



CORPORATE DOMESTIC VIOLENCE AND ABUSE POLICY

This policy applies to all DCC staff including teachers and school support staff

Policy Date: October 2007
Version date: 30 October 2009

If you require further help in the interpretation of this policy you can contact the HR Helpdesk at hrsshelp@devon.gov.uk or Schools Personnel Helpdesk at hrealaid@devon.gov.uk.

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Appendix B	Management Guidance - Potential Victims of Domestic Violence and Abuse Flowchart
Appendix C	Management Guidance - Perpetrators of Domestic Violence and Abuse Flowchart
Appendix D	Contacts – Domestic Violence and Abuse
Appendix E	Glossary of Terms

Policy

1. Policy Statement

- 1.1 Devon County Council (DCC) acknowledges that domestic violence and abuse (DVA) is a significant issue in today's society; statistics indicate that 1 in 4 women will experience DVA at some point in their lives and that approximately 20% of reported incidents to the police are from male victims.
- 1.2 DVA is a social and a moral issue that constitutes a violation of an individual's human rights.
- 1.3 DCC recognises that its employees will be amongst those impacted by DVA and that a clear workplace policy and guidelines are required.

2. Scope

- 2.1 At least 10% of all employees are potential victims/ survivors or perpetrators of DVA. This policy is directed to all employees to highlight the levels of support available, and it increases awareness of the scale of the issue and common symptoms of DVA.
- 2.2 Those with line management responsibility should take a proactive stance in increasing awareness as indicated above.

3. Principles

- 3.1 To provide guidance and support to all DCC employees who are experiencing DVA in their personal life, as a survivor/ victim or a perpetrator, make positive domestic or behavioural changes and provide a safe working environment.
- 3.2 To provide all employees, in particular managers, Human Resources Advisers, Domestic Violence and Abuse Contacts (DVACs) and counsellors with an increased awareness of the main issues involved in DVA, recognise potential victims/ perpetrators and to provide a supportive structure in which to deal effectively with cases.
- 3.3 In reviewing this Corporate Domestic Violence and Abuse Policy, DCC has adopted a zero tolerance attitude to violence and abuse within the organisation.

4. Background and Definition

- 4.1 Devon's Against Domestic Violence and Abuse (adva) multi agency partnership aims to increase the safety of victims of DVA across the county. It funds support services in all districts for victims, perpetrators and children, as well as training

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and awareness raising activities. In 2008-9 there were 9,362 reported incidents of DVA to the police in Devon. DVA is hugely under reported; the more realistic number of victims in Devon exceeds 30,000. In addition to the human suffering in families, the annual cost to services in Devon is estimated to be £18m. The impact of DVA in the home has a direct impact on victims and perpetrators, and their colleagues in the workplace.

4.2 The definition of DVA adopted by the Devon adva Partnership is:

“Domestic abuse is any incident of threatening behaviour, violence or abuse psychological, physical, sexual, financial or emotional between partners (16 years and over) who are or have been in an intimate relationship or between adult family members (18 years and over), regardless of gender and sexuality.

Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws, common-law or step family.”

4.3 Some forms of DVA are very subtle, leaving no physical marks or scars, but can be equally as damaging to the victim.

4.4 DVA normally takes place as a pattern of behaviour that develops over a period of time. DCC will ensure that appropriate guidance and support is available to victims of DVA in whatever form it takes.

4.5 Although most attacks are by men upon women, DVA occurs in every type of home, regardless of the individual's gender, sexual orientation, marital status, disability, age, religion, belief or ethnicity.

5. Standards

5.1 Employees who have identified that they are experiencing DVA will be provided with every reasonable consideration, both personally and professionally. They will not be judged or ridiculed by any employee, but will be provided with a sympathetic, supportive response.

5.2 DCC will support employees in making positive changes and in providing a safe and positive working environment.

5.3 Any formal action as a result of poor punctuality, attendance, work performance and productivity can be avoided through promotion of this policy and the supporting guidance notes for managers.

5.4 Discussions between a manager and an employee who is experiencing DVA will be treated in confidence. In some circumstances this confidence may need to be broken in order to protect children or vulnerable adults.

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5.5 DCC provides secure and safe working for its employees under the Health and Safety at Work Act 1974. Where appropriate, reasonable additional measures will be taken by managers to protect the safety of those experiencing DVA while travelling between work and home, whilst at work or when carrying out DCC duties.

5.6 Managers will ensure that reasonable additional measures are taken to protect personal information regarding those who are known to be victims/ survivors of DVA. See also Guidance (1.3).

5.7 If an employee who is a perpetrator of DVA is either cautioned or convicted of a criminal offence, he/she may be subject to the [DCC Conduct Policy and Procedure](#). DCC also reserves the right to consider the use of this policy should the individual'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.

5.8 This policy supports the Devon adva Partnership, which is working for the community of Devon in raising awareness of the issues involved, the extent of the problem and offering support and guidance to those who are victims/ survivors and perpetrators.

6. Communication

6.1 Leaflets will be made available to all employees, and advertised on notice boards and the staff Intranet (The Source).

7. Training

7.1 All managers (of staff), nominated Domestic Violence and Abuse Contacts (DVACs) and HR professionals are required to attend DVA training to understand what it is, its prevalence, its impact in terms of absenteeism and performance, adverse affect on colleagues, potential dangers to victims and legislative implications for DCC as an employer.

7.2 adva runs the following training programmes:

- 1 day 'Tackling Domestic Violence and Abuse' (multi-agency) – no charge
- 2 day OCN-accredited 'Domestic Violence and Abuse – The Impact on Children'
- 1 day 'Preventing Murder and Serious Harm in Domestic Violence and Abuse'
- 1 day 'Tackling Perpetrators of Domestic Violence and Abuse'
- 1 day 'Managers Tackling Domestic Violence and Abuse – The Links to Duty of Care'

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- 2 hour 'Domestic Violence and Abuse – Awareness Raising for Schools in Devon'

For details and booking contact the adva Project Support Officer on tel. 01392 382233 or book on-line www.adva.org.uk

8. Equalities

8.1 DCC is committed to equality in its DVA policy.

8.2 No employee will be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

9. Related Documentation

9.1 The following sources provide further support and guidance to employees and managers:

- Devon adva Partnership website: www.adva.org.uk
- Devon adva Strategy 2009 - 2011
- Devon County Council Social Services Safety from Violence Policy, Procedures and Guidelines 1998
- "Domestic Violence: a Guide for the Workplace" published by the Trade Union Congress
- Devon Directory of Services (2007)

10. Contacts

10.1 DCC offers a number of support mechanisms for employees and managers.

10.2 In the first instance managers or work colleagues may be able to offer advice and support. The **HR Helpdesk tel. 01392 385555** and dedicated **Domestic Violence and Abuse Contacts (DVACs) tel. 01392 382828** are also available.

10.3 If an individual wishes to disclose a caution or conviction, they should contact the **DCC Corporate Records Disclosure Team tel. 01392 383266**.

10.4 The **adva Manager** can be contacted through adva on **tel. 01392 382233**.

10.5 Contact details for other support services are detailed in Appendix D.

11. Monitoring and Review

11.1 The DCC DVA Leads will be responsible for monitoring Directorate performance in the areas listed below, and this information will be fed to the Directorate's Corporate Management Board (CMB) representative for six monthly review at CMB:

- awareness raising activities and materials that have been disseminated
- monitoring the number of victims and perpetrators being supported within each Directorate (only receiving anonymous information)
- keeping a list identifying what DVA training has been received by managers and staff (course titles and dates of attendance), every 6 months.

11.2 The above information will also be collated by the adva Manager and presented at CMB on a six monthly basis, with the additional following information:

- HR Helpdesk number of calls received related to DVA
- Wellbeing@Work number of referrals to the DVACs.

Guidance

The flowcharts outlined in the appendices provide management guidance of the actions in the following situations:

- if a manager is informed by a member of staff that he/she is a victim of DVA (Appendix A)
- if a manager has concerns about an employee who he/she suspects might be experiencing problems at home (Appendix B)
- if a manager is informed by a member of staff that he/she is a perpetrator of DVA (Appendix C).

1. Confidentiality and Security

1.1 Those experiencing DVA may feel concerned about seeking the help of their manager or other colleagues. Individuals should feel assured that they can talk freely to a non-judgemental, sympathetic and understanding listener. Managers may wish to refer to Domestic Violence and Abuse Contact (DVAC) scheme for support tel. 01392 382828.

1.2 Discussions will be in confidence between the individual and his/her manager or colleague, although in some circumstances this confidence may need to be broken in order to protect the safety of an individual. For example, if a risk assessment identifies the victim to be at very high risk, the individual's details will need to be referred to the county's MARAC (Multi-Agency Risk Assessment Conference) process (see also Guidance 7). An individual may wish to be accompanied by a trade union representative or other friend or colleague during discussions.

1.3 It is clearly important to safeguard the whereabouts, phone numbers, email and home addresses of known victims by ensuring that these are not given out to anyone without the explicit consent of the victim.

1.4 Employees and their families will need to be supported, as appropriate (e.g. in respect of their safety at home, travelling to and/or from work, whilst at work and/or when carrying out their duties) as stalking and harassment are common features of DVA. This is especially important in the event of a victim/ survivor attempting to leave an abusive relationship. It is imperative to note that a victim is at greatest risk of harm when leaving their abusive partner.

1.5 A perpetrator may make threats to a victim/ survivor in the workplace, sending threatening emails, making abusive telephone calls, attempting to enter the office where they work or making regular and repeat contact to check up on the victim.

- 1.6 When made aware that such behaviour is possible, the manager should document the nature of the threats or behaviour of the perpetrator and undertake a risk assessment with the victim, ensuring that the potential risk to both the victim and work colleagues is minimised. DCC urges managers to undertake the advanced training 'Preventing Murder and Serious Harm in Domestic Violence and Abuse' to understand how to undertake a safe risk assessment and how to refer very high risk victims to the county's MARAC process.
- 1.7 It may be appropriate for the manager to inform others within the organisation of the potential threat, with the victim's/ survivor's agreement, in order to minimise the risk and/or increase security. This may take the form of notifying reception and/or security and/or changing an individual's role or location temporarily if they are particularly vulnerable.
- 1.8 The manager may need to contact the HR Helpdesk and be placed in contact with a Domestic Violence and Abuse Contact (DVAC).
- 1.9 Any incidents of DVA which occur on workplace premises, or whilst a victim/ survivor is carrying out their work duties, should be reported using the agreed procedure for incidents of violent or threatening behaviour in the workplace, as set out in the [Accident and Incident Reporting Policy](#).

2. Support

2.1 Managers are required to:

- ensure that DVA information is displayed and that materials and contact details are made readily available and discreetly to all employees, and also provide awareness to employees
- take responsibility to enquire where concerned about personal home life
- give space for individuals to feel able to come forward now or at a later date and allow time and a degree of openness to enable people to come forward
- listen, reassure and support individuals and respond in a sensitive and non-judgemental manner.
- explain that this is a common situation and that there is help and support available within DCC, for example, by:
 - ensuring that telephone numbers/ contact details of the victim are not advertised or inadvertently passed on by others
 - offering flexible working hours or a temporary change in role
 - advising of the opportunity to access emergency funds to assist with solicitor injunctions or re-housing
 - referring to other policies including managing absence, and health and safety
 - advising of the Domestic and Abuse Violence Contacts (DVAC) support scheme.

2.2 On receipt of a disclosure, managers or other contacts are required to use the respective flowcharts (Appendices A, B and C) during their discussions with the victim/ perpetrator.

2.3 Discussions should be documented and agreement reached with the individual in relation to how to move forward and what additional support or considerations they may require. Agreements reached, either on a temporary or permanent basis, should be recorded and the details placed on his/her personnel file.

3. Counselling and other Sources of Support

3.1 The DCC Counselling Service is available to all staff, and specialist counsellors experienced in DVA can be accessed. Teachers may also find the Teachers' Support Network www.teachersupport.info helpful.

3.2 Managers and Domestic Violence and Abuse Contacts (DVACs) should encourage employees to seek advice from other relevant internal and/or external agencies.

3.3 DVACs are not trained counsellors and should not attempt to counsel victims, but they are available to listen and provide information regarding support mechanisms and encourage individuals to seek support from the appropriate agencies.

4. Special Arrangements

4.1 To facilitate attendance at meetings (e.g. with a solicitor, GP, police, housing agency or to arrange childcare), employees should use annual leave and flexi time where available. Special leave can be considered by the manager where annual leave entitlement has been exhausted. All requests will be treated sympathetically although additional leave is not guaranteed. For further information please see the [Corporate Leave Policy](#).

4.2 Where finances are causing concern for individuals, alternative salary payment methods may be considered in exceptional circumstances.

4.3 Any special arrangements which are agreed with an individual, either temporary or permanent, should be recorded and the details of the arrangement should be kept confidential.

5. Performance Issues

5.1 Managers should have an awareness of behaviour(s) that may indicate that an individual is experiencing DVA. The following can all be indicators of difficult domestic circumstances:

- poor work performance
- irregular attendance
- lack of concentration
- poor timekeeping
- unexplained absence.

5.2 Some individuals may find it difficult to disclose issues of DVA to their manager. Should they inform a third party, they should also be encouraged to inform their manager to ensure that their circumstances are understood and appropriate help and support can be provided. This may prevent further formal action taking place e.g. under the Capability Policy and Procedure.

6. Perpetrators

6.1 Individuals who are the perpetrators of DVA should be encouraged to seek support and help from an appropriate source. Internal support is provided by line managers or the HR Helpdesk. External support is available from REPAIR in Devon or the RESPECT national helpline (see Appendix D for contact details).

6.2 The Devon adva Partnership provides volunteer perpetrator courses in Exeter, North and South Devon to help perpetrators change their behaviour patterns, support their partners or ex-partners and children.

6.3 An individual cautioned or convicted of a criminal offence may be subject to the [DCC Conduct Policy and Procedure](#). DCC also reserves the right to consider the use of this policy 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.

6.4 In some circumstances it may be deemed inappropriate for the individual to continue in his/her current role(s), due to a caution or conviction. In these circumstances the possibility of redeployment into an alternative role should be considered.

6.5 Advice on the above points should be discussed with the HR Helpdesk or the appropriate Domestic Violence and Abuse Contact (DVAC).

6.6 If a victim of DVA and their alleged abuser are both employed by DCC and there are incidents at work, these will be dealt with under the [Acceptable Behaviour](#)

Policy. If necessary, and in consultation with both parties independently, work may be rearranged to ensure the safety of the person suffering abuse.

7. Protection of Children, Vulnerable Adults and Very High Risk Victims

7.1 Should a victim/ survivor of DVA be a child or vulnerable adult, or should there be concerns that either is within an environment surrounded by DVA, the manager should refer the issue to multi-agency procedures and obtain advice from the DCC Child Protection Team or the DCC Adult Protection Team. Contact details can be found at Appendix D.

7.2 Should a manager undertake a risk-assessment (after receiving advance training 'Preventing Murder and Serious Harm in Domestic Violence and Abuse') and identify the victim to be at very high risk, the manager should fax the completed form to the relevant MARAC (Multi-Agency Risk Assessment Conference) administrator to ensure that a MARAC meeting is held to develop safety and action plans to safeguard the victim. It should be noted that this referral may result in police intervention with the victim and the alleged perpetrator.

- **Rose Edgington - Exeter, East and Mid Devon**
tel: 01392 262218 fax: 01392 262235
rosemary.edgington@devonandcornwall.pnn.police.uk
- **Sue Speed – North Devon and Torrington**
tel: 01271 313403 fax: 01271 313418
Susan.speed@devonandcornwall.pnn.police.uk
- **Julia Stanbury – West Devon, Teignbridge and South Hams**
tel: 01626 336552 fax: 01822 813835?
Julia.stanbury@devonandcornwall.pnn.police.uk

8. Policy Review

8.1 This policy will be reviewed every 2 years as agreed by the Chief Executive.

- Since 2007, 498 managers have received managers' training across DCC.
- An evaluation of 170 managers in 2008 revealed that 24 victims had received support from their managers since the training.
- Awareness raising materials, posters, leaflets and stickers, have been disseminated across each DCC Directorate.
- 15 Domestic Violence and Abuse Contacts (ADVACs) remain active since their recruitment in 2008.

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- 2 staff surveys have taken place (2004, 2007) to identify prevalence and impact of DVA in the workplace. A third consultation will take place in 2010 to identify the impact of the policy and managers' training.

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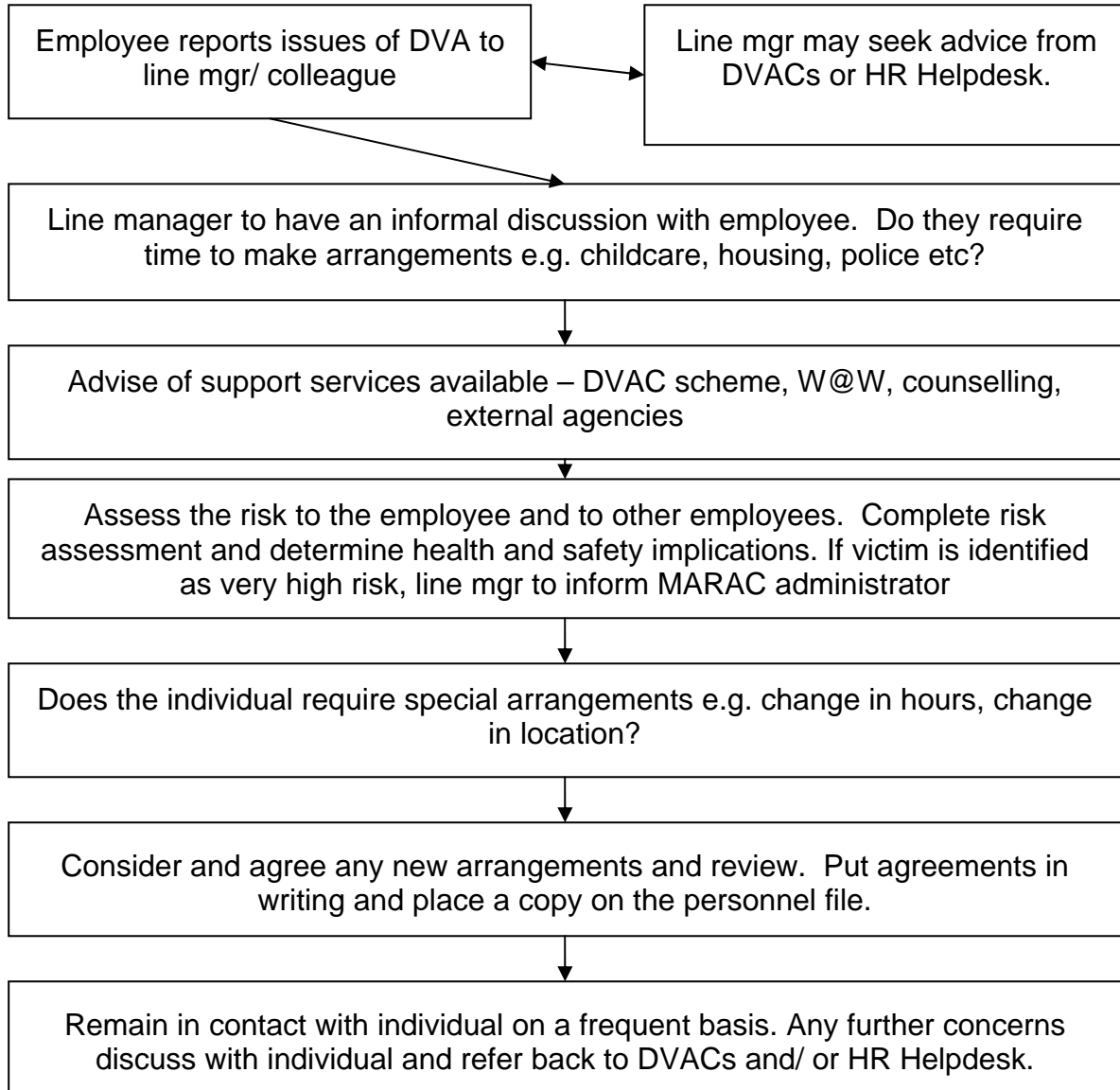
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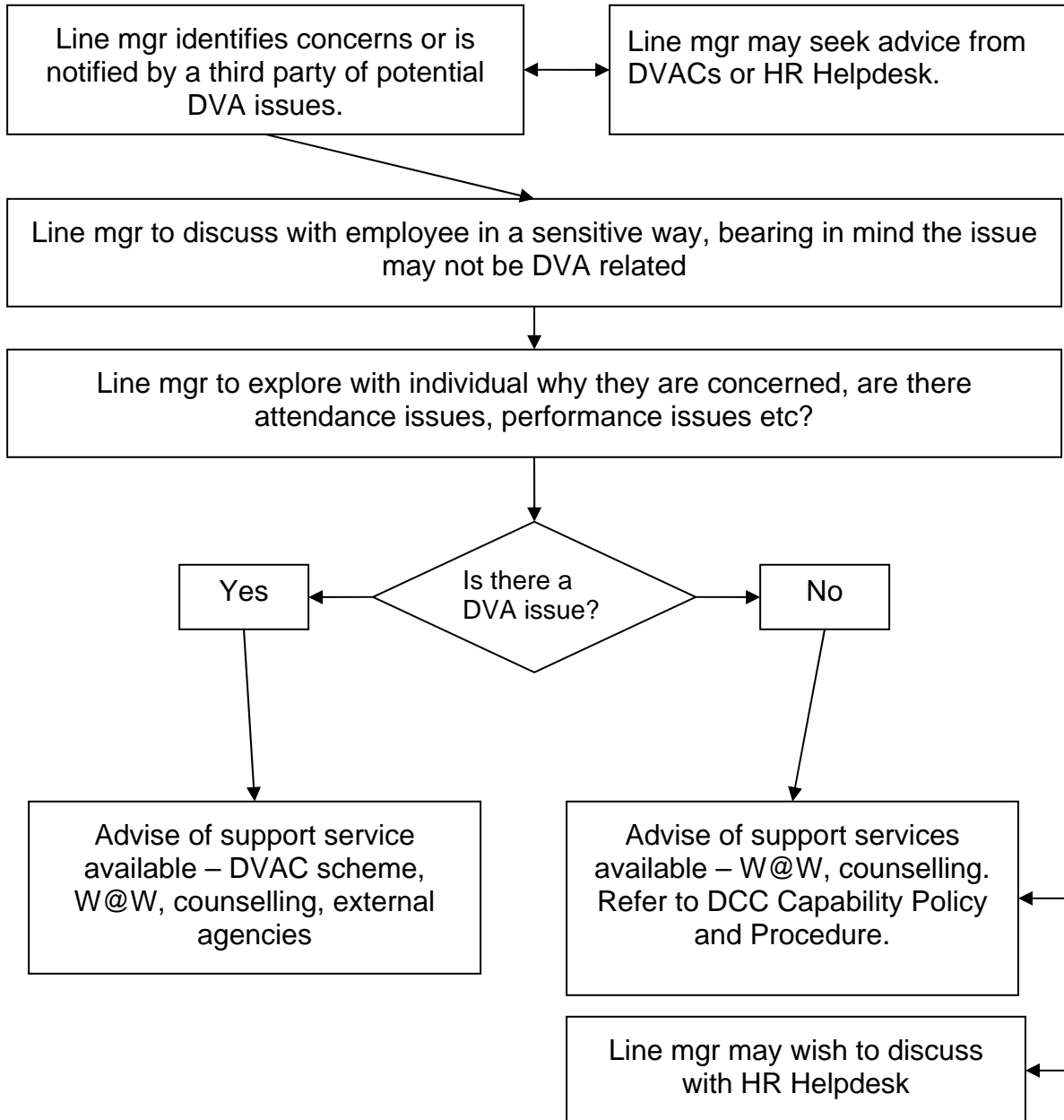
Appendix A

Guidance for Managers Victims of Domestic Violence and Abuse (DVA)



Appendix B

Guidance for Managers Potential Victims of Domestic Violence and Abuse (DVA)



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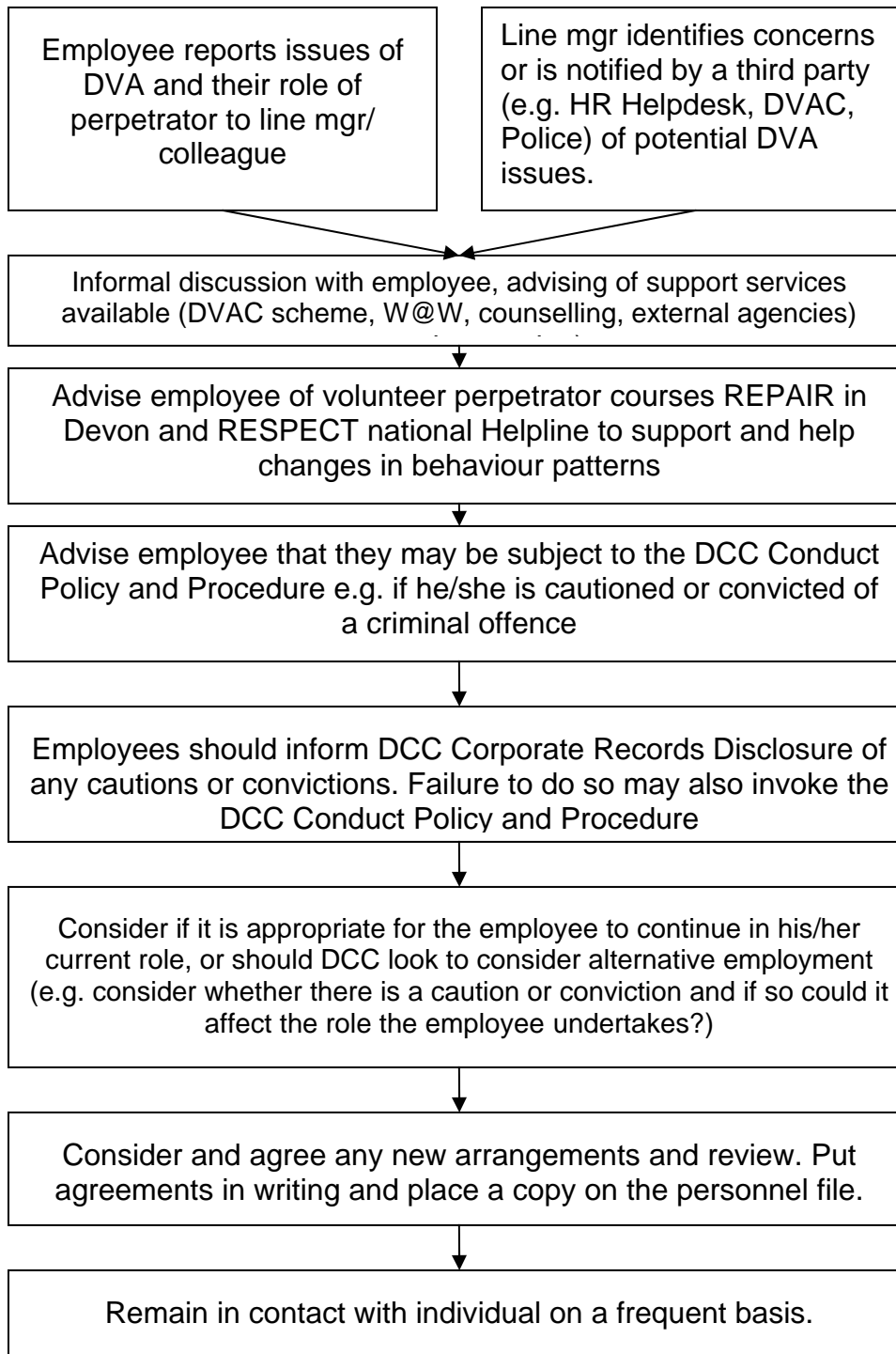
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Appendix C

Guidance for Managers Perpetrators of Domestic Violence and Abuse



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Appendix D

Contacts - Domestic Violence and Abuse

In addition to the contacts related to DVA outlined in the Policy (Section 10), details for other support services are listed in this appendix.

- **Key national contacts/ helplines**

National Domestic Violence Helpline (24/7) tel. **0808 2000 247**

National Women's Refuge Helpline tel. **0808 2000 247**

- **DCC Protection Teams**

Adults (Care Direct) tel. **0845 155 1007**

Children (Children and Families) tel. **0845 155 1013**

- **Women's refuges in Devon, Plymouth and Torbay**

East Devon tel. **01404 44772**

Exeter tel. **01392 667144** (+24 hour crisis line)

North Devon tel. **01271 321946**

Plymouth tel. **01752 56228**

South Devon tel. **01803 524594**

- **Outreach support services for women in each district in Devon**

East Devon tel. **01392 435560**

Exeter tel. **01392 426483**

Mid Devon tel. **01392 426521**

North Devon and Torridge tel. **01271 321946**

South Hams and Teignbridge tel. **01364 644088**

West tel. **01837 55228**

- **Safe Project (for girls and young women aged 14-25)**

East Devon, Exeter & Mid Devon tel. **01392 667147**

- **Outreach support for men (victims)**

Men Safe (East Devon, Exeter, Mid Devon and North Devon)
midra@exeterwomensaid.org.uk tel. **07966 967526**

Men Safe (South Devon)
david@domesticviolenceandabuseservice.org.uk tel. **07917 106884**

National
<http://www.mensadvice.org.uk/contact-male.htm>
email_on_info@mensadvice.org.uk tel. **0808 801 0327**

- **Other Devon services**

Sexual Abuse Line in Devon tel. **0808 800 0188**
Victim Support - Devon tel. **01626 356694**
Social Services in Devon (out of hours) tel. **0845 600 0388**

- **Support services for perpetrators**

REPAIR in Exeter, East Devon, Mid Devon
richarddealer@yahoo.co.uk tel. **07870 980272**

REPAIR in North Devon
repairndevon@btinternet.com tel. **07773 394278**

REPAIR in South Devon
repair.sdevon@hotmail.co.uk tel. **07816 549113**

RESPECT (National) Helpline tel. **0845 122 8609**

- **Other National contacts/ helplines**

In an emergency call the Police tel. **999**
Women's Aid tel. **0808 2000 247**
Broken Rainbow tel. **0300 999 5428**
and **08452 604460**
National Victim Supportline tel. **0845 3030 900**
NSPCC Childline tel. **0800 800 5000**
Samaritans tel. **08457 90 90 90**
Teacher Support Line Counselling Service tel. **0800 0562 561**

Appendix E

Glossary of Terms

adva	Against Domestic Violence and Abuse
CMB	DCC Corporate Management Board
DCC	Devon County Council
DVA	Domestic violence and abuse
DVAC	DCC Domestic Violence and Abuse Contact
HR	Human Resources
MARAC	Multi Agency Risk Assessment Conference
REPAIR	Resolved to End the Perpetration of Abuse in Relationships
RESPECT	National helpline for male perpetrators and male victims
W&W	DCC Wellbeing at Work

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POLICY HISTORY

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
July 2007	Revised to include guidance for managers	Domestic Violence	August 2007	August 2009
	<p>Policy reviewed. Policy renamed from 'Corporate Domestic Violence Policy' to 'Corporate Domestic Violence and Abuse Policy'. Page numbers added to Contents pages. References to 'domestic violence' amended to 'domestic violence and abuse' (DVA) throughout. References to Domestic Violence Contacts amended to 'Domestic Violence and Abuse Contacts' (DVACs) throughout. Policy (4.1) definition of DVA updated. Appendix A divided into A and B. Mgt Guidance (6.3) and Appendix C (was B) wording referring to circumstances when the DCC Conduct Policy and Procedure may be considered amended to align with Policy (5.7). Footers reformatted. Policy (6) divided into Communication (6) and Training (7). Policy (9) majority of contacts moved to new Appendix D. Guidance 2.1 moved to Training (7) and aligned. Guidance (8) 'Monitoring and Review' amended and moved the Policy (11) plus Policy 6.2 and 6.3 deleted. 'Management Guidance' section renamed 'Guidance'. New Appendix E 'Glossary of Terms' added. Statistics, related documentation and contacts updated throughout. Clauses reworded and minor amendments made throughout.</p>	adva	30 Oct 2009	Sep 2011

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