

# **Nottinghamshire School Employee Domestic Violence and Abuse Policy and Guidance**

**September 2015**

**Adopted by Edwalton Primary School's  
Governing Body 8.6.16**



# HR Service

## Nottinghamshire County Council

### SCHOOL EMPLOYEE DOMESTIC VIOLENCE AND ABUSE POLICY AND GUIDANCE – Table of Contents

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## SCHOOL EMPLOYEE DOMESTIC VIOLENCE AND ABUSE POLICY AND GUIDANCE – Updated September 2015

### Introduction

- 1.0 It is important that Head Teachers and Governing Bodies are familiar with the contents and provisions of this policy and guidance in order that where appropriate support arrangements can be put in place for staff. The governing body should arrange for this revised policy and guidance to be adopted at the next available governing body meeting.
- 1.1 The Governing Body should notify the HR Service of the action taken. Where this is to refer to the relevant Committee for further discussion the governing body should subsequently confirm to the HR Service whether or not the Policy and Guidance has been adopted as recommended.
- 1.2 Should, exceptionally, the governing body of a school maintained by Nottinghamshire County Council seek to amend the recommended policy, it will need to consult/negotiate any changes collectively with all the secretaries of the recognised trade unions and confirm any amendments to the local authority. Governing bodies are strongly recommended to seek advice from the HR Service in these circumstances.
- 1.3 Where can I find the policy?
  - a) On the Nottinghamshire County Council Schools Portal Intranet Site (also see the corporate information page on the Intranet).
  - b) On the County Council public website at: [Information on Domestic Violence](#)
  - c) By contacting the Human Resources Service
  - d) By contacting your Trade Union (Unison, GMB, NUT, NASUWT, NAHT, ATL or Unite).
- 1.4 What does the Policy consist of?
  - a) Policy Statement
  - b) Appendix 1 – Information for School Employees
  - c) Appendix 2 – Guidance for Head Teachers and other school managers

1.5 Why should the governing body adopt a policy on domestic violence and abuse?

- a) To demonstrate the governing body's commitment to, and support for employees experiencing domestic violence and abuse.
- b) To raise awareness of domestic violence and abuse, what forms it can take and its likely effects on employees of the school.
- c) To contribute to the health and wellbeing of all employees in order that they can enjoy fulfilling lives both at work and home.
- d) To increase the awareness of head teachers, school managers and governors in recognising that an employee may be experiencing domestic violence and to provide advice about appropriate action to take.
- e) To offer clear and consistent advice to employees experiencing domestic violence and abuse.
- f) To establish and publicise support for employees who may be experiencing domestic violence and abuse.

1.6 How should I respond to enquiries?

- a) Enquiries may be made by employees who are experiencing domestic violence and abuse themselves; from school managers in relation to a member of staff; or from an advocate of an employee (e.g. counsellor, support agency, friend or trade union representative).
- b) Ensure the enquirer has access to the relevant sections of the policy.
- c) Provide appropriate advice and information based on the nature of the enquiry (please read the appendices to the policy for further information).
- d) If you are not directly responsible for the employee who may be based at your school (DSO or centrally employed staff), it may be appropriate to offer some initial guidance or support and then refer the individual to the HR Service or their own line manager, depending on what the employee wants.

1.7 What if I have any questions?

- a) Please contact your nominated HR Business Partner's for your School's area. The list is available on the Schools Portal at: [Contact List](#)
- b) For enquiries from staff working in school but employed by other County Council departments please contact the HR Duty Desk on 0115 9774433.

## Policy Statement

2.0 The governing body condemns domestic violence and abuse and recognises it is both a crime and unacceptable. It is committed to the welfare of its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse. It also seeks to raise awareness of domestic violence and develop a workplace culture where domestic violence and abuse is recognised as unacceptable.

2.1 The Home Office (March 2013) defines domestic abuse as:

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

- psychological
- physical
- sexual
- financial
- emotional

2.2 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.

2.3 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. It is made clear that victims are not confined to one gender group or ethnic group.

2.4 The governing body also recognises that domestic violence and abuse exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability. Due to the various types of discrimination the governing body recognises that these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence and abuse.

2.5 Whilst it may seem that domestic violence and abuse is a personal matter and nothing to do with a person's employer, the governing body understand that for those experiencing it, domestic violence and abuse will affect their whole lives, including work and job performance.

2.6 The aims of this policy are:

- a) To demonstrate the governing body's commitment to, and support for employees experiencing domestic violence and abuse.
- b) To raise awareness of domestic violence and abuse, what forms it can take and its likely effects on employees of the school.
- c) To contribute to the health, safety and wellbeing of all employees in order that they can enjoy fulfilling lives both at work and home.
- d) To increase the awareness of head teachers, school managers and governors in recognising that an employee may be experiencing domestic violence and abuse and to provide advice about appropriate action to take.
- e) To offer clear and consistent advice to employees experiencing domestic violence and abuse.
- f) To establish and publicise support for employees who may be experiencing domestic violence and abuse.

*The following Appendices give further advice and are aimed specifically at employees (Appendix 1) or employer, Head Teachers and other school leaders (Appendix 2).*

## **Appendix 1 - INFORMATION FOR ALL SCHOOL EMPLOYEES**

### **Statement of Intent**

The governing body condemns domestic violence and abuse and recognises it is both a crime and unacceptable. It is committed to the welfare of all its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse. It also seeks to raise awareness of domestic violence and develop a workplace culture where domestic violence is recognised as unacceptable. A full copy of the School's Employee Domestic Violence and Abuse Policy is available from the head teacher or can be obtained from the Human Resources Service, Nottinghamshire County Council. It is also available for reference on the Nottinghamshire Schools Portal intranet site or via the County Council's intranet or public web site.

### **What is Domestic Violence and abuse?**

The Home Office (March 2013) defines domestic abuse as:-

any incident or pattern of incidents of controlling, coercive, 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. The abuse 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. It is made clear that victims are not confined to one gender or ethnic group.

The governing body also recognises that domestic violence and abuse exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability. However, various types of discrimination can mean that these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence and abuse.

Whilst it may seem that domestic violence and abuse is a personal matter and nothing to do with a person's employer, the governing body understands that for those experiencing it, domestic violence and abuse will affect their whole lives, including work and job performance.

### **If you are abused who can you turn to?**

If you are being abused by someone you live with or have had a relationship with, there are things you can do. There are individuals and organisations that can give you practical and emotional support, both inside and outside school. You can talk to your head teacher, your line manager, a member of the Human Resources Service, or your Trade Union representative for advice and guidance.

### **Some Useful Numbers:**

If you feel able, talk to your head teacher, line manager or one of the Business Partner's within the HR Service for advice. Advice is available on a range of issues which may help you such as: special leave; possible changes to working arrangements; further advice about contacts to help you. If necessary one of our Business Partners in the HR Service can liaise with your head teacher for you.

### **Counselling**

Counselling can be accessed via the School to the County Council's counselling provider – Care First.

### **Trade Unions**

Ask to speak to a representative regarding this policy.

Unison	0115 9810405
GMB	0115 9607171
NASUWT	0115 9767180
NUT	0115 9626162
NAHT	01623 842683
ATL	07836279662

HR Service Duty Desk      0115 9774433

## **What can you expect from the school and/or Nottinghamshire County Council as your employer?**

### **Confidentiality and Child Protection Concerns**

The governing body recognises that confidentiality is essential for an employee who is experiencing domestic violence and abuse. In most circumstances whatever you tell your head teacher or line manager will remain confidential and will not be revealed to anyone without your permission.

However, if you give information which leads your head teacher or line manager to believe that a child has suffered or is at risk of suffering harm, they will have a responsibility to inform the Local Authority Designated Officer (LADO) and/or the CFCS Department about this and will aim to seek your agreement to do so. The school has rigorous child protection procedures to follow which may involve external agencies such as the Police, the LADO or the CFCS Department. Your head teacher or line manager may pass on their concerns without your agreement if they remain concerned about a child's welfare. Your head teacher or line manager will discuss this with the Local Authority Designated Officer for Schools and Education Services and/or the HR Service before doing this.

The CFCS Department of the County Council is also a source of support you should be aware of. Staff in CFCS recognise that living with domestic violence and abuse is frightening for adults and children. The CFCS Department will want to support you in protecting your children and will work with you to see if there is any help they can offer before things get worse. You may also therefore contact a CFCS Duty Social Worker for further advice. (See later section, sources of help and advice).

### **Support**

The head teacher and the governing body are concerned about your health, safety and welfare and will therefore respond in an effective manner to any employee disclosing s/he is experiencing domestic violence and abuse.

### **Time Off**

You may need time off from school to attend counselling sessions or court hearings or to make alternative living arrangements. Governing bodies have discretionary powers to grant up to 5 days leave of absence in any one year for urgent, personal reasons. Any employee suffering domestic violence and abuse will be eligible to request time off in accordance with these leave provisions. All requests will be treated confidentially and sympathetically.

Initially requests for time off should be raised with your head teacher but, if you prefer, you may initially contact the HR Service or your trade union representative for initial advice.

## **Adapting Working Arrangements**

A change in working hours, work location, or other temporary measures for protecting your safety may be possible. Full consideration will be given to security arrangements for you, such as screening of telephone calls and not giving information about your work arrangements to callers. In certain circumstances it may be possible to consider redeployment from your existing job on a temporary basis, if this is practical.

The governing body recognises that domestic violence and abuse may have a negative impact on your performance at work. You will not be discriminated against because of domestic violence and abuse however, it is important that you discuss any problems and needs immediately with your head teacher, line manager, named School HR Business Partner and/or your trade union representative, in order that support and guidance may be offered.

## **Money**

It is possible for the school to consider ways in which it can help with financial issues, for example, changing the method by which you receive your salary or issuing an advance of pay. This is a matter for individual schools and governing bodies to consider on an individual basis but matters of this sort will be viewed sympathetically. Any financial requests should be made initially through your head teacher so this can be discussed and where necessary arranged through the HR Services Payroll Team. Please note that your trade union may also be able to assist with emergency financial support and you should contact them directly.

## Further Sources of help and advice

Emergency Services (Fire, Police, Ambulance) If you need to call out the police to a domestic violence crime	999
Nottinghamshire CFCS Emergency Duty Team (out of hours)	0300 4564546
Women's Aid Integrated Services (WAIS) - Supporting victims of domestic violence and abuse in South Nottinghamshire 24 Hour Freephone Domestic Violence Helpline Offers support, access to emergency accommodation/refuge and other support services, information and advice on matters such as housing, solicitors, finance etc. or just someone to talk to. Subscribes to language line (instant interpretation service).	0808 8000340
Also offer support for children and young people.	
Also available via textphone (for people who are deaf or hard of hearing) between 9am-5pm Mon-Fri	0808 8000341
Women's Aid Advice Centre Drop-In Support, advice and information for women on domestic violence and related issues 30 Chaucer Street, Nottingham. Mon-Fri 10am-4pm	
Roshni Asian Women's Aid (refuge and outreach services)	0115 9483450
Umuada (primarily for African Caribbean women) (refuge and outreach services)	0115 9753254
Mansfield and Ashfield Women's Aid (refuge and outreach services)	01623 683250
Newark Women's Aid (refuge and outreach)	01636 670687
Nottinghamshire Women's Aid – Supporting victims of domestic violence and abuse in North Nottinghamshire  24 Hour Freephone Domestic Violence Helpline Offers support, access to emergency accommodation/refuge and other support services	01909 533610
Also offer support for children and young people.	
Midlands Women's Aid (refuge and outreach services)	0115 9257647
Leicestershire Women's Aid Helpline	0116 2832225
Imani (Quick access housing for African Caribbean and Asian women under 30)	0208 6721800
Nottingham Rape Crisis Centre (Helpline and counselling)	0115 9410440
Shelter – Help With Housing	0808 8004444
Nottingham Law Centre – For Advice on immigration issues	0115 9787813
Women's Counselling Service	0115 9605577
Notts Coalition of Disabled People	0115 9247176
Nottingham Lesbian and Gay Switchboard	0300 3300630
Teacher Support Line Confidential support 24 hours a day/365 days per year.	08000 562561
National Domestic Violence Helpline	0808 2000247

<b>Children and Young People</b>	
Childline – national Freephone helpline	0800 1111
NSPCC – national Freephone helpline. Confidential service for anyone concerned about children at risk including children themselves.	0800 8005000
Nottingham NSPCC	0115 9605481
Careline – a national confidential counselling line for children, young people and adults	0208 5141177
MASH Multi-Agency Safeguarding Hub	0300 500 80 90
Online form – <a href="http://www.nottinghamshire.gov.uk/MASH">www.nottinghamshire.gov.uk/MASH</a>	

## Web Sites

There are also a number of web sites providing information on a range of domestic violence related issues and services. The addresses provided below are a useful starting point – all include links to other useful sites. However, please note that if an abuser knows how to read your computer's history or cache file they may be able to see information you have viewed recently on the internet. The sites detailed below give instructions for clearing your computer's history or emptying your cache file. However, you will not be able to completely hide your tracks. Many browser types have features that display recently visited sites. The safest way to find information on the internet would be a local library, friend's house or at work. Information regarding how to delete search history, passwords and temporary files from the 4 most common internet Browsers can be found by following the links below:

Microsoft's Internet Explorer

<http://windows.microsoft.com/en-gb/internet-explorer/manage-delete-browsing-history-internet-explorer#ie=ie-11-win-7>

Google Chrome

<https://support.google.com/chrome/answer/95589?hl=en-GB>

Mozilla Firefox

<https://support.mozilla.org/en-US/kb/delete-browsing-search-download-history-firefox>

Apple Safari

[https://support.apple.com/kb/PH19215?locale=en\\_GB](https://support.apple.com/kb/PH19215?locale=en_GB)

\*Please note that other 3<sup>rd</sup> party applications may record computer activity and the above is not an exclusive list.

Websites providing information include:

[www.wais.org.uk](http://www.wais.org.uk)

Women's Aid Integrated Services – supporting victims of domestic violence and abuse in South Nottinghamshire.

[www.nottswa.org.uk](http://www.nottswa.org.uk)

Nottinghamshire Women's Aid – supporting victims of domestic violence and abuse in North Nottinghamshire.

[www.womensaid.org.uk](http://www.womensaid.org.uk)

Women's Aid federation England – for information about services available, your legal rights, campaigns etc.

[www.ndvf.co.uk](http://www.ndvf.co.uk)

Nottinghamshire Domestic Violence Forum – useful links, information and projects housed by NDVF including:

Tri – information and resources for working with men on domestic violence (including information about services for men).

Educator Project – Work with young people on domestic violence.

[www.teachersupport.info](http://www.teachersupport.info)

Provides information about how teachers may access support and advice. Web site for Teacher Support Network and telephone support available 24 hours per day/365 days per year with free confidential support and counselling 08000 562561.

## **Crisis Planning**

There may be a time when you have to leave your home in a hurry. It is helpful if you have already thought about how you would do it and have a plan ready to help you feel more in control. The following checklist provides some ideas.

Find somewhere you can quickly and easily use a telephone – at work, a neighbour, a relative?

Carry with you a list of telephone numbers of friends, relatives and emergency numbers.

Try to save some money for bus or taxi fares if needed.

Keep an extra set of keys for your home or car with someone you trust in case you need to leave immediately.

Keep the items you will need and some clothes in a bag packed ready. Keep it somewhere where you can quickly get hold of it.

### **Checklist:**

- National Insurance Number
- NHS number
- Passport
- Driving Licence
- Cheque Book
- Credit Cards
- Building Society Book
- Details of your Income Support Payments
- Details of your Child Benefit Payments
- Birth Certificates (you and children)
- Insurance papers
- Marriage certificate
- Divorce papers
- Address Book
- Diary
- Keys
- Medication
- Rent Book
- Details of Telephone, Gas, Electricity, Accounts etc.,
- Car Documents
- Change of Clothes
- Toys
- Jewellery
- Photographs/Sentimental Items
- Mobile phone

More detailed information can be obtained from the 24 hour Freephone domestic violence helpline 0808 8000340.

## **Appendix 2 – GUIDANCE FOR HEAD TEACHERS, GOVERNING BODIES AND OTHER SCHOOL LEADERS/ LINE MANAGERS**

### **Statement of Intent**

The governing body condemns domestic violence and abuse and recognises it is both a crime and unacceptable. The LEA has agreed this policy with all of the recognised trade unions for all school employees. In adopting this policy the governing body is committed to the welfare of all its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse. It also seeks to raise awareness of domestic violence and abuse and develop a work place culture where domestic violence and abuse is recognised as unacceptable.

A full copy of the School Employee Domestic Violence and Abuse Policy, which should be readily available in school for staff to access, can also be obtained from the HR Service and is available for reference on the Nottinghamshire County Council Schools Portal intranet site or via the County Council's intranet or public website.

This document, which incorporates Appendix 1 "Information for all School Employees" should be publicised and made available to all staff.

### **Definition**

The cross-government definition of domestic violence and abuse is: -

any incident or pattern of incidents of controlling, coercive, 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. The abuse can encompass, but is not limited to:

- 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 is not a legal definition.)

The governing body recognises that domestic violence and abuse exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability. However, various types of discrimination can mean that these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence.

Whilst it may seem that domestic violence and abuse is a personal matter and nothing to do with a person's employer the governing body understands that for those experiencing it, domestic violence and abuse will affect their whole lives, including work and job performance.

### **Recognising that an employee may need help**

It is not always easy to recognise that an employee is experiencing domestic violence and abuse and may require some assistance. Certain indicators such as a sudden change in behaviour, depression, inability to concentrate, obvious injuries or regular but unexpected absence from work may be indicative of a variety of problems, of which domestic violence and abuse may be one.

### **Warning Signs**

- Comes to work repeatedly with injuries.
- Unusual number of calls from home and strong reaction to the calls.
- Late for work and needing to leave early.
- Secretive about home life.
- Frequent absenteeism.
- Emotional reactions such as tearful, angry, depressed, nervous, confused.
- Partner exerts unusual amount of control over their life.
- Partner makes demands over their work schedule.
- May be extremely passive or aggressive.
- May seem chronically depressed or depressed in cycles.
- May isolate themselves at work.

These are just a few characteristics. Different people will react in different ways. A more important sign is when an individual behaves in a way that is unusual for her or him.

## **The role of the Head Teacher or line manager**

As a head teacher you have a responsibility for the health, safety and wellbeing of all staff employed at your school. Almost one third of all women will experience domestic violence and abuse at some point in their lives and some of these will be your employees.

As head teacher it is important that you respond positively to an employee disclosing a problem with domestic violence and abuse. Discussing this issue will have taken a great deal of courage and your response may be a crucial factor in determining whether an employee seeks help.

### **There are a number of ways you can be helpful:**

- Try to develop an understanding and supportive climate within the school working environment.
- Make yourself approachable – give employees the opportunity to talk to you confidentially, both formally, through any regular one to one sessions you have, or informally.
- Make relevant literature generally available, such as the ‘Encompass leaflet’ and the publicity provided by Women’s Aid
- Display any publicity information prominently.
- Look out for warning signs of domestic abuse and ensure information is available, do not however, pressure an employee to disclose information to you.
- Remember you are not an expert in this area, an understanding approach and offer of basic information is all that is required.
- Be aware that no advice is better than bad advice.
- Do not pressure a victim to leave the relationship, the nature of domestic abuse is that the victim will often stay within the relationship or return to it. Respect their decision.

## **Confidentiality and Child Protection Concerns**

Confidentiality is essential for an employee who is experiencing domestic violence and abuse. It is important that the employee knows that whatever they tell you will remain confidential and will not be revealed to anyone without their permission. In some cases where a violent or abusive partner has discovered their partner has confided in someone, this has resulted in more violence and even death.

The only exception to this may be where it is necessary to invoke the school’s child protection procedures where, for example, it is revealed that children are also being abused or at risk of harm. In this case you have a duty to report this. The employee will need to understand that that in these situations procedures will be followed in accordance with the NSCB domestic violence policy and DFE Working Together policy and procedures. Information to be shared should be factual and evidence based where known – if a member of staff is unsure what information they should provide they should seek the advice from the person with designated persons safeguarding responsibilities.

In all cases it is important not to lose sight of the fact that the employee is experiencing domestic violence and to ensure that the situation does not become centred solely around her/his child(ren). Where this situation occurs you should immediately discuss your concerns with the Local Authority Designated Officer (LADO) for Schools and Education Services. The LADO may want to further discuss the implications with a Business Partner within the HR Service.

### **Allowing time off work**

An employee who is experiencing domestic violence and abuse will almost certainly need to take time off work to attend counselling sessions, court hearings or to make alternative living arrangements, etc. Conditions of service allow the governing body to approve absence with pay in cases of compassionate leave and urgent domestic business under the special leave provisions. Please remember that a refusal to allow time off may often add to the anxiety of the employee concerned. Head teachers should respond positively and sympathetically to requests for reasonable time off under these circumstances. See the Schools Portal Document Annual Leave and Leave of Absence Section for details. Your School HR Service Business Partner can give you further advice about allowing time off work.

### **Adapting working arrangements**

Employers owe a duty of care to their employees. It may be that the most effective way a head teacher can help an employee is to consider a change in their working arrangements, probably temporarily, but possibly on a permanent basis. Perhaps s/he is being harassed by telephone calls from the abuser, in which case a colleague or answering machine could screen calls. This may not always be straightforward in a school situation and will need some careful thought and planning. At particular times s/he may need to be more flexible about starting/finishing times and lunch breaks to avoid unwelcome visits; a temporary relocation of workplace may be considered. Whatever the needs, it is important for head teachers to consider all options carefully and be as flexible as possible in the circumstances. Further support and advice is available from your named School HR Business Partner.

It should be recognised that domestic violence and abuse will probably have a negative impact on the performance of the employee concerned and it is important that the employee is supported and positive consideration is given to measures to temporarily alleviate work pressures. In certain exceptional circumstances the employee may be considered for redeployment and if this is the case you should contact the HR Service for advice.

It is important to ensure that any action taken complies with the wishes of the employee concerned and that s/he does not feel blamed or punished in any way. To minimise the potential for conflict in the workplace, any changes to working arrangements should be communicated in an appropriate way to other colleagues whilst maintaining confidentiality.

Advice about the possibilities of changes to working arrangements can be gained from your named HR Business Partner.

## **Finance**

An employee experiencing domestic violence and abuse may request an advance of pay in an emergency situation or might also wish to request a change in the method of paying their salary. Both of these are possibilities and will be a matter for individual schools and governing bodies to consider on an individual basis. This should be discussed with and arranged through the HR Service Payroll Team (0115 9774433). Individual requests made on this basis should be considered sympathetically and actioned quickly.

Please note that trade unions may also be able to assist individual members with emergency financial support. Employees should be encouraged to contact their trade union for advice on this.

## **Dealing with perpetrators of domestic violence**

In some cases the abuser may actually harass an employee at the workplace. In these circumstances both the victim and her/his colleagues may be at risk. If this person has no legitimate reason to be in school he/she is trespassing and may be escorted from the premises. Do not agree to pass on messages from a perpetrator to head teachers of domestic violence and abuse or disclose the address or whereabouts of an employee who has fled violence. In extreme cases, the Legal Services Team of Nottinghamshire County Council can provide advice on dealing with these situations.

Inevitably there will also be occasions where employees themselves are perpetrators of domestic violence and abuse. Creating an organisational culture in which domestic violence and abuse is unacceptable may help to influence perpetrators behaviour. Where perpetration of domestic violence and abuse conflicts with the job role, head teachers should seek guidance from their Schools nominated HR Business Partner. In some cases this could put at risk the continued employment of the perpetrator.

## **Sources of help and advice**

Appendix 1 "Information for all school Employees" should be publicised and made available to all staff. It includes details about a range of organisations and contact points.

The Women's Aid Integrated Services (WAIS) provides advice and information to agencies/staff dealing with domestic violence. The contact telephone number is 0115 9476490 (number for agency use only).



Nottingham Lesbian and Gay Switchboard	0300 3300630
Teacher Support Line Confidential support 24 hours a day/365 days per year.	08000 562561
Confidential counselling is available to all staff on a free and confidential basis through the Nottinghamshire County Council counselling provider – Carefirst.	
National Domestic Violence Helpline	0808 2000247

<i>Children and Young People</i>	
Childline – national Freephone helpline	0800 1111
NSPCC – national Freephone helpline. Confidential service for anyone concerned about children at risk including children themselves.	0800 8005000
Nottingham NSPCC	0115 9605481
Careline – a national confidential counselling line for children, young people and adults	0208 5141177
MASH Multi-Agency Safeguarding Hub	0300 500 80 90
Online form – <a href="http://www.nottinghamshire.gov.uk/MASH">www.nottinghamshire.gov.uk/MASH</a>	

## Web Sites

There are also a number of web sites providing information on a range of domestic violence and abuse related issues and services. The addresses provided below are a useful starting point – all include links to other useful sites. It would be useful to remind employees that abusers may be able to see information which has been viewed on the internet. The sites detailed below give instructions for clearing computer histories or emptying cache files. However, many browser types have features that display recently visited sites that cannot be cleared. The safest way for an individual to find information on the internet would be at a local library, friend's house or at work. Please ensure that employees are able to access the internet for this purpose if they wish. Information regarding how to delete search history, passwords and temporary files from the 4 most common internet Browsers can be found by following the links below:

Microsoft's Internet Explorer

<http://windows.microsoft.com/en-gb/internet-explorer/manage-delete-browsing-history-internet-explorer#ie=ie-11-win-7>

Google Chrome

<https://support.google.com/chrome/answer/95589?hl=en-GB>

Mozilla Firefox

<https://support.mozilla.org/en-US/kb/delete-browsing-search-download-history-firefox>

Apple Safari

[https://support.apple.com/kb/PH19215?locale=en\\_GB](https://support.apple.com/kb/PH19215?locale=en_GB)

\*Please note that other 3<sup>rd</sup> party applications may record computer activity and the above is not an exclusive list.

Websites providing information include:

[www.wais.org.uk](http://www.wais.org.uk)

Women's Aid Integrated Services – supporting victims of domestic violence and abuse in South Nottinghamshire.

[www.nottswa.org.uk](http://www.nottswa.org.uk)

Nottinghamshire Women's Aid – supporting victims of domestic violence and abuse in North Nottinghamshire.

[www.womensaid.org.uk](http://www.womensaid.org.uk)

Women's Aid Federation England – for information about services available, your legal rights,

[www.ndvf.co.uk](http://www.ndvf.co.uk)

Nottinghamshire Domestic Violence Forum – useful links, information and projects housed by NDVF including:

Tri – information and resources for working with men on domestic violence (including information about services for men).

Educator Project – Work with young people on domestic violence.

[www.teachersupport.info](http://www.teachersupport.info)

Provides information about how teachers may access free confidential counselling, support and advice 24 hours a day/365 days per year.

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