

St Andrew's School

A school with Quaker values

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The St Andrew's School Trust is a Registered Charity No. 1129232

Domestic Abuse Policy

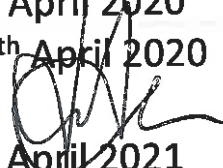
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14th April 2020

Signed by Chair of Trustees:



Next review date:

1st April 2021

DOMESTIC ABUSE POLICY

St Andrew's School Trust recognises that its employees may be amongst those affected by domestic abuse; for example, as a survivor of domestic abuse, an individual who is currently living with domestic abuse, someone who has been impacted upon by domestic abuse or as an individual who perpetrates domestic abuse.

We are committed to developing a workplace culture in which there is zero tolerance for abuse and which recognises that the responsibility for domestic abuse lies with the perpetrator. We have a 'zero tolerance' position on domestic abuse and are committed to ensuring that any employee who is the victim of domestic abuse has the right to raise the issue with the Senior Management Team (SMT) or Domestic Abuse Champion (DAC) in the knowledge that they will receive appropriate support and assistance. This policy also covers the approach we will take where there are concerns that an employee may be the perpetrator of domestic abuse.

By developing an effective domestic abuse policy and working to reduce the risks related to domestic abuse, we will create a safer workplace and we will also send out a strong message that domestic abuse is unacceptable.

The Trust recognises that domestic abuse is an equalities issue and undertakes to not discriminate against anyone who has been subjected to domestic abuse in terms of current employment or future development.

This policy is part of the Trust's commitment to family friendly working and seeks to benefit the welfare of individual members of staff; retain valued employees; improve morale and performance; and enhance the reputation of St Andrew's School Trust as an employer of choice.

Under the Health and Safety at Work Act etc. 1974 and the Management of Health and Safety at Work Regulations 1992, St Andrew's School Trust recognises its legal responsibilities in promoting the welfare and safety of all staff. Therefore, this policy applies to all staff regardless of the role as well as agency, contract staff and Trustees.

Definition of Domestic Abuse

Any incident or pattern of incidents of controlling, coercive or 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. This can encompass but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is: 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.

Coercive behaviour is: 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 victim. *

*This definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Identification of the Problem

Whilst it is for the individual themselves to recognise they are a victim of domestic abuse, there are signs which may indicate an employee may be a victim. These may include but are not limited to;

- The member of staff may confide in their colleagues/manager.
- Staff may inform their manager that a colleague is suffering from domestic abuse.
- There may be obvious effects of physical abuse (it is important not to make assumptions).
- It may come to light as a result of enquiries into a drop in performance or a significant change in behaviour.
- It may reveal itself as the background to poor attendance.

It is essential to understand that any of the above may arise from a range of circumstances of which domestic abuse may be one. Managers who support staff in such matters should address the issue positively and sympathetically ensuring that the employee is aware that support and assistance can be provided.

St Andrew's School Trust respects employees' right to privacy. Whilst the Trust strongly encourages victims of domestic abuse to disclose domestic abuse for the safety of themselves and all those in the workplace, it does not force them to share this information if they do not want to.

Confidentiality and Right to Privacy

Employees who disclose that they are experiencing abuse can be assured that the information they provide is confidential and will not ordinarily be shared with other members of staff without their permission.

There are, however, some circumstances in which confidentiality cannot be assured. These occur when there are safeguarding concerns about children or vulnerable adults or where the Trust needs to act to protect the safety of employees.

In circumstances where St Andrew's School Trust has to breach confidentiality it will seek specialist advice before doing so. If it decides to proceed in breaching confidentiality after having taken advice, it will discuss with the employee why it is doing so, and it will seek the employee's agreement where possible.

As far as possible, information will only be shared on a need-to-know basis.

All records concerning domestic abuse will be kept strictly confidential. No local records will be kept of absences related to domestic abuse and there will be no adverse impact on the employment records of victims of domestic abuse.

Improper disclosure of information i.e. breaches of confidentiality by any member of staff will be taken seriously and may be subject to disciplinary action.

Where domestic abuse in a same sex relationship is disclosed, due regard will be paid to the double disclosure of confidential information particularly where the individual recipient of abuse may not be out at work.

Support for Individuals

St Andrew's School Trust recognises that developing a life free from abuse is a process not an event and as such it will provide ongoing support for employees who disclose abuse.

The Trust and Professional organisation representatives will work together cooperatively to help staff experiencing domestic abuse.

The Trust will respond sympathetically, confidentially and effectively to any member of staff who discloses that they are experiencing domestic abuse.

Where domestic abuse has been reported the SMT will treat unplanned absences and temporary poor timekeeping sympathetically.

The SMT may offer employees experiencing domestic abuse a broad range of support. This may include, but is not limited to:

- Special paid leave for relevant appointments, including with support agencies, solicitors, to rearrange housing or childcare, and for court appointments.
- Temporary or permanent changes to working times and patterns.
- Changes to specific duties, for example to avoid potential contact with an abuser in a customer facing role.
- Measures to ensure a safe working environment, for example changing a telephone number to avoid harassing phone calls.
- Exploring other working arrangements such as flexible working.
- Access to counselling/support services.
- Access to courses developed to support female survivors of domestic abuse, for example The Freedom Programme or assertiveness training and signposting to support services for male survivors.

The SMT will respect the right of staff to make their own decision on the course of action at every stage.

Other existing provisions (including occupational health, independent counselling service, others) will also be signposted to staff as a means of support.

Organisational Planning

All employees will be made aware of this policy through a range of methods including induction, training, appraisal, leaflets and posters.

The SMT will remind staff of the importance of not divulging personal details of other employees, such as addresses, telephone numbers or shift patterns.

This is paramount when dealing with Honour Based Abuse cases.

Disclosure of Abuse

Staff experiencing domestic abuse may choose to disclose, report to or seek support from a union representative, a manager, or colleague. Managers and union representatives will not counsel victims, but offer information, workplace support, and signpost to other organisations.

The SMT will respond sympathetically, confidentially and effectively to any member of staff who discloses that they are suffering from domestic abuse. A member of staff trained in domestic abuse issues, will be

nominated as an additional confidential contact for staff. This person will also provide guidance for Managers and union representatives who are approached by staff who are being abused.

Training

St Andrew's School is committed to ensuring all Managers are aware of domestic abuse and its implications in the workplace. Information, briefings or awareness raising sessions will ensure that all Managers are able to:

- Identify if an employee is experiencing difficulties because of domestic abuse.
- Respond to disclosure in a sensitive and non-judgemental manner.
- Provide initial support – be clear about available workplace support.
- Discuss how the organisation can contribute to safety planning.
- Signpost to other organisations and sources of support.
- Understand that they are not counsellors.

In addition, it has invested in training staff to become DAC's. Current Champions are; Carol Keable, Johanna Lewis, Julie Jackson and Julie Vincent.

Safety Planning

The SMT will prioritise the safety of employees if they make it known that they are experiencing domestic abuse.

When an employee discloses domestic abuse, the SMT will encourage its employees to contact a specialist support agency (or one of the school's trained DAC's) who can undertake a Domestic Abuse Stalking and Harassment (DASH) risk assessment and make appropriate referrals where necessary (Appendix 1).

St Andrew's School Trust will work with the employee and a specialist agency (with the employee's consent) to identify what actions can be taken to increase their personal safety at work and at home as well as address any risks there may be to colleagues.

If the Victim and the Perpetrator Work in the Same Organisation

In cases where both the victim and the perpetrator of domestic abuse work in the organisation, the Trust will take appropriate action.

In addition to considering disciplinary action against the employee who is perpetrating the abuse, action may need to be taken to ensure that the victim and perpetrator do not come into contact in the workplace.

Action may also need to be taken to minimise the potential for the 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 for one or both employees or withdrawing the perpetrators access to certain computer programmes or offices.

The Trust encourages all employees to report if they suspect a colleague is experiencing or perpetrating abuse. Employees should speak to their Manager or a DAC about their concerns in confidence. In dealing with a disclosure from a colleague, the SMT will ensure that the person with concerns is made aware of the existence of this policy.

Perpetrators of Domestic Abuse

Domestic abuse perpetrated by employees will not be condoned under any circumstances nor will it be treated as a purely private matter. The Trust recognises that it has a role in encouraging and supporting employees to address violent and abusive behaviour of all kinds. Employees should report if they suspect a colleague is a perpetrator of abuse.

If an employee approaches the SMT or DAC about their abusive behaviour, they will be provided with information about the services and support available to them.

St Andrew's School Trust will treat any allegation, disclosure or conviction of a domestic abuse related offence on a case-by-case basis with the aim of reducing risk and supporting change.

The Trust views the use of violence and abusive behaviour by an employee, wherever this occurs, as a breach of the organisation's Code of Conduct for disciplinary purposes.

St Andrew's School Code of Conduct is intended to inform all staff, irrespective of grade, of the standards of conduct expected of them. It identifies a set of principles governing behaviour by which staff members are expected to abide. Staff members are expected at all times to present high standards of personal integrity and conduct that will not reflect adversely on the organisation and its reputation.

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. St Andrew's School Trust views the use of violence and abusive behaviour by an employee, wherever this occurs, as a breach of the organisation's Code of Conduct for disciplinary purposes.

These procedures can be applicable in cases where an employee has:

- Behaved in a way that has harmed or threatened his/her partner.
- Possibly committed a criminal offence against his/her partner.
- Had an allegation of domestic abuse made against him/her.
- Presented concerns about their behaviour within an intimate relationship.

St Andrew's School Trust is committed to ensuring that:

- Allegations will be dealt with fairly and in a way that provides support for the person who is the subject of the allegation or disclosure.
- All employees will receive guidance and support.
- Confidentiality will be maintained, and information restricted only to those who have a need-to-know.
- Investigations will be thorough and independent.
- All cases will be dealt with quickly avoiding unnecessary delays.
- All efforts will be made to resolve the matter within 4-6 weeks, although some cases will take longer because of their nature or complexity.

NOTE: This procedure is intended to be safety focussed and supportive rather than punitive.

The alleged perpetrator will be:

- Treated fairly and honestly
- Helped to understand the concerns expressed and processes involved

- Kept informed of the progress and outcome of any investigation and the implications for any disciplinary process
- Advised to contact their union or professional organisation

There are five potential strands in the consideration of an allegation:

1. A police investigation of a possible criminal offence.
2. Disciplinary action by the Trust.
3. Providing specialist, safety-focused counselling.
4. Identifying risk.
5. Referral to Local Authority regarding risk to general public/vulnerable people.

Any employee who is responsible for giving advice, or who comes into contact with or supports those vulnerable people or children experiencing domestic abuse needs to be particularly aware of the potential consequences if they are found to be perpetrators.

If a colleague is found to be assisting an abuser in perpetrating the abuse, for example, by giving them access to facilities such as telephones, email or fax machines then they will be seen as having committed a disciplinary offence.

If it becomes evident that an employee has made a malicious allegation that another employee is perpetrating abuse, then this will be treated as a serious disciplinary offence and action will be taken.

Professional Role and Risk Management

All organisations should have clear policies in line with those from the Norfolk Safeguarding Childrens' Partnership (NSCP) for dealing with allegations against people who work with children.

An allegation may relate to a person who works with children who has;

- Behaved in a way that has harmed a child, or may have harmed a child:
- Possibly committed a criminal offence against or related to a child:
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Each Local Authority should have a Local Authority Designated Officer (LADO) to be involved in the management and oversight of individual cases. The LADO should provide advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

The LADO should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police.

The Norfolk LADO team can be contacted on 01603 223473.

In relation to Vulnerable Adults all referrals must be directed to the Safeguarding Coordinator or Multi Agency Safeguarding Hub (MASH) Team Manager who can be contacted on 0344 800 8020.

Review

This policy will be reviewed bi-annually unless there are changes in legislation, best practice or other organisation policies impact on its effectiveness.

Further guidance

Anyone using this policy to respond to a victim or perpetrator of domestic abuse should refer to further current information provided by:

<http://www.leewaysupport.org>

<http://www.nscp.norfolk.gov.uk>

www.refuge.org.uk

www.respect.uk.net

www.womensaid.org.uk

<http://www.nationaldomesticviolencehelpline.org.uk>

A list of useful helplines is included at Appendix 2.

Appendix 1

DASH (Domestic Abuse, Stalking and Harassment)

Risk Assessment Checklist

For use by IDVAs and other non-police agencies for MARAC case identification when domestic abuse encompassing honour-based abuse, forced marriage, female genital mutilation, controlling and coercive behaviour and/or stalking and harassment are disclosed

Please cut and paste sample tick ✓ to use below. Please count only main answers and not the sub sections

CURRENT SITUATION					YES	NO	State source of info if not the victim e.g. police officer
<ul style="list-style-type: none"> The context and detail of what is happening is very important. The questions highlighted in bold are high risk factors. Tick the relevant box ✓ and add comment where necessary to expand Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned Tick box if the factor is present ✓. It is assumed that the main source of information is the victim. If this is not the case then please indicate in the right hand column 					e.g. ✓		
1. Has the current incident resulted in injury? If Yes please state below what has occurred / injury and the date of the incident (or nearest to)							
2. Are you very frightened? If Yes please expand below							
3. Are you afraid of further injury or violence? If so, please give an indication of what the abuser might do and to whom (e.g. kill themselves or injure the children)							
Do NOT count the ✓'s below in this sub section							
Kill:	Self		Children	Other(s) (please specify)*	*		
Further injury and violence:	Self		Children	Other(s) (please specify)*	*		
Other (please clarify):	Self		Children	Other(s) (please specify)*	*		
4. Do you feel isolated from family or friends and does the perpetrator try to stop you from seeing friends / family / Dr or others? If Yes please expand below							
5. Are you feeling depressed or having suicidal thoughts? If Yes please expand below							
6. Have you separated or tried to separate from the perpetrator within the past year? If Yes please expand below							
7. Is there conflict over child contact? If Yes please expand below							
8. Does the perpetrator constantly text, call, contact, follow, stalk or harass you? Please expand by completing the section below to identify what and whether you believe that this is done deliberately to intimidate you? Consider the context and behaviour of what is being done							

The St Andrew's School Trust is a Registered Charity No. 1129232

Registered Office as above. Registered in England and Wales

Trustees: Mr J Garner, Mr R Wheeler, Mr D Bullard, Ms V Jones

Mr C Johnson, Mrs J Davis, Mrs R Robinson.



These 11 subsection questions below Q8 DO NOT count as additional ticks, but should be completed ✓ if there are two or more incidents of stalking and harassment (reported or unreported) and / or if the victim is extremely frightened. The questions are important to ask in stalking incidents as the answers will provide a better indication of what is happening. This information should then be used to inform the risk management assessment	YES	NO	Comment
	DO NOT COUNT THE ✓'s below in this sub section		
(i) Are you very frightened?			
(ii) Has the perpetrator engaged in harassment on previous occasions(s) with you and, if you know, with other victims?			
(iii) Has the perpetrator ever destroyed or vandalised your property?			
(iv) Does the perpetrator visit you at work, home, or other places more often than three times per week?			
(v) Has the perpetrator loitered around your home, friend's home or workplace?			
(vi) Has the perpetrator made any threats of physical or sexual violence in the current harassment incident?			
(vii) Has the perpetrator harassed any third party since the harassment began? (E.g. your friends, family, children, colleagues, partners or neighbours)			
(viii) Has the perpetrator acted out violently towards people within the current stalking incident?			
(ix) Has the perpetrator persuaded other people to help him / her? (Wittingly or unwittingly)			
(x) Is the perpetrator known to be abusing drugs and / or alcohol?			
(xi) Is the perpetrator known to have been violent in the past? (This could be physical or psychological; intelligence or reported)			
Any other relevant information / additional observations made by Practitioner (e.g. level of fear in victim, details of threats and violence, duration of harassment, various harassing behaviours engaged in by abuser, victim's beliefs concerning abuser's motives, weapons owned by abuser, nature of unwanted 'gifts' / items left for victim, attitude / demeanour of abuser - including mental health issues and whether the victim has responded in any way to the abuser). Please detail below			

CHILDREN/DEPENDENTS (IF NO CHILDREN/DEPENDANTS, PLEASE GO TO THE NEXT SECTION)			YES	No	Comment
9. Are you currently pregnant or have you recently had a baby in the past 18 months? If Yes state term of pregnancy or babies date of birth					
DOMESTIC VIOLENCE HISTORY?			YES	No	Comment
10. Is the abuse happening more often? If Yes please expand below					
11. Is the abuse getting worse? If Yes please expand below					
12. Does the perpetrator try to control everything you do and / or are they excessively jealous? (In terms of relationships, who you see, being 'policed at home', telling you what to wear for example. Consider honour based violence and stalking and specify the behaviour). If Yes please expand below with details / dates					
13. Has the perpetrator ever used weapons or objects to hurt you? If Yes please state below what has occurred / injury and the date of the incident (or nearest to)					
14. Has the perpetrator ever threatened to kill you or someone else and you believed them? If Yes please expand below with details / dates					
15. Has the perpetrator ever attempted to strangle / choke / suffocate / drown you? If Yes please state below what has occurred / injury and the date of the incident (or nearest to)					
16. Does the perpetrator do or say things of a sexual nature that makes you feel bad or physically hurts you or someone else? If Yes please state below who to and what has occurred / injury and the date of the incident (or nearest to)					
17. Is there any other person that has threatened you or that you are afraid of? If yes, consider extended family if honour based violence. If Yes please expand below with details / dates					
18. Do you know if the perpetrator has hurt anyone else? (Consider Honour Based Violence) Children / siblings / elderly relative / strangers. Insert main tick to right '✓'. Please specify who and what but do NOT count the ✓'s below in this sub section					
Children	Another family member	Someone from previous relationship	Other(s)		
19. Has the perpetrator ever mistreated an animal or the family pet? If Yes please expand below with details / dates					
PERPETRATOR(S)			Yes	No	Comment
20. Are there any financial issues? For example, are you dependent on the perpetrator for money or have they recently lost their job or any other financial issues? If Yes please expand below					

21. Has the perpetrator had problems in the past year with drugs (prescription or other), alcohol or mental health, causing difficulties to lead a normal life? Insert main tick to the right '✓'. <i>Please specify what but do NOT count the ✓'s below in this sub section</i>						
Drugs	Alcohol	Mental Health	All / combination	Please specify below		
22. Has the perpetrator ever threatened or attempted suicide? If Yes please expand below						
23. Has the perpetrator ever breached bail / an injunction and / or any agreement for when they can see you and / or the children? Insert main tick to the right✓ <i>Please specify what but do NOT count the ✓'s below in this sub section</i>						
Bail conditions	Forced Marriage Protection Order	Non Molestation / Occupation Order	Child Contact arrangements	Other(s)		
24. Do you know if the perpetrator has ever been in trouble with the police or has a criminal history? Insert main tick to right ✓ <i>Please specify what but do NOT count the ✓'s below in this sub section</i>						
DV	Sexual violence	Other violence	Other	Please specify below		
DASH RESULT – number of ✓'s for YES. Is there anything else you would like to add to this?						

RISK ASSESSMENT CONCLUSION Insert ✓ below					
STANDARD		MEDIUM		HIGH	

Appendix 2

Police Emergency Contact Number: 999

Police Non-Emergency Contact Number: 101

Website: www.norfolk.police.uk

Domestic Abuse Helplines

Leeway Domestic Violence Helpline (local) http://www.leewayssupport.org	0845 241 2171
National 24-hour Domestic Violence Helpline http://www.nationaldomesticviolencehelpline.org.uk	0808 2000247
Childline http://www.childline.org.uk	0800 1111
Mens Advice Line (for male victims) www.mensadvice.org.uk	0808 8010327
National Domestic Violence Helpline (Women's Aid) http://www.nationaldomesticviolencehelpline.org.uk	0808 2000247
National Victim Support http://www.victimsupport.org.uk	0845 3030900
National Centre for Domestic Violence http://www.ncdv.org.uk	0844 8044 999
For Help TEXT "NCDV"	60777
Samaritans	0845 7909090
Shelterline	0808 8004444
Crime Stoppers	0800 555111
National Drugs Helpline	0800 776600
Broken Rainbow for (LGBT)	08452 604460
Debtline	0808 8084 000
NHS Direct	111
National Stalking Helpline	0808 8020300

Honour Abuse Help lines

Karma Nirvana	0800 5999247
Aanchal (Asian Languages spoken)	0845 4512547
Southall Black Sister	0208 5710800

Ashiana Network (Turkish and South Asian)	0208 5390427
Ikrow (Iranian, Kurdish women's rights organisation)	0207 9206460

Children's Services

Carrow House Norwich	01603 223500
Sapphire House (Northern Team)	01603 894640
Kings Lynn	01553 669300
Wymondham	01953 602071
Great Yarmouth	01493 850317
North Walsham	01692 500550
Hospital Team Norwich	01603 289234
Whiting Road, Norwich independent chairs	01603 222288
EDT (Childrens Services Emergency)	0344 8008020

Hospitals

Queen Elizabeth Kings Lynn	01533 613613
Norfolk and Norwich	01603 286286
James Paget, Gorleston	01493 452452
Bury St Edmunds, Suffolk	01284 713000

Other useful numbers

Police Referral Desk	01603 276156/6157/ 6154
The Harbour Centre (SARC)	0845 4564810
Relate (Norwich)	01603 625333
Relate (Kings Lynn)	01553 773813
Citizens Advice Bureau - (Norwich)	01603 660857
Citizens Advice Bureau - (West Norfolk)	0844 499 4104
Norfolk Adult Services	0344 800 8020
Norfolk Witness Service Norwich Magistrates Court	01603 632299
Norwich Crown Court	01603 766289

Great Yarmouth Court	01493 849800
Kings Lynn Magistrates Court	01553 777083
Refuges (Orwell Housing) Blossom House	0845 463 4142
Lily House	0845 463 1314
Haven House	0845 467 4876
Norfolk Safeguarding Children Partnership http://www.nscp.norfolk.gov.uk	0344 800 8020
LADO (Local Authority Designated Officer) Team	01603 223473