



Southern Health
and Social Care Trust

Quality Care - for you, with you

WORKPLACE POLICY ON DOMESTIC ABUSE



Human Resources & Organisational Development
Date November 2017 (V2.0)
Review Date November 2020



Southern Health and Social Care Trust

Policy Checklist

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| Name of Policy: | Workplace Policy on Domestic Abuse |
| Purpose of Policy: | 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. |
| Directorate responsible for Policy: | Directorate of Human Resources & Organisational Development |
| Name & Title of Author: | Domestic Abuse Policy Working Group |
| Does this meet criteria of a Policy? | Yes |
| Trade Union consultation? | Yes |
| Equality Screened by: | Lynda Gordon, Head of Equality Assurance Unit and Leanne McAleavey, Student placement. |
| Date Policy submitted to Policy Scrutiny Committee: | |
| Members of Policy Scrutiny Committee in Attendance: | |
| Policy Approved/Rejected/Amended | |
| Policy Implementation Plan included? | |
| Any other comments: | |
| Date presented to SMT | |
| Director Responsible | Vivienne Toal Director of Human Resources & Organisational Development |
| SMT Approved/Rejected/Amended | |
| SMT Comments | |
| Date received by Employee Engagement & Relations for database/Intranet/Internet | |
| Date for further review | 3 year default |

POLICY DOCUMENT – VERSION CONTROL SHEET

| | |
|--|--|
| Title | Title: Workplace Policy on Domestic Abuse Version: 2.0 Reference number/document name: |
| Supersedes | Supersedes: Version 1.0 Description of Amendments(s)/Previous Policy or Version: Version 2.0 Amended 2 paragraphs including definition on page 5 with the current definition used in the Government Strategy issued in 2016. Amended page numbers. |
| Originator | Name of Author: Workplace Domestic Abuse Policy Working Group Title: Lead – Vivienne Toal, Director of HROD |
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1.0 INTRODUCTION TO POLICY

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 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.

4.0 SCOPE OF POLICY

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

5.0 RESPONSIBILITIES

5.1 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.

5.2 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.

5.3 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. S/he 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.

5.4 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.

5.5 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.

5.6 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.

5.7 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.

6.0 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 regulations (NI) 1992, 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.

This Policy should be read in conjunction with the following:

- SHSCT Domestic Abuse Guide for Staff and Managers (2017)
- Lone working Policy and Procedure (2010)
- Zero Tolerance on abuse of staff (2013)
- Management of violence and aggression Policy and Procedure (2014)

7.0 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.

8.0 ALTERNATIVE FORMATS

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.

9.0 SOURCES OF ADVICE AND FURTHER INFORMATION

See Appendix 1 for a full list of contacts.

Appendix 1
As at December 2020

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 Mary Lowe | www.womens-aid.org.uk |
| North Down & Ards Women's Aid | 18 Bingham Street, Bangor, BT20 5DW 02891 273196 | 02891 463608 Ruth Wallace | 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 Denise Crudden | www.fermanaghwomensaid.com |
| Mid-Ulster Women's Aid | 27 Old Coagh Road, Cookstown, BT80 8QG 02886 769300 | 02886 769040 Geraldine Reid | 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) | Rhonda Lusty 5th Floor Glendinning House 6 Murray Street Belfast BT1 6DN 02890 241929 info@mapni.co.uk | www.mapni.co.uk |
| Police Service Northern Ireland | Call the Police 101 In an emergency always call 999 Non-emergency 02890 650222 | www.psn.police.uk |
| Childcare Gateway Team Brownlow | 02837 567100 | www.southerntrust.hscni.net/service/child-protection-gateway-service/ |
| Childcare Gateway Team (Central) Portadown & Armagh | 02837 415285 | www.southerntrust.hscni.net/service/child-protection-gateway-service/ |
| Childcare Gateway Team (Newry) | 02830 825000 | www.southerntrust.hscni.net/service/child-protection-gateway-service/ |
| Childcare Gateway Team (Dungannon) | 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/ |
| Action on Elder Abuse helpline | 0808 808 8141 | |
| 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/nir/eland/ |

| Group | Centre Address & Contact | Website Address |
|---|--|--|
| Homelessness – Simon Community | 25-27 Franklin Street, Belfast, BT2 8DS 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 |
| Northern Ireland Council for Ethnic Minorities | Third Floor, Ascot House, 24-31 Shaftesbury Square, Belfast 02890 238645 | www.nicem.org.uk |
| NEXUS | 119 University Street, Belfast, BT7 1HP 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/ |
| Care In Crisis | 41 Union Street, Lurgan, BT66 8DY 02838 329900 | www.careincrisis.org.uk |
| 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 | www.pipshopeandsupport.org |
| PIPS Upper Bann | Flat 17 Mount Zion House Edward Street Lurgan, BT66 6DB 02838 310151 Lifeline 0808 808 8000 | www.pipsupperbann.com |

| Group | Centre Address & Contact | Website Address |
|---|---|---|
| PIPS | 279-281 Antrim Road Belfast BT15 2GZ Local: 02890 805850 Free: 0800 088 6042 | www.pipscharity.com |
| 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@nipsa.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 for the 4 major Christian Churches: Roman Catholic; Church of Ireland; Presbyterian; Methodist Via Switchboard: Craigavon Area Hospital 02838 334444 or Daisy Hill Hospital 02830 835000 | |