

Domestic Abuse Policy



Document Control

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1. Introduction

- 1.1. This policy focuses on the issues relating to domestic abuse from an employment perspective.
- 1.2. Waverley Housing is aware of its duty of care as a good employer for ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees at work, and for creating an environment in which employees are safe to disclose their experience of abuse in order to access support and increase safety for themselves and others.

However, the right of employees not to disclose must be respected and no employee should feel pressurised into sharing this information if they do not wish to do so. For some employees the workplace is a safe haven and the only place that offers routes to safety.

- 1.3. The impact of domestic abuse on the health and wellbeing of staff is a serious, recognisable and preventable problem. This policy has been created to promote the welfare of staff affected by current or previous experience of domestic abuse. It further aims to ensure that Waverley Housing responds appropriately to employees who may be alleged abusers of such abuse.
- 1.4. The impact of domestic abuse on the health and wellbeing of staff is a serious, recognisable and preventable problem. This policy has been created to promote the welfare of staff affected by current or previous experience of domestic abuse. It further aims to ensure that Waverley Housing responds appropriately to employees who may be alleged abusers of such abuse.
- 1.5. Any support measures put in place by a manager should be monitored to ensure that they are reasonable in relation to their impact on the individual's situation, and to ensure that a balance is maintained between the welfare of the victim, the workloads of others and the continuation of effective service provision.

2. Aims of the Policy

- 2.1. The aims of this policy are to demonstrate the commitment of Waverley Housing to improving the safety and welfare of all staff affected by domestic abuse. Having an explicit policy enable us to:
 - a) Raise awareness of domestic abuse as a serious health and social issue, highlighting its hidden nature and the impact of those affected by it.
 - b) Send a positive message to employees with experience of domestic abuse that they will be listened to and supported.
 - c) Project a clear signal that the actions of employees who perpetrate domestic abuse, within or outside the workplace, are unacceptable.
 - d) Ensure confidential and supportive handling of situations for employees who are, or have, experienced domestic abuse.
 - e) Assist and support employees who are experiencing domestic abuse.
 - f) Provide a framework for addressing the behaviour of employees who may be alleged abusers and who may pose a risk within the context of their work.

- 2.2. Clarify the scope of managers in supporting an employee who has, or is experiencing, domestic abuse as well as allegations of domestic abuse made against an employee.

3. Principles

- 3.1. The principles and values of this policy reflect the values of Waverley Housing. i.e. valuing all employees and acknowledging that they have a right to work in an environment that is safe, promotes equality, dignity at work and encourages individuals to treat each other with respect.
- 3.2. To uphold these principles, Waverley Housing has an ethical and legal responsibility to:
 - a) Take reasonable steps to promote equality and reduce the risk of domestic abuse in the workplace.
 - b) Take action where workplace incidents occur or allegations of domestic abuse are raised by employees through the normal HR policies and procedures.
- 3.3. All employees who experience or have experienced domestic abuse will be supported regardless of gender, including trans men/women.
- 3.4. Domestic abuse, as a recognised form of gender-based violence has a devastating impact on individuals and their families. Being a good employer includes supporting employees through new or difficult periods in their lives. For some employees the workplace is a safe haven and the only place that offers routes to safety.
- 3.5. It is important that employers recognise that they have a role in encouraging and supporting employees to address violent and abusive behaviour of all kinds and are clear that abuse is always unacceptable. Employers should be seen to respond appropriately to alleged abusers to promote the safety of victims/survivors and children.
- 3.6. Although domestic abuse will occur predominantly outside the workplace, the implications for employees in their work environment who experience abuse are significant. The abuse can have a detrimental impact on health and well-being, which may affect attendance, performance and effectiveness.
- 3.7. All disclosures of domestic abuse by employees should be treated confidentially; the key exception being situations where there is reason to believe that there may be a risk to others, including harm to children. In these circumstances, local child/adult protection procedures should be followed.
- 3.8. The role of the line manager is not to deal with the abuse itself but to provide support to the employee to access the Domestic Abuse Advocacy and Support (DAAS) service or to outline the help that is available.
- 3.9. Where an employee feels more comfortable discussing the situation outwith Waverley Housing they can contact DAAS directly. Alternatively, HR can signpost to both local and national organisations that can provide support.
- 3.10. Where an employee has knowingly made an allegation without foundation that another employee is perpetrating abuse, this will be viewed as a serious employee conduct issue and will be investigated and addressed using Waverley's disciplinary policy.

- 3.11. Employees should not suffer victimisation as a result of the application of any respect of this policy. Where there is evidence that an employee has been victimised this will be considered as a serious employee conduct issue and will be investigated accordingly.
- 3.12. The policy applies to all employees of Waverley Housing.

4. Definitions

- 4.1. The Scottish Government's definition of domestic abuse is as follows:

“Domestic Abuse, as gender based violence, can be perpetrated by partners or ex partners and can include physical abuse (assault and physical attack involving a range of behaviour), sexual abuse (acts which degrade and humiliate women and are perpetrated against their will, including rape) and mental and emotional abuse (such as threats, verbal abuse, racial abuse, withholding money and other types of controlling behaviour such as isolation from family and friends).

- 4.2. Harassment and Stalking behaviour is unwanted, persistent often threatening attention e.g. following someone, constantly phoning, texting or emailing them at home or work.
- 4.3. Honour Based Violence (HBV) is a term used to describe violence committed within the context of the extended family which is motivated by a perceived need to restore standing in the community, which is presumed to have been lost through the behaviour of the victim.
- 4.4. Domestic abuse cuts across boundaries of class, ethnicity, age, disability, sexual orientation, religion and belief.

5. Guidance for Employees

- 5.1. Employees are encouraged to contact Scottish Border Council's specialist Domestic Abuse Advocacy and Support (DAAS) service for advice and support if they are concerned or suspect that a colleague is experiencing domestic abuse.
- 5.2. If a colleague has approached you to confide that they are, or have experienced, domestic abuse make sure that you are able to talk in a quiet and confidential space. Be a good listener and believe what your colleague is saying. Respect the confidentiality of the individual concerned unless you believe that they are in immediate risk of significant harm, in which case your line manager should be informed and DAAS contacted for advice and support. Remind the individual that specialist support is available.
- 5.3. Some victims of domestic abuse may not feel ready or in a position to accept help, which can be frustrating. You cannot force an individual to disclose abuse or to follow a course of action they are uncomfortable with, but listening to and believing their disclosure is a huge step forward.
- 5.4. Any concerns about an employee should be raised in confidence with your line manager and where possible with the permission of the individual. Never divulge personal information about colleagues to others, including other colleagues, without their permission.

- 5.5. Witnessing a colleague experiencing domestic abuse can be difficult and upsetting and you may feel powerless or unable to help. Remember that you can seek support from your line manager or advice from an advocate from the Domestic Abuse Advocacy and Support Service, based within the Safer Communities Team at Scottish Borders Council, or the local or national helplines detailed in Appendix A.
- 5.6. If an employee suspects or an individual confides that they are perpetrating domestic abuse, employees are encouraged in the first instance to discuss this with their line manager.

6. Guidance for Managers

- 6.1. As a manager, you have a role to address the needs of employees who have, or are experiencing domestic abuse. When an employee discloses their experience of domestic abuse, you should endeavour to provide flexible support tailored to meet the circumstances of each individual, taking into account any additional needs that they may have.
- 6.2. In your role as manager, you should be aware of the potential barriers that make it difficult for employees to seek support and should be conscious not to make judgements or to provide counselling or advice but seek expert input from DAAS and/or HR, where appropriate.

Although widespread, domestic abuse is often hidden, generally occurring in a private or domestic setting, away from the workplace. The covert nature of domestic abuse and the impact it has on individuals can act as barriers to disclosure e.g.

- 1) Issues around trust and concerns about confidentiality, especially if children are involved.
 - 2) Staff may fear that seeking help could impact on how they will be treated by managers or colleagues e.g. may be perceived as less competent or ineffective or that it may prejudice career advancement.
 - 3) People in lesbian, gay or bisexual relationships who have not disclosed their sexual orientation may be reluctant to discuss domestic abuse, thereby 'outing' themselves in an environment which they may fear to be unsupportive or homophobic.
 - 4) It can be difficult for men who experience domestic abuse to disclose as they may fear being seen as 'weak' or 'unmanly'.
 - 5) Black minority ethnic (BME) staff may be concerned that they will be ostracised in their communities, or accused of bringing dishonour on their families if they disclose abuse. They may be fearful of feeding racist or stereotypical views within the work place which may minimise or dismiss their experiences.
 - 6) It is unlikely that employees experiencing domestic abuse will tell people at work of their situation or approach their line manager with their problems in the first instance.
- 6.3. It is far more likely that a manager will become aware of the situation through their awareness of possible signs of domestic abuse such as absenteeism and work performance.
- 6.4. Identifying that an employee is experiencing difficulties at an early stage can lead to appropriate help being offered. This in turn could mean that the employee is able to deal with their situation far more effectively.

- 6.5. There may be circumstances when it will be appropriate for a manager to encourage an employee to disclose what is happening to them so that appropriate help and support can be provided and to prevent the possibility of action being taken due to poor performance/timekeeping/absenteeism.
- 6.6. However, both employees and managers should recognise that employees experiencing domestic abuse benefit most from the intervention of trained professionals, and that the line management role will be to assist employees to access the DAAS service and to provide support to the employee.
- 6.7. Employees may have experienced abuse in the past, which is currently affecting their ability to cope and their performance at work. Practical and supportive line management may be required during this period, as well as assistance to access specialist support.
- 6.8. Waverley Housing is committed to creating an environment in which employees are safe to disclose their experience of abuse in order to access support and increase safety for themselves and others. The right of staff not to disclose however must be respected, and no-one should feel pressured into sharing this information if they do not wish to do so.

Practical considerations to encourage disclosure or discussion of abuse

- 1) Create an environment where employees feel safe to talk about what they are experiencing. Be a good listener and believe what they are saying. Although total confidentiality might not be possible in all cases, respect the confidentiality of the individual concerned.
- 2) Provide a sensitive, non-judgemental response and reassure the employee that they are not to blame, there is no justification for this treatment of them and that there is help and support available; both through the organisation and links with specialist agencies.
- 3) Do not make assumptions about what action is appropriate because of someone's marital status, relationship status, age, ethnicity, sexual preference or disability.
- 4) Be aware of any additional issues for any employee because of their marital status, relationship status, ethnic background, age, sexuality or disability.
- 5) Be aware that an individual can be subjected to domestic abuse from more than one alleged abuser within their particular personal circumstances.
- 6) Respect the choices and decisions the employee may make about their situation – often it is difficult for them to leave due to their financial situation, childcare responsibilities and threats of violence. Additionally, fear of loss of contact with their children, and false counter-allegations are factors which affect an individual's decision.
- 7) Be aware that a victim may make many attempts before they finally leave their abusive partner.
- 8) Keep in touch with the employee during any period of absence, maintaining confidentiality of their whereabouts at all times.

Managers should follow the four 'R's – Recognise, Respond, Refer and Record.

Recognise the Problem

- 1) Look for sudden changes in behaviour such as an employee becoming withdrawn and quiet or changes in the quality of work performance for unexplained reasons.
- 2) Look for changes in the way an employee dresses e.g. excessive clothing on a hot day; changes to the amount of make-up used which may indicate the covering up of signs of physical violence.
- 3) Look for injuries, such as bruises that are explained away, as well as explanations for injuries that are consistent with the injuries displayed.
- 4) Look for other possible indicators e.g. high absenteeism rate without explanation, using alcohol or drugs as a coping mechanism or inflexible starting and finishing times.
- 5) A colleague who is overly secretive regarding their home life.
- 6) A colleague who appears to be isolated from friends and family.
- 7) Interruptions and harassment at work i.e. repeated calls/texts/emails; a reluctance to turn off their mobile phone at work.
- 8) Contact DAAS for advice and guidance on ways you can support your employee.

Respond

- 1) Believe an employee if they disclose that they are experiencing domestic abuse – do not ask for proof.
- 2) Speak to the employee about their immediate and future safety and assist them to think through their options i.e. agree a safety plan, discuss support networks, protection strategies and provide telephone numbers for organisations that can help including Police Scotland, DAAS, Abused Men in Scotland (AMIS), National Domestic Abuse hotline and Scottish Rape Crisis.
- 3) Reassure the employee that Waverley Housing has an understanding of how domestic abuse may affect their work performance and the support that can be offered.
- 4) Provide a range of practical workplace safety measures such as:
 - i. An assumed name at work
 - ii. Provision of temporary mobile phone
 - iii. Mutual agreement of a safe, confidential method of communication
 - iv. If appropriate, no unwanted calls are put through from reception
- 5) Be aware of the parameters of your role as a line manager and make it clear to an employee what you can and cannot provide. This can be done in conjunction with advice and support from DAAS. The DAAS referral flowchart is contained in Appendix 4.

Record

- 1) Any written record, including any agreed workplace adjustments, should be held outside of official employee records and stored securely.
- 2) Disclosures should not impact on the employee's work record, provided their performance is maintained as agreed.

- 3) Any decision to disclose without consent (if a colleague is at serious risk or injury or death) should be documented.
- 4) All incidents of violence, threatening behaviour or breaches of security in the workplace should be recorded and retained for evidence purposes if required. The record must be clear, accurate and include dates, times, locations, and any witnesses. Any breaches of orders, e.g. non-harassment orders or bail conditions should also be noted. The record of risk, events and agreed actions template is attached to this policy as Appendix 3.
- 5) Keep a record of the identified risks and safety measures agreed with your employee and also record any incidents of abuse in the workplace, including persistent telephone calls, emails or visits to the workplace.

Refer

Offer the services of the Domestic Abuse Advocacy and Support Service or other appropriate agency, details of which are attached as Appendix 1.

Impact on Colleagues

Colleagues of a staff member who is experiencing domestic abuse may also be affected in the following ways:

- 1) Having to fill in for absent or less productive colleagues.
- 2) Trying to protect a colleague from unwanted phone calls or visits.
- 3) Feel helpless and unsure about how to intervene or support their colleague.
- 4) Be distracted from their own work.
- 5) Experience a negative impact of their own mental and emotional health, especially if they have been affected by domestic abuse.
- 6) Fear for their own safety.

As a manager, you need to be aware of these possibilities and take steps to support all staff.

Additional Considerations

- 1) Each employee's needs are different and as you are required to maintain confidentiality throughout the process, you must be prepared to handle any speculation which may arise from other employees.
- 2) If an employee discloses experience of abuse during disciplinary procedures in relation to performance, absenteeism etc., this should be taken into account. If it is felt that the issue can be resolved by addressing the support/safety needs of the employee, then the process may be suspended.
- 3) If the employee's work performance has been deteriorating prior to their disclosure of domestic abuse then you should still continue to monitor this in the manner you normally would. Any changes to the working pattern or other support offered to the employee may be enough to remedy any issues with the employee's work performance/attendance.
- 4) It is vital that employees have the chance to consider all the available options and decide for themselves how they wish to receive support.

- 5) You should maintain regular contact with the employee if they have disclosed domestic abuse in order to monitor whether the support and safety measures that have been put in place are effective or not, and whether alternatives need to be explored.

Should an employee not wish to take up support

Although Waverley Housing will seek to provide a supportive environment in which an employee can raise issues relating to domestic abuse, depending on their situation, some employees affected by domestic abuse may refuse support or only take up partial support. Dealing with domestic abuse is a process that takes time and there are various reasons why employees may find it difficult to seek support (please refer to Barriers in section 6). It should be noted that contrary to popular belief evidence shows that people are likely to be highest risk at the point of ending an abusive relationship, or once the relationship has ended.

It is the employee's choice whether or not to accept support and managers should respect their decision, reassure them that Waverley Housing's primary concern is for their safety and remind them that support is available if they need it in future.

Even if a manager disagrees with the decisions being made by the employee regarding their relationship, it is important to understand that a victim of domestic abuse may make a number of attempts to leave their partner before they are finally able to do so.

7. Possible Work Related Adjustments

7.1. It may be necessary when supporting an employee to consider the need for making work related adjustments. Before exploring how best to support your employee, the following questions should be explored:

- 1) Does the person causing risk know where the employee works?
- 2) Have they ever been followed on their way to/from work?
- 3) Is the employee frightened of anything specific that might take place at work or to and from work?
- 4) Does the person causing risk have their work email address and/or work telephone number?
- 5) What information can be shared with the wider team or relevant staff to ensure any changes are implemented and that appropriate support can be provided?

Examples of work related adjustments include:

- 1) Change of work patterns or adjust workload for a temporary period to make things more manageable for the employee.
- 2) Give favourable consideration to any request for change of workplace/work arrangements.
- 3) Approve requests for an advance of pay.
- 4) Agree that an employee can use an assumed name at work.
- 5) Review the security of stored personal information held such as temporary or new addresses, bank or healthcare details in Waverley's systems, as well as emergency contact numbers and contacts within the department.

- 6) With the employee's consent, advise colleagues of the situation on a need to know basis and agree the response, should the person causing the risk contact or present themselves at the workplace.
- 7) The provision of safe and confidential meeting spaces within Waverley's office.
- 8) At times when the employee needs to be absent from work, mutually agree a safe, confidential method of communication and consider safety implications that may arise when working from home.
- 9) Support the employee in being able to travel safely to and from work.
- 10) If the employee is receiving harassing calls divert phone calls or change the phone extension number, with the consent of the employee.
- 11) Agree with the employee what, if anything, to tell colleagues and how they should respond if their partner or former partner telephones or visits the workplace.
- 12) Ensure the employee does not work alone or in an isolated area and check that the employee has arrangements for getting safely to and from home.
- 13) If the person causing risk is also an employee, ensure that the victim is protected at work and during breaks and lunch hours. This should be done in consultation and agreement with the employee.
- 14) Grant special leave in accordance with Waverley's Medical, Personal and Other Leave Policy
- 15) Grant any requests for unpaid leave in accordance with the relevant policy.

8. Responding To Staff Who May Be A Person Causing Risk

- 8.1. Perpetrating domestic abuse:
 - 1) Contravenes equalities and human rights legislation
 - 2) Could constitute a criminal offence
 - 3) May breach corporate and professional codes of conduct
- 8.2. Managers should be aware that in certain circumstances the behaviour of an employee in relation to the perpetration of domestic abuse may require to be considered under other Waverley Housing policies and procedures such as our Code of Conduct or Disciplinary Procedure. As always, each case must be considered on its merits. When faced with such circumstances the manager should discuss the matter with HR. Conduct both inside and outside work may lead to disciplinary action against the employee, dependent on the seriousness of the alleged/proven misconduct, caution or offence.

In such cases, the facts will be considered and a view taken as to whether the allegation/conduct is sufficient to warrant invoking disciplinary procedures.

Conduct Occurring Within Work

Persons causing risk might use workplace resources such as telephone, email, postal mail or IT systems to harass, threaten or abuse their current partners. They may also involve their colleagues, who may not be aware of their motives, in assisting them to do so.

If a manager becomes aware of an incident in which an employee has misused workplace resources for the purposes outlined above, advice should be sought from HR so that action, if appropriate, can be agreed.

In all cases where disciplinary action is being contemplated, the matter shall be investigated in line with Waverley's procedures.

Conduct Occurring Outside Work

If a manager becomes aware of an incident in which an employee has carried out domestic abuse, advice should be sought from HR so that action, if appropriate, can be agreed.

In all cases where disciplinary action is being contemplated, the matter shall be investigated in line with Waverley's procedures.

Assistance for Persons Causing Risk

When a person causing risk has identified themselves, or is known to Waverley Housing, then this must be treated confidentially. The safety of the person experiencing the abuse must be paramount and taken into consideration.

Some persons causing risk will want to seek assistance in changing their behaviour and should be supported in doing so through the use of:

- 1) Consideration of granting special leave in accordance with Waverley's Medical, Personal and Other Leave Policy.
- 2) Unpaid Leave
- 3) Flexitime
- 4) Annual Leave
- 5) Temporarily changing working hours

This will allow the person causing the risk to attend appropriate counselling support sessions.

9. Confidentiality

- 9.1. All advice, information and support provided to and by an employee will remain confidential. No information should be disclosed without the express consent of the employee. However, where issues regarding the protection of children or the protection of adults in need of support arise, the child protection and the adult protection services may need to be involved
- 9.2. All records in relation to staff members who have experienced abuse or allegations of abuse against employees will be maintained in the strictest confidence in accordance with the General Data Protection Regulation (GDPR).

10. Advice and Guidance

- 10.1. Managers and employees can obtain, on a confidential basis, advice and guidance on any issues relating to domestic abuse as detailed in this policy from:
 - 1) The Domestic Abuse Advocacy and Support (DAAS) Service
 - 2) HR
- 10.2. A list of organisations that can offer further advice in practical guidance on domestic abuse in the workplace and related issues is detailed in Appendix 1.

11. Record Keeping

- 11.1. Any records should be kept strictly confidential in accordance with Waverley Housing's Privacy Policy and associated documents and it should be made clear to an employee that the recording of information on domestic abuse will have no adverse impact on the employee's work record.
- 11.2. All records, including information held in emails/minutes/supervision notes in relation to employees who have experienced domestic abuse or allegations or abuse against employees will be maintained in the strictest confidence in accordance with the General Data Protection Regulation (GDPR).

USEFUL NUMBERS

There are a number of organisations that can offer further advice and practical guidance on domestic abuse or gender-based violence in the workplace and related issues.

Local Support Services

Domestic Abuse Advocacy Service	01835 825024
Children 1 st Borders – Domestic Abuse Community Service	01750 22892
Domestic Abuse Investigation Officer (Police Scotland)	01896 664590
Police Scotland (Non-Emergency)	101
Borders Women's Aid	01835 863514
Scottish Borders Rape Crisis Centre	01896 661070
Victim Support Scottish Borders	01896 751212
SBC Homelessness Service	0800 376 1138
Emergency Duty Social Work	01896 752111
Shakti Women's Aid	0131 475 2399

National Helplines

National Domestic Abuse Helpline	0800 027 1234
National Rape Crisis Helpline	08088 01 03 02
Childline	0800 1111
MALE Helpline	0808 801 0327
Abused men in Scotland	0808 800 0024
The Samaritans	01750 2000
National Stalking Helpline	0808 802 0300
NHS 24	111
RESPECT Helpline (for male alleged abusers)	0808 802 4040

LEGALFRAMEWORK/RELEVANT LEGISLATION

This policy is underpinned by the following legislation (which is not an exhaustive list):

- Health & Safety at Work Act (1974)
- Employment Act 2008
- Equality Act 2010
- Protection from Abuse (Scotland) Act 2001
- Human Rights Act (1998), Article 3
- Protection from Harassment Act (1997)
- Sexual Offences (Scotland) Act (2009)
- Management of Health & Safety at Work Regulations (1992)
- General Data Protection Regulation (GDPR)

RECORD OF RISKS, EVENTS AND AGREED ACTIONS

As a manager, you have a role to address the needs of employees who have, or are experiencing domestic abuse. All disclosures of abuse by employees should be treated confidentially; the key exception being situations where there is reason to believe that there may be significant risk to the employee or a risk to others, including harm to children. In these circumstances, local child/adult protection procedures should be followed.

All records in relation to staff members who have experienced domestic abuse or allegations of domestic abuse against employees will be maintained in the strictest confidence in accordance with General Data Protection Regulation (GDPR).

The following information should be recorded, agreed and reviewed on a regular basis:

- identified risks to the employee, including any children
- identified risks to other employees
- safety measures agreed
- any incidents of abuse in the workplace, including persistent telephone calls, emails or visits to the workplace, threatening behaviour or breaches of security (which may also include breach of bail conditions or non-harassment orders.)

Any decision to disclose the abuse without consent (if a colleague is at serious risk of injury or death) should be documented.

For advice and support, please contact the Domestic Abuse Advocacy and support (DAAS) service on 01835 825024.

EMPLOYEE NAME		EMPLOYEE PAYROLL NUMBER	
Date		Employee Tel Number	
Person Causing Risk's Name		Person Causing Risk's Address	
Relationship to Victim			
Details of any Children			
Name	DOB and Address	Relationship to Victim	Relationship to Person Causing Risk

Is the person causing risk a Waverley Housing employee?	
If so, what is their role and department?	
Where are they based?	

<p>Summary of Incident/Risk</p> <p>To include incidents of violence, stalking, harassing or threatening behaviour or breaches of security in the workplace. These should be recorded and retained for evidence purposes. The record must be clear, accurate and include dates, times, locations and any witnesses. Any breaches of orders e.g. non-harassment orders and bail conditions should also be noted. It is recognised good practice to review the risks every 6 weeks.</p>

Does the person causing risk know where the employee works?	
Have they ever been followed on their way to/from work?	
Is the employee frightened of anything specific that might take place at work or to and from work?	
Does the person causing risk have the employee's work email address and/or work telephone number?	
Does the person causing risk pose a risk to colleagues or other staff members?	

<p>Actions Discussed and Agreed to Reduce Risk</p> <p>Discuss employee's immediate and future safety and assist them to think through their options i.e. agree a safety plan, discuss support networks, protection strategies and provide telephone numbers for organisations that can help (see Appendix 1 for details). To ensure that any agreed safety measures are addressing identified risk, these should be reviewed every 6 weeks but more frequently if the level of risk is high.</p>

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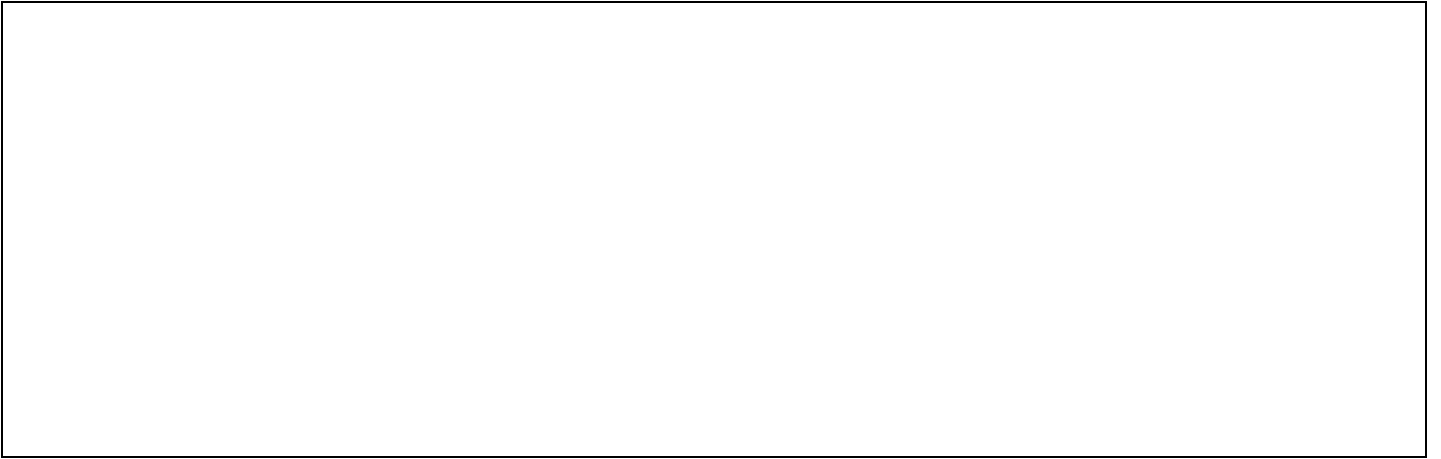
Work Related Adjustments To include what, if any, adjustments have been made and also record whether there are any colleagues who are part of the safety plan, their role and discussed responsibility for employee confidentiality.
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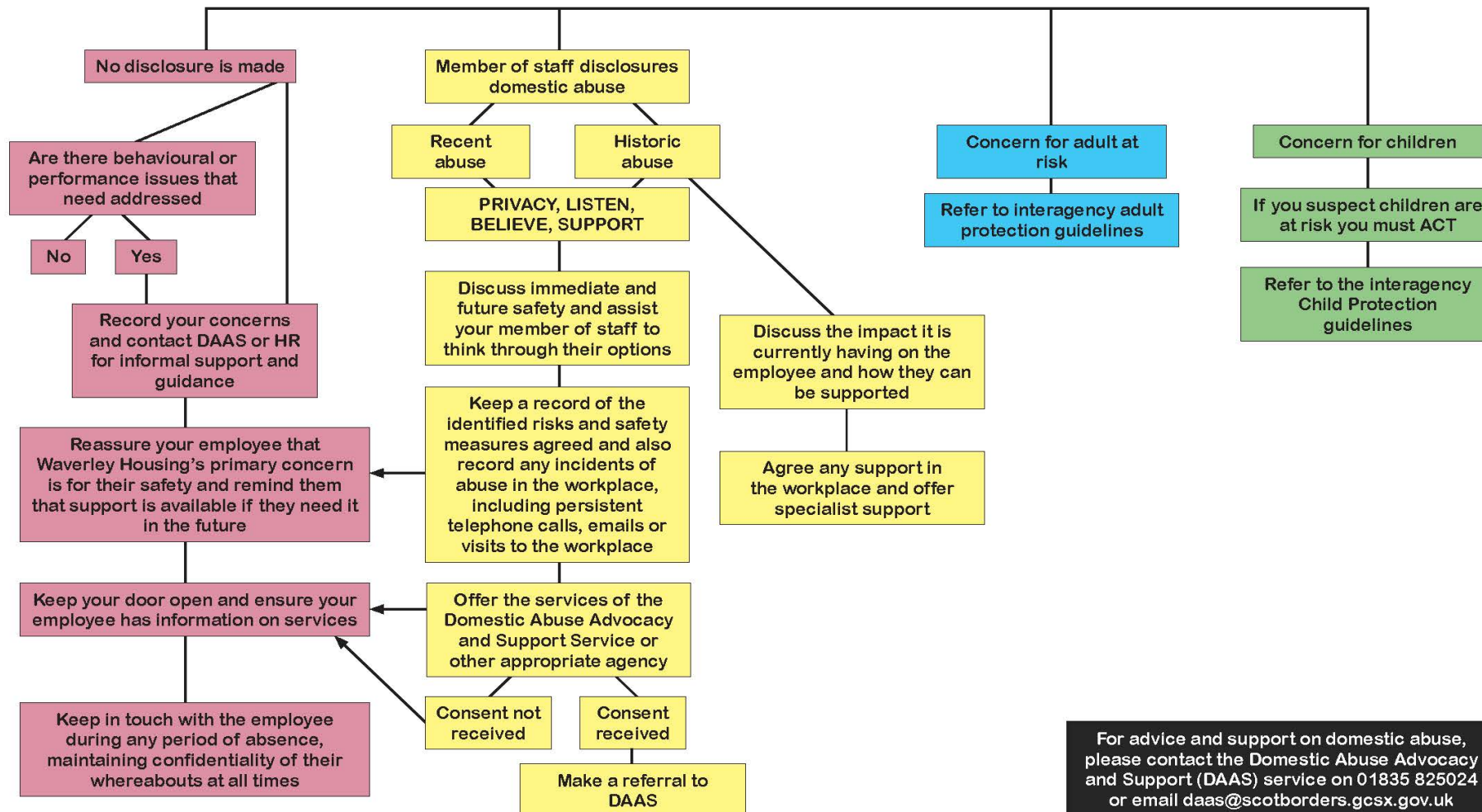
Details Of Any Referrals Made

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Details of Disclosure Without Consent And The Reason For Doing So
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CONCERN ABOUT AND EMPLOYEE EXPERIENCING DOMESTIC ABUSE?



For advice and support on domestic abuse, please contact the Domestic Abuse Advocacy and Support (DAAS) service on 01835 825024 or email daas@scotborders.gcsx.gov.uk