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| Version: 1 FOI Status: Public | Employees Experiencing Domestic Abuse – Aide Memoire for Managers | Issued: January 2015 Review Due: January 2017 |
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Employees experiencing Domestic Abuse - Aide Memoire for managers

In 2013/14 Derbyshire Constabulary received over 13,000 calls for services relating to domestic abuse incidents across the County (exc. City). Domestic abuse can happen to anyone irrelevant of gender, age, sexuality, race, disability or socio-economic status.

Domestic abuse isn't just a physical assault, it can include emotional abuse, controlling and coercive behaviour, financial, sexual, stalking and harassment as well as honour based violence and forced marriage. The abuse can be from a current or ex-partner or family member.

As employers we have a responsibility to ensure that staff within the County Council receive appropriate help and support when they need it.

Recognise

Work productivity signs:

- Changes in the person's working patterns: for example frequent absence, lateness or need to leave work early
- Reduced quality and quantity of work, missing deadlines, a drop in usual performance standards
- Change in the use of the phone/email: for example a large number of personal calls/texts, avoiding calls/texts etc.
- Spending an increased amount of hours at work for no reason.

Changes in behaviour or demeanour:

- Changes in behaviour: for example becoming very quiet, anxious, frightened, tearful, aggressive etc.
- Isolating themselves from colleagues
- Obsession with time-keeping
- Secretive regarding home life
- Worried about leaving children at home with partner.

Physical signs:

- Visible bruising or single or repeated injury with unlikely explanations
- Change in the pattern or amount of makeup used
- Change in the manner of dress: for example clothes that do not suit the climate
- Substance use/misuse
- Fatigue/sleep disorders.

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Respond

- Believe an employee if they disclose domestic abuse – do not ask for proof
- Assure confidentiality
- Reassure the employee that the organisation has an understanding of how domestic abuse may affect their work performance and the support that can be offered.

Provide support

- Divert phone calls and email messages and to look to change the phone extension if an employee is receiving harassing calls.
- Use existing policies to help employees with time off for example special leave or flexi leave
- Consider temporary changes in hours, shifts or duties and the possibility of temporary relocation or redeployment.
- Agree with the employee what to tell colleagues and how they should respond if their partner/ex-partner telephones or visits the workplace.
- Ensure the employee does not work alone or in an isolated area and check that staff have arrangements for getting safely to and from work.
- Keep a record of any incidents of abuse in the workplace, including persistent telephone calls, emails or visits to the workplace.
- Put up domestic abuse helpline posters on the back of toilet doors (these are available from lisa.morris@derbyshire.gov.uk)
- Information about an employee who is experiencing domestic abuse may be recorded on Case Management System (formerly Framework i) if they are receiving services from either Adult Care or Children and Younger Adults departments. Managers should be mindful of the accessibility of this information and ensure confidentiality.

Refer to the appropriate help

- Have a list of support services offered in your area that is easily accessible and refer employees to appropriate organisations that deal with domestic abuse. (information on support can be found here: [Staff Guidance Tool: What we do - Safer Derbyshire](#))
- Refer employees to the Council's confidential telephone counselling service – telephone number 01629 536954. If this is not sufficient, up to six face to face counselling sessions may be available, depending on individual circumstances.
- Do not encourage the staff member to leave their partner without them seeking specialist support as leaving a relationship can potentially significantly increase their risk of serious harm or homicide.

Information taken from:

1. Responding to colleagues experiencing domestic abuse: Practical guidance for employees experiencing domestic abuse (DoH, CAADA 2013)
2. Managing and supporting employees experiencing domestic abuse: a guide for employers (CIPD March 2013)

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More information and guidance can be found in the following:

1. [Strategy and policy: What we do - Safer Derbyshire](#) – Domestic abuse policy
2. http://www.caada.org.uk/documents/DH_DV_Employers_guidance_FINAL.pdf
3. <http://www.cipd.co.uk/publicpolicy/policy-reports/supporting-employees-domestic-abuse.aspx>

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