

Domestic Abuse Framework

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Version	Author/Owner	Date	Summary of Key Changes
Draft v0.1	HRBP Human Resources	September 2022	<ul style="list-style-type: none"> • This is a new document and procedure, taking into account ACAS guidance and Government report on workplace support for victims of domestic abuse. • New template design with specific sections and headings to assist line managers/employees understanding when referring to the Domestic Abuse Framework.
Draft v0.2	HRBP Human Resources	December 2022	<ul style="list-style-type: none"> • Feedback from the Trade Unions have been incorporated.
Draft v0.3	HRBP Human Resources	March 2023	<ul style="list-style-type: none"> • Up to 3 working days (pro rata equivalent) of paid 'Safe Leave' included. • Wording to indicate that the support in the document is not exhaustive and based on reasonable requirements to support • Further detail on supporting disclosure from a victim- specifically making reference to safeguarding and note taking • Further detail on managing perpetrators.
Draft v0.4	HRBP Human Resources	April 2023	<ul style="list-style-type: none"> • Additional feedback received from UCU Trade Union regarding the re-phrasing of 5.3.
Final Draft v0.4	HRBP Human Resources	May 2023	<ul style="list-style-type: none"> • Submitted to the Executive Team for approval. No revisions.
Final v1.0	HRBP Human Resources	May 2023	<ul style="list-style-type: none"> • New framework.

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Framework Statement

1. Purpose

- 1.1 Domestic abuse can have an impact at work. Research shows that a high proportion of those enduring domestic abuse are also targeted at work. Importantly, the workplace can often be one of the few places that a person experiencing domestic abuse can be safe and separate from their abuser, and therefore can be the place where people are able to ask for and access support.
- 1.2 It is essential that we are knowledgeable about domestic abuse so we can be ideally placed to offer support to those experiencing it. Leeds Trinity University seeks to ensure that all employees see the workplace as a safe place where they can receive support if they are subject to or at risk from domestic abuse. Leeds Trinity University is committed to supporting all employees affected by domestic abuse, providing access to information and support services.
- 1.3 This practical guide aims to:
 - Raise awareness of domestic abuse.
 - Support employees experiencing domestic abuse.
 - Support managers in responding to domestic abuse issues.

2. Principles

- 2.1 It is expected that all parties will demonstrate a commitment to observing the University's core values and behaviours in understanding the complexities associated with domestic abuse matters.
- 2.2 Employees are not obliged to engage with support suggested or provided but are encouraged to discuss any reasonable ways in which the University may support their personal circumstances.
- 2.3 All duties, responsibilities, University policies and procedures remain applicable and unchanged by any aspect of this document.

3. Scope

- 3.1 This document is non-contractual and, as such, does not form part of an employee's terms and conditions of employment. The support available for employees under this document may vary over time based on available facilities and resources.
- 3.2 This document covers all individuals employed directly by the University.
- 3.3 This framework and guide aim to provide information and guidance on domestic abuse in employee's personal lives. It is not intended to address issues of potential or alleged abuse in the workplace or during study. For abuse experienced in the workplace, please see the University's Dignity at Work Policy.

4. What is Domestic Abuse?

- 4.1 The Government definition of domestic violence and abuse is: '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.'
- 4.2 This can encompass, but is not limited to, the following types of abuse:
- Psychological.
 - Physical.
 - Sexual.
 - Financial.
 - Emotional.

Domestic abuse includes:

- Physical and sexual violence.
- Verbal abuse.
- Coercion and threats.
- Psychological &/or emotional abuse.
- Financial control and abuse.
- Harassment and stalking.
- Forced marriage, female genital mutilation, honour-based violence or threats.
- cyber/technology mediated abuse (i.e., social media, e-mail, text or phone messages).
- Neglect.
- Discriminatory abuse (i.e., abuse based upon your identity/protected characteristics).

5. Intersectionality and Domestic Abuse

- 5.1 How domestic abuse manifests for an individual will vary significantly. People who experience domestic abuse may experience multiple forms of oppression. These oppressions can overlap (i.e., 'intersect') and include for example: sexism, agism, racism, homophobia, transphobia, and discrimination against disabled people.
- 5.2 For those experiencing multiple forms of discrimination and oppressions (e.g., Black, Asian and Minority Ethnic (BAME) women, disabled people, LGBTQI+ people) there are multiple barriers to safety. Taking an intersectional understanding and approach allows us to better respond to these diverse needs.
- 5.3 Domestic abuse can take place in any intimate relationship (between current or former partners), regardless of the parties genders or sexual identities.
- 5.4 Men can also experience domestic abuse and be victimised by female or male partners.
- 5.5 Domestic abuse can also occur between family members, including adolescent to adult abuse and caring relationships.

6. Signs of Potential Domestic Abuse

- 6.1 As outlined in the [Department of Health and SafeLives](#) joint report, an employee experiencing domestic abuse may display the following (some of these signs may reflect a range of sensitive issues).

Work productivity signs

- Change in the person's typical working patterns: for example, frequent absence, lateness or needing 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 or a strong reaction to calls/texts/emails.
- Spending an increased amount of hours at work for no reason.

Changes in behaviour or demeanour

- Conduct out of character with previous employment history.
- Changes in behaviour: for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed etc.
- Isolating themselves from employees.
- Obsession with timekeeping.
- Secretive regarding home life.
- Worried about leaving children at home with abuser.

Physical signs

- Visible bruising or single or repeated injury with unlikely explanations.
- Change in the pattern or amount of make-up used.
- Change in the manner of dress: for example, clothes that do not suit the climate which may be used to hide injuries.
- Substance use/misuse.
- Fatigue/sleep disorders.

Other signs

- Partner or ex-partner physically stalking employee in or around the workplace.
- Partner or ex-partner exerting unusual amount of control or demands over work schedule.
- Flowers/gifts sent to employee for no apparent reason.
- Isolation from family/friends.
- People experiencing financial abuse may not have access to their own money or be unable to do the things they used to, for example: nip for a quick coffee without checking in with their partner or have to ask permission to spend money.
- Persistent phone calls or messaging.

7. Supporting Employees: Responding to Domestic Abuse

The University

7.1 Leeds Trinity University is committed to ensuring employees at risk of domestic abuse have access to 'safe spaces', which means reasonable access to the following (please discuss required support with your line manager in the first instance to arrange, this list is not exhaustive and all adjustments will be considered based on personal circumstances):

- Up to 3 working days of paid Safe Leave (pro rated where applicable, and which can be taken flexibly in hours as required).
- The use of a computer and phone in a private space to allow them to check information online safely, and to contact agencies that can support them.
- Access to facilities to write, photograph, scan, photocopy, print or produce the necessary documents required to report and deal with their immediate safety needs, such as arranging housing/rehousing, including preparing their evidence for the Police and/or their legal teams.
- Providing a secure confidential space to prepare and/or store documents or evidence.
- Confidential space to meet with external professionals such as Domestic Abuse service workers, the Police, Social Services and Solicitors.
- Taking reasonable steps to accommodate periods of appropriate leave or adjustment to working hours under relevant policies, to assist employees with their relevant appointments, for example, with the Police, domestic abuse support agencies, solicitors, childcare, housing, medical services and HM Courts & Tribunals Services.
- Reception and Security employees can be informed, and a process put in place to alert security if the perpetrator attempts to access the employee at work or the University grounds; and if an injunction is in place, police should be called if the perpetrator breaches this.
- Agree with the employee what to tell other employees and how they should respond if the abuser telephones or visits the University.
- Provide parking space close to their building and support the employee to arrange their getting to and from home safely.

Line Managers and Employees

Concerned that an employee may experiencing domestic abuse

- If an employee is concerned that another employee may be experiencing domestic abuse or abuse is disclosed to them, they should prioritise creating a supportive environment. They should not attempt to take on the role of being a domestic abuse support worker, the role of any employee is not to deal with the abuse itself but to make it clear that support and help is available.
- If you are concerned for a person's immediate safety, then you should call 999 and ask for the police.
- Guidance on how you should respond can be found here: [Responding to Domestic Abuse - UK SAYS NO MORE](#)
- You should inform/remind them that Leeds Trinity University offers support, such as above, for those who may be experiencing domestic abuse.

- Where appropriate, you may also consider contacting our safeguarding team for further support or advice: [Safeguarding - Public information - About - Leeds Trinity University](#)
- Employees can also contact one of the agencies listed in Section 9 for advice and support on how they can support the employee.
- If an employee discloses abuse, it's important to record the details of what is said as accurately as possible at the time. Should the abuse become subject to criminal proceedings, this is an exhibit and should be given to the police. (Please refer to Section 8 below.)

Concerned that an employee may be a perpetrator of domestic abuse

- If an employee is concerned that another employee may be a perpetrator of domestic abuse, then do not challenge them, question them, or discuss this with the potential perpetrator. Contact a Domestic Abuse agency for advice, particularly if you think their partner or children may be at risk.
- You may become aware that an employee is a perpetrator of domestic abuse, through self disclosure, sometimes prompted by a violent incident, an allegation, or notice through the police. Engaging constructively with the employee in this circumstance does not indicate condoning any abuse but may be essential to increasing safety for all involved.
- Domestic abuse will not be tolerated by the University in any form. It may constitute criminal behaviour and lead to further action by the University. It is important that a clear record of conversations and actions taken is maintained.

8. Keeping Personal Information Confidential

- 8.1 In accordance with the UK-GDPR 2020 (United Kingdom General Data Protection Regulation) and the UK DPA 2018 (United Kingdom Data Protection Act), generally, personal information, should never be shared with third parties (including, current partners and family members). They do not have automatic right to this information.
- 8.2 Confidentiality is important when dealing with disclosures of domestic abuse. Where an employee makes a disclosure of domestic abuse, indicating that they or their children are at a risk of significant harm, or where there is a need for public protection, or where threats have been made against any person, then the person hearing the disclosure should not keep that information confidential. They must inform their line manager immediately.

9. Support, Information and Resources

If you or an employee is in immediate danger - please call 999

9.1 General resources available on the internet

- The CIPD Guide on supporting employees experiencing domestic abuse can be found via this [link](#).
- Watch the UUK webinar on domestic abuse by following this [link](#).
- Watch the UUK webinar on technology mediated abuse by following this [link](#).

9.2 Local and national support

- [Leeds Domestic Violence Service](#) 24 Hour Helpline 0113 246 0401
- [Leeds Women's Aid](#) 24 Hour Helpline 0113 246 0401
- [Behind Closed Doors](#) 24 Hour Helpline on 0113 246 0401.
- [Ask for ANI](#) – a codeword scheme for victims to access support from the safety of their local pharmacy.
- [National Domestic Abuse Helpline](#) (Freephone, 24 hour) – 0808 2000 247. The helpline is run by Refuge and a live online chat is available.
- [Women's Aid](#) is the national charity working to end domestic abuse against women and children. They provide local support services, training for organisations and information if you are worried about someone else. They also have a live chat facility.
- [Rape Crisis](#) have a network of independent Rape Crisis centres that provide specialist support and services for victims and survivors of sexual violence. They have a National Rape Crisis Helpline – 0808 802 9999 and a live chat.
- [Solace Women's Aid](#) – an organisation supporting all victims of violence against women and girls.

9.3 Specialist support agencies

- [Surviving Economic Abuse](#) – a specialist organisation dedicated to supporting victims of economic abuse_
- [Choice Support](#) Women with learning difficulties: 020 8522 0675
- [Foreign and Commonwealth Office advice on forced marriages](#): 020 7008 0151 provide information and practical guidelines for professionals on how to protect, advise and support victims of forced marriage. There is also information for people directly affected by forced marriage.
- [Karma Nirvana honour-based abuse helpline](#) – a specialist organisation supporting victims of 'honour'-based abuse and forced marriage. Their helpline is 0800 599 9247 and is open 9am to p.m., Monday to Friday.
- [NSPCC female genital mutilation \(FGM\) helpline](#) – 0800 028 3550 or email fgm.help@nspcc.org.uk.
- [Restored](#) – a specialist organisation working to tackle domestic abuse by partnering with churches and Christian organisations.
- [Revenge Porn Helpline](#) – open between 10:00 a.m. and 4:00 p.m., Monday to Friday. 0345 600 0459 or help@revengepornhelpline.org.uk.
- [Freedom Project](#) – a specialist dog fostering service for victims fleeing domestic abuse.
- [Samaritans](#): 116 123 or email jo@samaritans.org (response time 24 hours).

9.4 BAME victims/survivors

- [Jewish Women's Aid](#): 0808 801 0500 supports Jewish women and children affected by domestic abuse and sexual violence. Their helpline is and is open Mondays to Thursdays from 9.30 am to 9.30 pm (excluding Jewish holidays and bank holidays).
- [Imkaan](#) - a women's organisation providing dedicated support for black and minority ethnic women.

- [Southall Black Sisters](#): 020 8571 9595 provide advice and information on domestic abuse, racial harassment, welfare and immigration, primarily for Asian, African and African-Caribbean women.
- [Muslim Women's Helpline](#): 020 8904 8193 or 020 8908 6715 aims to provide any Muslim girl or woman in a crisis with a free, confidential listening service and referral to Islamic consultants, plus practical help and information where required.
- [Asian Women's Resource Centre](#): 020 8961 6549 provides a domestic violence and advocacy service. They provide support to women in need in the following languages: Bengali, Gujarati, Hindi, Hinko, Konkani, Marathi, Pashto, Patwari, Punjabi, Urdu, Farsi, Spanish, Portuguese, Italian, Kurdish, Turkish and Azerbaijani. They also offer support services around housing, welfare benefits, debt (signposting) and employment, as well as running immigration surgeries for those in need of specialist immigration advice.
- [IKWRO: Women's rights organisation](#) – 020 7920 6460 (Monday to Friday, 9.30–17.30) provide specialist advice and help to Middle Eastern and Afghan women and girls who are at risk of 'honour' based violence, forced marriage, child marriage, female genital mutilation and domestic violence.

9.5 Disabled victims/survivors

- [SignHealth Domestic Abuse Service](#) – a specialist domestic abuse service to support the health and wellbeing of Deaf people.
- [Stay Safe East](#): 020 8519 7241; SMS/Text: 07587 134 122 is a user-led organisation run by disabled people, providing specialist and holistic advocacy and support services to disabled people from diverse communities in London who are victims/survivors of domestic or sexual violence, hate crime, harassment and other forms of abuse.

9.6 LGBTQ+ victims/survivors

- [Galop](#): 0800 999 5428; live chat is also available Galop, the LGBTQ+ anti-violence charity, provides hate crime, domestic abuse and sexual violence support services to lesbian, gay, bisexual and trans+ victims/survivors by telephone, email, text and WhatsApp.
- [National LGBT Domestic Abuse Helpline](#) – 0800 999 5428 Monday to Friday 10 am to 5 pm.

9.7 Male victims/survivors

- [ManKind Initiative](#): 01823 334 244 is a national charity that provides help and support for male survivors of domestic abuse and domestic violence.
- [Respect Men's Advice Line](#): 0808 801 0327; a webchat is available at certain times. The Men's Advice Line is a confidential helpline for male victims of domestic abuse and those supporting them.
- [Respect](#): an organisation that works with male victims of domestic abuse and domestic abuse perpetrators.

9.8 Stalking victims/survivors

- www.stalkinghelpline.org: National Stalking Helpline 0808 802 0300, run by the Suzy Lamplugh Trust, (Freephone). The Helpline is open 09:30 to 16:00 weekdays except for Wednesdays when it is open 13:00 to 16:00 and offers support to victims of stalking and their families.
- [Paladin](#)– an organisation that provides support for victims of stalking.

9.9 Support for Perpetrators

For people who are worried they may be or know that they are perpetrators of abuse or violence and want help to address their behaviours:

- [Respect phoneline](#): 0808 802 4040 is an anonymous and confidential helpline for men and women who are harming their partners and families. Concerned friends or family members and front-line workers assisting abusers can also call for information and support. Email info@respectphoneline.org.uk or Freephone Monday – Friday 09:00 am – 5:00 pm - 0808 802 4040.

10. Related Policies & References

10.1 This framework should be considered in conjunction with, but not limited to the following policies and procedures:

- Agile Working Framework
- Dignity at Work and Study Policy
- Flexi-Time Policy and Procedure
- Equality, Diversity and Inclusion Policy