuring the policy and procedure is reviewed and updated as required.• Collation reported data relating to domestic abuse as necessary for annual reporting.
Executive Leadership Team	<ul style="list-style-type: none">• Provide a strategic overview of domestic abuse:• Ensure there is a named responsible champion on the board who can support and advise the organisation of its key responsibilities

Roles	Responsibilities
	<ul style="list-style-type: none"> • Ensure there is a robust process in place for escalating concerns externally or through named non-executive directors if the alleged perpetrator might be the Chief Officer or Clinical Chair or another senior member of the organisation.
Line Managers	<ul style="list-style-type: none"> • Ensuring they understand and adhere to their obligations in relation to this policy with awareness and ability to apply it effectively. The role of the manager is not to deal with the abuse itself but to make it clear that employees will be supported and to outline what help is available, from where and to escalate as appropriate. • Ensuring this policy is applied fairly to all with sensitivity towards age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation. • Maintaining the confidentiality of any information relayed to them concerning cases of domestic violence and abuse. Managers are strongly advised to contact HR regarding any disclosures of domestic abuse.
All Staff	<ul style="list-style-type: none"> • Being aware of the policy and informing their line manager or Human Resources regarding any concerns or suspicions that a colleague may be a potential or actual victim, or a perpetrator of domestic abuse. • In the course of their duties staff may have contact with service users and or/colleagues from elsewhere in the service about whom they form concerns. In these circumstances support should be sought from their line manager/HR.
Organisational Safeguarding leads	<ul style="list-style-type: none"> • Offer advice and support to HR on domestic abuse issues • Advise on training needs and provide oversight of delivery via statutory and mandatory training requirements. • A requirement of the Domestic Abuse Bill is to produce and annual report of the prevalence of domestic abuse within the organisation, using anonymised data collected via the HR team.

5. Definitions

- 5.1 The ICB applies the Domestic Abuse Bill statutory definition of domestic abuse as “Any incident or pattern of incidents of controlling, coercive, 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”
- 5.2 Whilst the majority of abuse is perpetrated by men against women, domestic violence may also be carried out by women against men and within same sex relationships. Abuse can be perpetrated by partners, ex-partners and family members, including children under the age of 18, adult children or siblings.
- 5.3 Such abuse may be actual or threatened and can manifest itself in a variety of ways including physical violence, emotional or psychological abuse, sexual violence and abuse, financial control, controlling or coercive behaviour and abuse and the imposition of social isolation or deprivation.
- 5.4 Controlling behaviour can be 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.
- 5.5 Coercive behaviour can be 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 victims.
- 5.6 Domestic abuse occurs in all groups and sections of society and may be experienced differently, due to, and compounded by, race, sexuality, disability, age, religion, culture, class or mental health. This definition includes all nuances of domestic abuse for example “honour based” abuse (HBA), forced marriage (FM) and female genital mutilation (FGM) as well as adolescent to parent/carer abuse and elder abuse.
- 5.7 Domestic abuse can have a devastating impact on children exposed to it in their own home. Under the statutory definition of domestic abuse, a child who sees or hears, or experiences the effects of domestic abuse and who is related to the person being abused or the perpetrator, is also to be regarded as a victim of domestic abuse.
- 5.8 The impact of domestic abuse can range from loss of self-esteem to loss of life.

6. Employees Experiencing Domestic Violence and Abuse

- 6.1 It is understood that victims of domestic violence and abuse may feel unable to talk to anyone about their situation. They may be afraid or worried about the consequences that this may have for them, their family, home, job or income.

- 6.2 Employees have the right to work in a supportive and confidential environment that does not discriminate against or stigmatise people who are experiencing domestic abuse (whether physical or emotional). Employees are not obliged to inform anyone at work about their domestic situation but there are many support mechanisms available such as their line manager, human resources representative, trade union representative, Occupational Health and Employee Assistance Programme. In addition a number of people within the ICB that can offer support and advice in relation to domestic abuse, child protection and safeguarding adults and children. Employees are therefore encouraged to speak to someone at work if they feel their personal situation is affecting work, specific details are not necessary but a joint approach to problem solving to resolve work issues is essential. If managers have any health and safety concerns they should seek guidance from the Corporate Assurance Team.
- 6.3 Employees who raise concerns will be treated with respect and dignity and the ICB will provide a supportive environment.
- 6.4 Employees are assured of confidentiality however there may be some circumstances where, in order to safeguard the employee, this may be breached and a disclosure made to the relevant agency. Any decision to escalate a concern to this level would normally be made by the Chief Nursing Officer.
- 6.5 Support is also available to those who are, and have been, exposed to domestic violence and abuse.

7. Responding to Domestic Abuse

- 7.1 Managers should respond promptly sympathetically and confidentially to an employee who is experiencing domestic violence and abuse. If an employee alleges abuse they should be believed unless there is clear evidence to the contrary.
- 7.2 Managers should also provide support to an employee who discloses they are the perpetrator of domestic violence or abuse and are seeking help. Managers should signpost the employee to a Perpetrator Programme which is accessed via self-referral dvppenquiries@nccuk.org.uk.
- 7.3 Managers should provide a private space to enable the employee to talk and should assure them of their confidentiality unless there are child protection issues which must be reported. The manager should ask the employee what they want to do, if anything, and respect their decision.
- 7.4 The employee should be asked if they want to report the abuse to the police and if they need to see their GP for medical attention. This is again up to the employee. If the employee is injured they should be encouraged to seek medical attention to have the injury/injuries assessed, treated and documented. Injuries are an indicator of high risk and the Chief Nursing Officer should normally be notified. In some circumstances a decision may be made to report an incident to the police where a

crime has been committed or to refer to a Multi- Agency Risk Assessment Conference (MARAC) where there it is believed an individual is at risk.

- 7.5 The manager should provide information, not advice, about domestic violence and abuse support services or helplines and also advice of workplace support such as occupational health services, counselling services and the employee assistance programme.
- 7.6 The employee should be offered the same standard of support on all occasions no matter how many times the same member of staff comes forward. Because of the nature of persistent domestic violence and abuse victims often find it very difficult to leave abusive relationships. A record will be maintained on the number of times a staff member comes forward as repeat incidents and escalation of seriousness are risk factors which may require referral to MARAC.
- 7.7 Managers should assist employees to make contact with support services (see **Appendix D**) and should work with them to establish a personal safety plan at work (see Section 10).
- 7.8 It is important to remember that pressurising employees experiencing domestic violence and abuse to leave the abuser is not helpful. In most cases the employee will want to remain in their home and be safe. In many cases violence escalates after an attempt to leave and therefore managers and colleagues aware of an individual's circumstances should be extra vigilant particularly with regard to absence from work. Leaving the situation either temporarily or permanently is a step that should be planned carefully with support from a specialist.
- 7.9 The employee should be offered special leave to enable them to take time off work in order to visit solicitors, banks, schools, support agencies etc consideration given to extended leave should it be required to flee violence.

8. Recording Information

- 8.1 Managers will record a summary of any discussions that take place about domestic violence together with any actions agreed or outcomes. Managers should utilise the 'record of conversation' proforma at **Appendix C** to document the information clearly and accurately and where possible include dates, times and locations. The record should then be passed to HR to be held confidentially. This information may be required as evidence in any potential legal action within the criminal or civil justice system or in any internal review but should not under any circumstances, be used to the detriment of an employee who has experienced abuse. Consent must be gained from the employee to share any information, except in cases where there is a legal requirement to do so, and employees should be made aware that absolute confidentiality may not be possible in such circumstances.
- 8.2 If a manager is unsure how to approach a domestic abuse or related situation then they should take further confidential advice from their human resources representative.

- 8.3 Offering relevant training to the abused employee, where appropriate (for example assertiveness training as domestic abuse can affect self-esteem).
- 8.4 Any records must be stored in accordance with the Data Protection Act 2018.

9. Arrangements where others may be put at risk

- 9.1 Managers have a duty of care to maintain a secure environment for all employees. Where there is an immediate risk to colleagues of the employee experiencing domestic violence and abuse the manager must agree with the employee what will be disclosed. In these circumstances, colleagues must be reminded that the information is totally confidential and that there are risks to the employee if disclosed. All team members must be made aware that under no circumstances should the workplace or personal details of individuals be divulged unless consent is given by the individual concerned.
- 9.2 Any breaches of confidentiality will be dealt with via the Disciplinary Procedure.

10. Personal Safety at Work Plan

- 10.1 All employees must be aware that under no circumstances should the personal details of an individual be divulged unless consent is given by the individual concerned. This is applicable to all employees.
- 10.2 In order to ensure personal safety at work consideration should be given to the following, and in discussion with a domestic abuse specialist:
- Improving security, changing keypad numbers or reminding employees of any restricted access arrangement which may apply.
 - Changing duty arrangements such as reception or answering the telephone.
 - Changing the layout of the office environment so that the victim cannot be seen from an entrance or window.
 - Agreeing with the victim what to tell colleagues and how they should respond when dealing with any contact from the abuser.
 - Providing colleagues with a photograph and or other relevant details of the abuser, e.g. car make and registration.
 - Ensuring robust lone working arrangements are in place.
 - Providing a car parking space near to the exit point of the building or arranging for the individual to be accompanied to their vehicle.
- 10.3 If possible a method of contacting the employee outside of work should be agreed, contacting them at home may not be appropriate.

- 10.4 The ICB has a duty of care to protect both the individual and other employees. Therefore any manager/staff member may decide to call the police if they feel that staff safety may be compromised.

11. Support for Managers dealing with Employee Perpetrators of Domestic Violence

- 11.1 The ICB recognises that alleged perpetrators of domestic abuse may wish to seek help and support voluntarily. Line Managers are strongly advised to seek support from HR regarding allegations of abuse and how they will be addressed. Where appropriate this may be via the Disciplinary Policy and may also include referrals to the Local Authority Designated Officer where alleged perpetrators are a Person in a Position of Trust (PiPoT). If appropriate suspension from duty without prejudice on full pay may be required. In cases where criminal proceedings may be ongoing, then Police advice will be sought by HR, before initiation of internal disciplinary investigations.
- 11.2 The alleged perpetrator will be provided with information about the services and support available to them, including line manager support, HR, Occupational Health, The Employee Assistance Programme and referral or sign posting to external agencies or perpetrator programmes such as Respect UK, if appropriate.
- 11.3 The organisation recognises that it has a role in encouraging staff to recognise and understand the mindset and behaviours of perpetrators in order to address abusive and violent behaviour of all kinds, including using workplace resources including information databases, emails, phone, to threaten, harass, stalk or abuse their former or current partner.
- 11.4 If an employee is convicted of domestic abuse and this clearly conflicts with their role within the ICB, appropriate action will be taken. Abusive behaviour is the responsibility of the perpetrator. Domestic abuse is a serious matter that can lead to a criminal conviction. Conduct outside of work (whether or not it leads to a criminal conviction) can lead to disciplinary action being taken because of the impact it may have on the employees suitability to undertake their role and/or because it undermines public confidence in the ICB. 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. Factors that will be considered are:
- The nature of any criminal justice proceedings and/or convictions;
 - The nature of the conduct and the nature of the employee's work;
- 11.5 Advice should be sought from human resources. HR may wish to liaise with regional/national safeguarding team when the staff member works with children and it has been alleged that they have behaved in a way which has harmed or may potentially harm a child, such as perpetrating domestic abuse as the Local

Authority Designated Officer should be notified. Similarly, if the staff member concerned works with adults who have care or support needs then the process for a Person in Position of Trust (PiPoT) must be commenced with the local Safeguarding Adults team.

12. Support for Managers where both Victims and Perpetrator are Employees

- 12.1 In cases where both the victim and perpetrator of domestic abuse work for the ICB appropriate action will be taken to support both employees within the parameters set out in this policy. Action may need to be taken to ensure that the victim and perpetrator do not encounter each other in the workplace in order to ensure the safety of the victim.
- 12.2 There should be consideration to minimise the potential for the alleged perpetrator to use their position or work resources to find out details about the whereabouts of the victim. This may include a change of duties or limiting the perpetrators computer and phone access. If the parties cannot be safely separated and the allegations are of sufficient gravity, then suspension from duty without prejudice on full pay may be required. Further advice can be sought from HR.

13. Equality and Diversity Statement

- 13.1 Nottingham and Nottinghamshire ICB pays due regard to the requirements of the Public Sector Equality Duty (PSED) of the Equality Act 2010 in policy development and implementation as a commissioner and provider of services as well as an employer.
- 13.2 The ICB is committed to ensuring that the way we provide services to the public and the experiences of our staff does not discriminate against any individuals or groups on the basis of their age, disability, gender identity (trans, non-binary), marriage or civil partnership status, pregnancy or maternity, race, religion or belief, gender or sexual orientation.
- 13.3 We are committed to ensuring that our activities also consider the disadvantages that some people in our diverse population experience when accessing health services. Such disadvantaged groups include people experiencing economic and social deprivation, carers, refugees and asylum seekers, people who are homeless, workers in stigmatised occupations, people who are geographically isolated, gypsies, roma and travellers.
- 13.4 As an employer, we are committed to promoting equality of opportunity in recruitment, training and career progression and to valuing and increasing diversity within our workforce.

13.5 To help ensure that these commitments are embedded in our day-to-day working practices, an Equality Impact Assessment has been completed for, and is attached to, this policy.

14. Communication, Monitoring and Review

14.1 The Domestic Violence and Abuse Policy will be highlighted to new employees at staff induction and is stored on the ICB's HR/OD Intranet pages and by the ICB's HR&OD Team.

14.2 This policy will be reviewed periodically every three years (or earlier if changes in the law or any other circumstances require it) and will be approved by the Remuneration Committee.

15. Staff Training

15.1 All staff will be offered relevant training commensurate with their duties and responsibilities. Staff requiring support should speak to their line manager in the first instance. Support may also be obtained through their HR Department.

15.2 Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the HR Team via email at nnicb-nn.hr@nhs.net.

16. Interaction with other ICB Policies

16.1 This policy should be read in conjunction with the following ICB policies:

- Disciplinary Policy.

17. References

17.1 The following legislation and guidance has been taken into consideration in the development of this procedural document:

- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Government Strategy to tackle Violence against Women and Girls (VAWG)
- Home Office 'Domestic Violence & Abuse' (<https://www.gov.uk/domestic-violence-and-abuse>)
- Draft Domestic Violence Bill 2018
- Domestic Violence Bill 2019
- Domestic Abuse Act 2021

Appendix A:

FORMS OF ABUSE AND POTENTIAL INDICATORS

<p>PHYSICAL</p> <ul style="list-style-type: none"> • Punching • Shoving • Hitting • Drowning • Biting • Beating • Pushing • Choking • Stabbing • Rape • Burning • Scalding • Denying sleep 	<p>THREATS</p> <ul style="list-style-type: none"> • To kill her/him • To kill or hurt her/his children • To abuse children • To withhold care if ill or disabled • To find her/him if she/he leaves • To have her/him locked up – she/he is mad/unfit • Blame her/him for breaking up family • Turn children against her/him • Abuse her/him in front of children • Smash or burn everything • Mutilate
<p>EMOTIONAL</p> <ul style="list-style-type: none"> • Jealousy • Telling her/him she/he's worthless • Boasting about abuse to friends • Forcing to do things at exact times, in exact ways • Undermining • Telling her/him she/he's a bad mother/father • Telling her/him she/he couldn't manage on her/his own • Repeated criticism 	<p>SEXUAL</p> <ul style="list-style-type: none"> • Rape • Anal rape • Forcing sex when ill or tired • Forcing sex with others • Forcing to mimic pornography • Using objects during sex • Forcing sex with friends • Forced prostitution • Forcing to be photographed
<p>ISOLATION</p> <ul style="list-style-type: none"> • No visitors, friends, family • Locking in house/room • Not allowed to work/attend college/evening class • Accompanying her to and from work • Not allowed out on own • When out not allowing to talk to anyone, walking her to the toilet 	<p>FINANCIAL/ECONOMIC</p> <ul style="list-style-type: none"> • Making her/him beg for money • Threatening to kick her/him out of house • Withholding information re welfare benefits by isolating her/him • Running up debts in her/his name • Withholding money for basic necessities
<p>POTENTIAL INDICATORS</p> <ul style="list-style-type: none"> • Suspicious injury or attempts to disguise an injury through clothing and make-up; • Partner/family member always present and answering for the person; • Depression; • Alcohol and drug abuse; • Self-harm; • Anxiety and self-neglect; • Regular non-attendance for appointments; • Restrictions on access to money; • Restrictions in relation to work, education and social life; • Children having issues such as behavioural difficulties, being withdrawn or sleep problems. 	

Appendix B

GOOD PRACTICE GUIDELINES

- **Do** take up training for yourself and your team to raise your awareness of domestic abuse and if necessary risk assessment
- **Do** give priority to ensuring the employees immediate safety
- **Do** ensure that the employee understands the confidentiality policy
- **Do** be sensitive and believe what the employee is telling you
- **Do** find out what the employee wants and see if you can help to achieve it
- **Do** help to explore ways of maximising the employee's safety.
- **Do** give up to date information on what other agencies have to offer
- **Do** place the responsibility for the violence with the perpetrator. The violence is not the employees fault
- **Do** take personal responsibility for ensuring that appropriate information and support is offered
- **Do** use open questions
- **Do** always allow time for the person to talk
- **DO NOT** ignore your intuition if you suspect an employee is being abused
- **DO NOT** ask her/him what she/he did to provoke the violence
- **DO NOT** just focus on what she/he alone can do in the situation
- **DO NOT** assume the perpetrator's age or gender
- **DO NOT** share your own experiences
- **DO NOT** act as a go-between, between victim and perpetrator

Appendix C:

PROFORMA

The following proforma can be used by line managers as a tool to aid further discussion. Please do not ask about domestic abuse unless it is safe to do so; the member of staff should be alone, without children present if this is a virtual discussion, please ensure that the conversation cannot be overheard by anyone.

This document is intended to help managers working through difficult conversations, but it is not mandatory, and because of the highly personal and unique circumstances every individual will experience it should be amended as appropriate to ensure the best possible support is offered to the employee.

Record of Conversation and Support Domestic Abuse	
Employee Name:	Date:
Line Manager:	
Background	
Overview of domestic abuse that has occurred/is at risk of occurring. (the employee can share and record as much or as little as they feel able)	
Home circumstance:	
Employee and perpetrator live together	<input type="checkbox"/>
Employee and perpetrator live separately	<input type="checkbox"/>
Has local support been identified and sought: Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
N/A	<input type="checkbox"/>

Workplace Action Plan			
General	Yes	No	Comment / Action
Has the perpetrator threatened you at work? (in person or by other)			
Are you concerned the perpetrator may come to the workplace? Has this happened before?			
Travel	Yes	No	Comment / Action
Has stalking been a problem?			
Do you have any concern about your safety on your commute to and from work?			
Do you have any concerns about car parking either at your work base or whilst you are away from your base for work?			
Working Conditions	Yes	No	Comment/Action
Do you have any concern for your safety at work?			
Do you have any concern about your work environment?			
Do you require any time off to attend any appointments or meetings relating to domestic abuse?			

Would it help to have meetings arranged in the workplace?			
Other	Yes	No	Comment/Action
Are there any forms of communication that should be avoided?			
Has a response/contact system been developed if you are late/absent from work?			
Are there any work colleagues that you would like to share this plan with?			
Any other actions or relevant information:			

This document may be reviewed and amended as necessary with the agreement of the employee.

- As the employee, I will let my manager know if there are changes which will affect the above agreed actions. We will then meet privately to discuss any further action or changes that could be made.
- As the line manager, if I notice a prolonged change at work or if the adjustments are not working, we will meet privately to discuss what needs to be done.
- Relevant and proportionate information provided within this checklist may need to be shared with appropriate persons to enable a supportive safety plan to be established.
- This document should be stored securely in accordance with Information Governance requirements

I, the named employee, consider the actions agreed will help improve my safety in the workplace.

Employee Name:

Signature:

Date:

Appendix D

HELPLINES AND CONTACT INFORMATION

Providing information supports the person experiencing domestic abuse to make informed decisions towards a safer lifestyle and where they can receive further help.

Work Services

- Employee Assistance Programme; www.validium.com
- Human Resources; nnicb-nn.hr@nhs.net
- Chief Nurse Rosa Waddingham; Rosa.Waddingham@nhs.net
- Designated Profession for Safeguarding Adults Ishbel Macleod; ishbel.macleod@nhs.net

Local Services

- Nottinghamshire Women Aid – 24-hour helpline 0808 800 0340 (women and those who identify as women only) www.nottsWA.org services provided in Bassetlaw, Newark and Sherwood Forest.
- Juno Women’s Aid – 24-hour telephone helpline 0808 800 0340 (women and those who identify as women only) Deaf and Hearing impaired service text/relay/NGT18001 0808 800 0340 Services provided in Nottingham City and South Notts
- Broxtowe Women’s Project – helpline (not 24 hours) confidential answer machine for messages (women only) 01773 719111
- Nottingham Women’s Centre – safe space, counselling, 30 Chaucer Street, Nottingham, NG1 5LP, Telephone 0115 9411475 (9-5 only) drop in for services or support.
- Farr Center Worksop – women’s support, empowerment & counselling, Chappell Walk, Westgate, Nottinghamshire, S80 1LR.
- Topaz Centre – (Nottingham Sexual Assault Referral Centre) 24 hour self referral for appointments number 0800 085 9993.
- Equation – Nottingham & Nottinghamshire service only for men experiencing or survivors of Domestic Abuse. Helpline not 24 hours but confidential answer machine service 24 hours. Helpline open 9:30-4:30 Monday – Friday.

National Services

- National Domestic Helpline - (Women's Aid & Refuge – for women and those who identify as women only). 24-hour helpline 0808 200 0247
- Men's Advice Line - For Heterosexual, Bisexual & Homosexual men experiencing abuse, 24-hour helpline 0800 801 0327
- Karam Nirvana – Honour Based Violence Helpline Monday – Friday 9-5 0800 5999 247
- Muslim Women's Network – 24-hour helpline to support with Domestic Abuse, Forced Marriage, honour-based Violence, Female Genital Mutilation 0800 999 5786
- Domestic violence Assist - Charity supporting survivors of domestic abuse (male, Female, LGBTQi+) to seek legal proceedings like non molestation orders, prohibited steps orders and occupation orders. Helpline 0800 195 8699
www.dvassist.org.uk
- National LGBTQi+ Domestic Abuse Helpline – 24 hours 0800 999 5428
- Respect Men's Advice Line – for men who identify as Gay/Bisexual Monday – Friday 9-5 0808 801 0327

Appendix E: Equality Impact Assessment

Date of assessment:	June 2022			
For the policy, and its implementation, please answer the questions against each of the protected characteristic and inclusion health groups:	Has the risk of any potential adverse impact on people in this protected characteristic group been identified, such as barriers to access or inequality of opportunity?	If yes, are there any mechanisms already in place to mitigate the adverse impacts identified?	Are there any remaining adverse impacts that need to be addressed? If so, please state any mitigating actions planned.	Are there any positive impacts identified for people within this protected characteristic group? If yes, please briefly describe.
Age¹	None identified	N/A	No	No
Disability²	None identified	N/A	No	No
Gender identity (trans, non-binary)³	None identified	N/A	No	No
Marriage or civil partnership status⁴	None identified	N/A	No	No

¹ A person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).

² A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

³ The process of transitioning from one gender to another.

⁴ Marriage is a union between a man and a woman or between a same-sex couple.

Same-sex couples can also have their relationships legally recognised as 'civil partnerships'.

Date of assessment:	June 2022			
For the policy, and its implementation, please answer the questions against each of the protected characteristic and inclusion health groups:	Has the risk of any potential adverse impact on people in this protected characteristic group been identified, such as barriers to access or inequality of opportunity?	If yes, are there any mechanisms already in place to mitigate the adverse impacts identified?	Are there any remaining adverse impacts that need to be addressed? If so, please state any mitigating actions planned.	Are there any positive impacts identified for people within this protected characteristic group? If yes, please briefly describe.
Pregnancy or maternity⁵	None identified	N/A	No	No
Race⁶	None identified	N/A	No	No
Religion or belief⁷	None identified	N/A	No	No
Gender⁸	None identified	N/A	No	No
Sexual orientation⁹	None identified	N/A	No	No
Carers¹⁰	None identified	N/A	No	No

⁵ Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

⁶ Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

⁷ Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

⁸ A man or a woman.

⁹ Whether a person's sexual attraction is towards their own sex, the opposite sex, to both sexes or none. <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

¹⁰ Individuals within the ICB which may have carer responsibilities.