

Domestic Abuse Workforce Policy

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Equality, Diversity And Human Right Statement	The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment.		
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1. Purpose

The Trust have signed up to The Merseyside Domestic Abuse Workplace Champion Scheme sponsored by the office of the Police and Crime Commissioner.

The Trust recognises the importance of equipping our divisions and corporate teams with the right tools and skills to safeguard and support staff who may be victim survivors (or perpetrators) of domestic violence and abuse, to enable them to disclose information and receive support (in a way that does not re-traumatise).

The Trust has nominated Domestic Abuse Champions who are employees who volunteer to complete specialist training to identify the signs of domestic abuse within their workplace. They champions will offer support and where required signpost colleagues for specialist support (i.e. safeguarding) to ensure we focus on supporting staff's health and wellbeing.

The Trust is committed to raising awareness of domestic abuse and ensuring that policies and guidelines are in place to support all LUHFT employees (including volunteers and those who hold sessional contracts)

Domestic abuse is a crime, the impact of which affects all social and cultural groups. Men are much more likely to be perpetrators and the majority of domestic homicide victims are most often women, killed by men. However, men also experience domestic abuse and domestic abuse also occurs in same-sex relationships. Disabled women are almost twice as likely as non-disabled women to be affected by domestic abuse, and some ethnic minority groups are also more at risk.

Domestic abuse is defined as:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional
- stalking or harassment

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 survivor. This definition includes so called 'honour' based violence, female genital mutilation

(FGM) and forced marriage. Victim survivors are not confined to one gender or ethnic group.

Domestic Abuse figures for year ending March 2023:

- 2.1 million people aged 16 years and over experienced domestic abuse.
- 1.4 million women and 751,000 men
- Police recorded 889,918 domestic abuse-related crimes (excluding Devon and Cornwall), a similar number to the previous year.
- It takes someone experiencing domestic abuse an average of 35 incidents of abuse before they seek help. Domestic abuse affects men, women and children. It can happen to anyone, regardless of gender, sexuality, disability, age, race, social group, wealth, class or lifestyle
- According to the Crime Survey for England and Wales (CSEW) year ending March 2023, An estimated 4.4% of people aged 16 years and over (5.7% women and 3.2% men) experienced domestic abuse in the last year. This equates to an estimated 2.1 million adults (1.4 million women and 751,000 men), A higher percentage of people aged 16 years and over experienced domestic abuse by a partner or ex-partner (3.0%) than by a family member (1.8%) in the last year.
- There were 357 domestic homicides recorded by the police between March 2017-March 2019, this represents 19% of all homicides where the victim was aged 16 years and over during this time period.
- One in 6-7 men and one in 4 women will be a victim survivor of domestic abuse in their lifetime.
- There were 51,288 domestic abuse-related prosecutions in England and Wales for the year ending March 2023, compared with 53,207 in the year ending March 2022.

2. Domestic Abuse

The guidance is intended to support the pivotal role that staff can play in empowering victim survivors through the provision of information to make informed choices about their safety and that of any children.

The Liverpool University Hospitals NHS Foundation Trust (“the Trust”) recognises that its employees will be amongst those affected by domestic abuse. We are committed to developing a workplace culture in which there is zero tolerance for abuse, and which recognises that the responsibility for domestic abuse lies with the perpetrator. The Trust has a ‘zero tolerance’ position on domestic abuse and is committed to ensuring that any employee who is the victim survivor of domestic abuse has the right to raise the issue with their employer in the knowledge that they will receive appropriate support and assistance. This policy also covers the approach we will take where there are concerns that an employee may be the perpetrator of domestic abuse.

Under the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1992), the Trust recognises its legal responsibilities in promoting the welfare and safety of all staff. Therefore, this policy applies to all LUHFT employees (including volunteers and those who hold sessional contracts)

The Trust is committed to heightening awareness of domestic abuse and providing guidance for employees and management to address the occurrence of domestic abuse and its effects on the workplace.

Harmful Practice

Harmful Practice includes: Honour Based Abuse (HBV); Forced Marriage (FM) and Female Genital Mutilation (FGM)

Honour Based Abuse and Forced Marriage

'Honour based abuse' is a crime or incident which has, or may have been, committed to protect or defend the honour of the family and / or community. The terms 'honour crime', 'izzat' or 'honour-based abuse' embrace a variety of crimes of violence (mainly but not exclusively against women), including assault, imprisonment, and murder where the person is being punished by their family or community. They are being punished for actually, or allegedly, undermining what the family or community believes to be the correct code of behaviour resulting in the 'shame' or 'dishonour' of the family.

Forced marriage is a marriage conducted without the valid consent of one or both parties where duress is a factor.

What makes it different?

The Families and Community support the offending behaviour

If a young person discloses potential honour-based abuse or forced marriage, a practitioner should not:

- Involve family
- Organise mediation

But should

- Maintain confidentiality of victim survivor
- Recognise increased risk to victim survivor.

Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic abuse. There is a clear distinction between forced marriage and an arranged marriage. The young person could be facing physical, psychological, sexual, financial or emotional abuse to pressure them into accepting the marriage.

Forced marriage affects victim survivors from many communities. The majority of cases reported to date in the UK involve South Asian families, but there have been cases involving families from across Europe, East Asia, the Middle East and Africa, and also within the travelling community. Some forced marriages take place in the UK with no overseas element, while others involve a partner comes from overseas or a British national being sent abroad.

If there are concerns that a person under the age of 18 is in danger of a forced marriage, Safeguarding Children Procedures must be followed.

Although there is no specific criminal offence in England and Wales of 'forcing someone to marry', criminal offences may nevertheless be committed. Perpetrators – usually parents or family members – could be prosecuted for offences including threatening behaviour, assault, kidnap, abduction, theft (of passport), threats to kill, imprisonment and murder.

Hundreds of people in the UK (particularly girls and young women), some as young as nine, are forced into marriage each year. Some are taken overseas to marry whilst others may be married in the UK. Suspicions that a young person may be forced into marriage may arise in a number of ways. These include a family history of older siblings leaving education early and marrying early; depressive behaviour including self-harming and attempted suicide; unreasonable restrictions such as being kept at home by their parents ('house arrest') or being unable to complete their education; and a person always being accompanied including to school and doctors' appointments. A young person may also talk about an upcoming family holiday that they are worried about, fears that they will be taken out of education and kept abroad, or directly disclose that they are worried they will be forced to marry.

3. Policy Content

Employees are not obliged to inform anyone at work about their domestic situation but there are many support mechanisms available such as workplace champions, safeguarding team line managers, human resources representative, trade union representative, Occupational Health and wellbeing and Employee Assistance Programme.

Our domestic abuse workplace champions are employees who volunteer in their workplace to support colleagues who are affected by domestic abuse. After completing specialist training to spot signs of domestic abuse they are equipped with the understanding, knowledge and skills to respond safely and effectively to anyone wishing to speak up and seek support. They ensure appropriate information is available to colleagues at a time when they may need it most and will be able to signpost victim survivors to specialist support. They will also be a link between your organisation and the Champions' Network.

It is important to promote the understanding that everyone has the right to a life free from abuse in any form. Domestic abuse is wholly unacceptable and inexcusable behaviour, and responsibility for domestic abuse lies with the perpetrator. The Trust strives to create a working environment that promotes the view that abuse against people is unacceptable and that such abuse will not be condoned or made the subject of jokes. Employees have the right to work in a supportive and confidential environment that does not discriminate against or stigmatise people who are experiencing domestic abuse (whether physical or emotional).

It is understood that victim survivors of domestic and abuse may feel unable to talk to anyone about their situation. They may be afraid or worried about the consequences that this may have for them, their family, home, job or income.

Employees are encouraged to speak to someone at work if they feel their personal situation is difficult or abusive, specific details are not necessary but a joint approach to problem solving will ensure that we continue to focus on staff wellbeing and support.

Employees who raise concerns will be treated with respect and dignity and the Trust will provide a supportive environment. Where domestic abuse in a same sex relationship is disclosed, due regard will be paid to the double disclosure of confidential information if the individual recipient of abuse is not out at work.

3.1 The Right to Representation and Confidentiality

The Trust respects an employee's right to confidentiality. The Trust recognises that, normally, employees experiencing domestic abuse have the right to complete confidentiality. However, in circumstances of child protection or the protection of adults at risk of abuse, the child protection and adult protection services may need to be involved. Complete confidentiality cannot be guaranteed in these situations.

The Trust respects an employee's right to privacy in the event they do not wish to inform the Trust that they have experienced domestic abuse.

4. Managerial Support and Advice for Employees

Line managers are not expected to act as experts in Domestic /Abuse, but must offer employees experiencing it a broad range of support including (but not limited to) the following:

- Special paid leave for relevant appointments, including with support agencies, solicitors, to rearrange housing or childcare, and for court appointments.
- Temporary or permanent changes to working times and patterns.
- Changes to specific duties, for example to avoid potential contact with an abuser in a customer facing role
- Redeployment or relocation
- Measures to ensure a safe working environment, for example changing a telephone number to avoid harassing phone calls.
- Using other existing policies, including flexible working
- Access to counselling/Staff support services in paid time
- An advance of pay.
- Access to courses developed to support survivors of domestic abuse, for example The Freedom Programme (www.freedomprogrammeco.uk) (for female staff only) or assertiveness training
- Improving security, changing keypad numbers or reminding employees of any restricted access arrangement which may apply
- Changing duty arrangements such as reception or answering the telephone
- Changing the layout of the office environment so that the victim survivor cannot be seen from an entrance or window
- Agreeing with the victim survivor what to tell colleagues and how they should respond when dealing with any contact from the abuser
- Providing colleagues with a photograph and or other relevant details of the abuser, e.g., car make and registration

- Ensuring robust lone working arrangements are in place
- Providing a car parking space near to the exit point of the building or arranging for the individual to be accompanied to their vehicle
- Personal attack alarms (provided by the Trust Security Team)
- Accompaniment from arrival/departure point & similar. (Provided by the Trust Security Team)

Managers are reminded that employee's confidential information should not be shared with anyone. This includes but is not limited to shift patterns, telephone numbers, addresses etc.

Managers should respond sympathetically and confidentially to an employee who is experiencing domestic abuse. If an employee alleges abuse, they should be believed unless there is clear evidence to the contrary.

Managers can signpost to external agencies for support for their staff, contact details can be found at the back of this policy.

Managers should provide a private space to enable the employee to talk and should assure them of their confidentiality unless there are child protection issues which must be reported. The manager should ask the employee what they want to do, if anything, and respect their decision. It must be recognised that the employee may need some time to decide what to do and may try many different options during this process.

The employee should be offered the same standard of support on all occasions no matter how many times the same member of staff comes forward. Because of the nature of persistent domestic abuse victim survivors often find it very difficult to leave abusive relationships. A record will be maintained on the number of times a staff member comes forward as repeat incidents and escalation of seriousness are risk factors which may require referral to MARAC.

People experiencing domestic abuse may need time to decide what to do and may try many different options in this process. Most will return to the perpetrator at least once; this does not however change their need for ongoing support. Other existing provisions (including occupational health, independent counselling service, others) will also be signposted to staff as a means of help.

Whilst it is for the individual themselves to recognise, they are a victim survivor of domestic abuse, there are signs which may indicate an employee may be a victim survivor.

These may include:

- The member of staff may confide in their colleagues/manager.
- Staff may inform their manager that a colleague is suffering from domestic abuse.
- It may come to light as a result of enquiries into a drop in performance or a significant change or new behaviour, such as wearing heavy make-up.
- It may reveal itself as the background to poor attendance or presentism – where victim survivors prefer to be at work rather than at home.

- There may be obvious effects of physical abuse (it is important not to make assumptions). Examples could be: Unexplained bruises / lacerations, whiplash injuries consistent with shaking, areas of skin rash consistent with slap injuries, burns / multiple injuries in various stages of healing.
- Repeated accidental injuries or reasons for sickness episodes. Discuss with HR and Occupational Health and Wellbeing i.e., gynaecological problems such as frequent vaginal and urinary tract infections, dyspareunia, and pelvic pain.
- Physical symptoms related to stress, other anxiety disorders or depression – panic attacks, feelings of isolation, an inability to cope, suicide attempts or gestures of deliberate self-harm.
- Weight gain or loss.

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

Managers should consider how they can support their staff if they are working remotely at another site or at home. Is there a way to contact staff, certain times of day, or use of certain words to flag for help.

The manager should provide information, not advice, about domestic abuse support services or helplines and also advice of workplace support such as occupational health services, counselling services and the employee assistance programme. It should be noted that it may not always be appropriate for support services to be Liverpool services and services nearer to an employee's home address should be sourced.

Where it is alleged that a child has been harmed by a member of Trust staff managers must follow the SOP for Responding to Allegations of Abuse (LADO Procedure). For further guidance contact the Safeguarding Team.

The Trust will raise awareness of domestic abuse and understanding of this policy and guidance through appropriate training of managers and staff. Managers will be trained to:

- Identify if an employee is experiencing difficulties
- Provide initial support offer referrals
- Discuss ways to help the person stay safe in the workplace
- Understand that they are not counsellors. Counselling is to be left to trained professionals and no one should attempt to act in place of a domestic abuse expert or counsellor. The best thing a manager can do is to refer the person to the appropriate domestic abuse resources.

In order to ensure managers have the requisite skills in this area they have a duty to attend appropriate management training supplied by Business HR and the Safeguarding Team.

Managers should assist employees to contact support services and should work with them to establish a personal safety plan at work. It is important to remember that

pressurising employees experiencing domestic abuse to leave the abuser is not helpful.

In most cases the employee will want to remain in their home and be safe. In many cases violence or abuse escalates after an attempt to leave and therefore managers and colleagues aware of an individual's circumstances should be extra vigilant particularly with regard to absence from work. Leaving the situation either temporarily or permanently is a step that should be planned carefully with support from a specialist. The employee should be offered special leave to enable them to take time off work to visit solicitors, banks, schools, support agencies etc consideration given to extended leave should it be required to flee abuse.

Managers will record a summary of any discussions that take place about domestic abuse together with any actions agreed or outcomes. The record should be documented clearly and accurately and where possible include dates, times, and locations. The record should then be passed to HR to be held confidentially. This information may be required as evidence in any potential legal action within the criminal or civil justice system or in any internal review but should not, under any circumstances, be used to the detriment of an employee who has experienced abuse. Consent should be gained from the employee to share any information, except in cases where there is a legal requirement to do so, and employees should be made aware that absolute confidentiality may not be possible in such circumstances. If a manager is unsure how to approach a domestic abuse or related situation then they should take further confidential advice from their human resources representative.

In order to ensure personal safety at work consideration should be given to the following, and in discussion with a domestic abuse specialist:
If possible, a method of contacting the employee outside of work should be agreed, contacting them at home may not be appropriate.

The Trust has a duty of care to protect both the individual and other employees. Therefore, any manager/staff member may decide to call the police if they feel that staff safety may be compromised.

Under Trust disciplinary procedures, acts of harassment or bullying of fellow employees, patients, visitors or suppliers could be considered to be acts of Gross Misconduct. Employees should also be aware that conduct outside of work could lead to disciplinary action being taken because of its impact on the employment relationship.

4.1 Absence options for employees experiencing domestic abuse

The Trust will make every effort to assist an employee experiencing domestic abuse. If an employee needs to be absent from work due to domestic abuse, the length of the absence will be determined by the individual's situation through collaboration with the employee and an appropriate manager. Where appropriate this action will be taken following advice from Business Human Resources. Special paid leave for relevant appointments, including with support agencies, solicitors, to rearrange housing or childcare, and for court appointments.

Employees and managers are encouraged to first explore paid leave options that can be arranged to help the employee cope with the situation without having to take a formal unpaid leave of absence.

Depending on circumstances, these options may include:

- Arranging flexible work hours so the employee can seek protection, go to court, look for new housing, enter counselling, arrange childcare, etc.
- Consider the use of job sharing, compensatory time, paid leave, informal unpaid leave, etc., particularly if requests are for relatively short periods.

There may be times when an absence is considered sickness absence, in this case this should be managed compassionately and in line with the Trust Sickness Policy.

4.2 Safety planning

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

When an employee discloses domestic abuse, The Trust will encourage its employee to contact a specialist support agency (or suitably trained specialist member of staff) who can undertake a DASH (Domestic abuse, stalking and harassment, and honour-based violence risk assessment – www.dashriskchecklist.co.uk) and make appropriate referrals where necessary.

The Trust will work with the employee and a specialist agency (with the employee's consent) to identify what actions can be taken to increase their personal safety as well as address any risks there may be to colleagues, taking into account the duty of care for all employees.

The Trusts Security Management Team are able to provide reasonable enhanced security measures depending on the needs of the individual, managers are encouraged to contact the team or a workplace champion for support implementing any measures.

5. Perpetrators of Domestic Abuse

Staff are obliged to report to their line manager any criminal activity or investigations into criminal activity in which they may be involved during their employment with the Trust. Non-disclosure of this information may be considered a breach of contract and will be managed in line with the Disciplinary Policy.

Managers should also provide support to an employee who discloses they are the perpetrator or accused of being a perpetrator of domestic abuse and are seeking help. Managers should signpost the employee to a Perpetrator Programme which is accessed via self-referral to the below services.

Liverpool Perpetrator Course run by DMAT services - Domestic Violence Perpetrator Programme (DVPP)

Email: dmatserviceslimited@gmail.com

Website: <https://www.dmat-services-ltd.co.uk/about>

Knowsley Perpetrator Course

Email: Safercommunities@knowlsey.gov.org

Website: <https://www.knowsleybettertogether.co.uk/theoffer/community-safety/council-community-safety-services/safer-communities-domestic-abuse-team/>

Wirral Perpetrator Course

Website: <http://driveproject.org.uk/>

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

If an employee approaches The Trust about their abusive behaviour, The Trust will provide information about the services and support available to them and will encourage the perpetrator to seek support and help from an appropriate source.

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

An individual cautioned or convicted of a criminal offence may be subject to the Trust's Disciplinary Policy. The Trust also reserves the right to consider the use of this policy should an employee's activities outside of work have an impact on their ability to perform the role for which they are employed and/or be considered to bring the organisation into disrepute. In some circumstances it may be deemed inappropriate for the individual to continue in his/her current role(s), due to a caution or conviction. In these circumstances the possibility of redeployment into an alternative role will also be considered.

Where an individual is accused of being a perpetrator but denies this. That individual will be encouraged to discuss with the line manager initially to understand what wellbeing support may be required. In the instance of any malicious allegations between staff advice should be sought from the Business HR and Safeguarding teams where required.

The Trust views the use of violence and abusive behaviour by an employee, wherever this occurs, as a breach of the organisation's Disciplinary Policy. The Trust's Disciplinary Policy is intended to inform all staff, irrespective of grade, of the standards of conduct expected of them. It identifies a set of principles governing behaviour by which staff members are expected to abide. Staff members are always expected to present high standards of personal integrity and conduct that will not reflect adversely on the organisation and its reputation.

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

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

The Trust is committed to ensuring that:

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

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

The alleged perpetrator will be:

- treated fairly and honestly.
- helped to understand the concerns expressed and processes involved.
- kept informed of the progress and outcome of any investigation and the implications for any disciplinary process.
- advised to contact their union or professional organisation.

There are four potential strands in the consideration of an allegation

- a police investigation of a possible criminal offence
- disciplinary action by the employer
- providing specialist, safety-focused counselling
- identifying risk

Any employee who is responsible for giving advice or support to those experiencing domestic abuse needs to be particularly aware of the potential consequences if they are found to be perpetrators.

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

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

5.1 If the victim survivor and the perpetrator work in the same organisation

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

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

Action may also need to be taken to minimise the potential for the perpetrator to use their position or work resources to find out details about the whereabouts of the victim

survivor. This may include a change of duties for one or both employees or withdrawing the perpetrators access to certain computer programmes or offices. However, it is also recognised that in certain circumstances, those experiencing and perpetrating domestic abuse in a relationship may choose to seek solutions jointly, and in such situations appropriate support should be given.

6. Information Sharing

Breaching confidentiality could have serious consequences for the victim survivor of domestic abuse. It is important therefore not to underestimate the danger or assume that the fear is exaggerated. Extreme care should be taken to protect the safety of victim survivors of abuse and no information must be disclosed which may breach their safety. An example would be a perpetrator of the abuse trying to trace the whereabouts of the victim survivor and they call under the pretence of trying to trace the location of their children. Be aware that perpetrators will use many tactics to locate the victim survivor.

Without being sure of confidentiality victim survivors are less likely to talk about their experiences. Staff should reassure victim survivors they will not approach family, friends or members of the local community without the expressed permission of the individual.

The only acceptable reason for sharing information without consent is to increase an individual's safety and that of their children. It is important that staff understand when, why and how they should share information with another agency but, as with safeguarding children and adults at risk of abuse, the welfare of the victim survivor is paramount and if the concern was considered to be a serious risk to life or safety, then information may need to be disclosed with or without consent.

If in any doubt, especially where the doubt relates to a concern about possible significant harm to a child, vulnerable adult or serious harm to others, advice must be sought from your line manager, or member of the Safeguarding Team.

Where a decision is taken to share information, that information must be accurate and up to date, necessary for the purpose for which it is being shared only with those who need to see it and shared securely. A record of the decision, including the reasons for that decision, must be made whether it is to share information or not.

Domestic Abuse Workplace Champions will pass certain information to the Safeguarding team for secure storage. If you are a victim survivor of domestic abuse; the information you share, or support given will not adversely affect your employment, position, or progression in the Trust.

If you are a perpetrator of abuse; information you share or information we are told by other organisations, i.e. The Police could adversely affect your employment, position, or progression in the Trust. Each case will be dealt with on a case-by-case basis and all information and support offered will be kept confidential within the limits of the law and our safeguarding policy and responsibilities. You will be informed if your behaviour

/ conduct has breached any of the organisation’s policies or codes of conduct and what the course of action will be.

7. Exceptions

No exceptions.

8. Training

All training around domestic Abuse are included within the Safeguarding Training Framework within the Safeguarding Training Strategy.

9. Monitoring of compliance

Minimum requirement to be monitored	Process for monitoring e.g. audit/ review of incidents/ performance management	Job title of individual(s) responsible for monitoring and developing action plan	Minimum frequency of monitoring	Name of committee responsible for review of results and action plan	Job title of individual/ committee responsible for monitoring implementation of action plan
Annual	Audit of the Quality of risk assessments completed for Domestic Abuse	Safeguarding leads	Annual	Safeguarding Committee	ACN/DDN - Safeguarding

10. Relevant regulations, standards and references

Barter, C., McCarry, M., Berridge, D. & Evans, K. (2009) Partner exploitation and violence in teenage intimate relationships. NSPCC.

Department of Health (2012) “Striking the balance” Practical Guidance on the application of Caldicott Principles to Domestic Violence and MARACs. Department of Health.

Department of Health (2005) Handbook for health professionals – responding to domestic abuse. Department of Health

HM Government (2011) Multi-agency practice guidelines: Female Genital Mutilation. UK The Stationary Office

HM Government (2009) Multi-agency practice guidelines: handling cases of Forced Marriage. UK. Forced Marriage Unit.

Home Office (2013) Home Office circular 003/2013. New government domestic violence and abuse definition.

Home Office (2011) Multi Agency Statutory Guidance for the conduct of Domestic Homicide Reviews. UK.

Home Office (2004) Developing Domestic Violence Strategies – a guide for partnerships. London. Home Office Violent Crime Unit.

Home Office (2003) Safety and Justice: the government's proposals on domestic violence. UK. The Stationary Office.

Liverpool Safeguarding Children Board (2007) Guidance for safeguarding Children Abused through Domestic Violence/Abuse 2007. Liverpool City Council.

McCoy, E., Jones, L., Quigg, Z. (2011) A consultation with young people about the impact of domestic violence (abuse) in their families and their formative relationships. Liverpool City Council.

NICE (2012) Pregnancy and complex social factors: Evidence Update January 2012. A summary of selected new evidence relevant to NICE clinical guideline 110 "A model for service provision for pregnant women with complex social needs"

NICE (2014) Domestic violence and abuse: multi-agency working (PH50) Public health guideline. February 2014

NICE (2016) Domestic Violence and Abuse (QS 116). February 2016.

Safe Lives – Ending Domestic Abuse; SafeLives (2015), Getting it right first time: policy report.

11. Equality, diversity, and human right statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This SOP should be implemented with due regard to this commitment.

12. Legal requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information

Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

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Appendix 1: Equality Impact Assessment

Title	Domestic Abuse Policy
Strategy/Policy/Standard Operating Procedure	Policy
Service change (Inc. organisational change/QEP/ Business case/project)	N/A
Completed by	A Wood/ T Lowry
Date Completed	October 2021, updated June 2023

Description *(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)*

The policy is to guideline managers/staff on how to support colleagues and staff who are experiencing domestic violence and make informed choices about their safety and that of their children.

Who will be affected *(Staff, patients, visitors, wider community including numbers?)*

Staff/patients/visitors/wider community.

The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service or project(Inc. organisational change/Business case/ QEP Scheme);**
- **Reviewing or changing an existing policy, strategy, function/service or project (Inc. organisational change/Business case/ QEP Scheme):**
 - If no or minor changes are made to any of the above and an EIA has already been completed then a further EIA is not required and the EIA review date should be set at the date for the next policy review;
 - If no or minor changes are made to any of the above and an EIA has NOT previously been completed then a new EIA is required;
 - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative or neutral) on groups from any of the protected characteristics listed below.

When considering any potential impact you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations or direct engagement activity. You should also consult available published research to support your analysis.

Section 1 – Initial analysis

Equality Group	Any potential impact? Positive, negative or neutral	Evidence <i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i>
Age <i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i>	Neutral	<p>The largest age group within the Trust are 21 – 25-year olds and followed by 51 -55 years old.</p> <p>People of any age can be a victim survivor or perpetrator of domestic abuse.</p>
Disability <i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical and social barriers)</i>	Positive	<p>As of October 21, the number of staff have declared they have a disability make up 2.6% of the workforce however; there is a large proportion of staff who have not stated whether they have a disability.</p> <p>Disabled people are more vulnerable to domestic violence and abuse. People with disabilities are also likely to be at greater risk of harm and can be particularly isolated. For disabled people, there may be an added dimension to that their abuser might also be their carer.</p>
Gender Reassignment <i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i>	Positive	<p>People from the transgender community may face additional barriers to reporting and seeking help and may be at risk of specific types of domestic violence and abuse.</p> <p>This policy provides line managers signposts specific support groups to support colleagues who are transgender.</p>
Marriage & Civil Partnership <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i>	Neutral	<p>There is no evidence that married or unmarried women/men have different barriers.</p>
Pregnancy & Maternity <i>(Consider any benefits or opportunities to advance equality as</i>	Positive	<p>Risk to women from domestic abuse increases during pregnancy.</p>

<p><i>well as impact on working arrangements, part time or flexible working)</i></p>		
<p>Race <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i></p>	<p>Positive</p>	<p>As of October 2021, 11% of our workforce are from a Black Asian or ethnic minority background.</p> <p>Data shows that in 2018/19 rates of domestic abuse in ethnic minority communities were higher than their white counterparts (ONS, 2019) however; these figures need to be treated with caution due to underreporting. SafeLives (2020) highlight that BAME clients are less likely to seek help and will suffer abuse for 1.5 times longer than White British or Irish background. In some communities there may be a strong notion of protecting the community and cultural integrity by not disclosing abuse. Disclosing abuse can also be seen as bringing shame to the family and community (Izzidein 2008). A further barrier to leaving domestic abuse is immigration status and a lack of recourse to public funds. After leaving abuse relationships, research has shown that BAME women may face additional obstacles such as unable to rely on an extended support network when fleeing domestic abuse.</p> <p>As the Trust has recently seen an increase in overseas nursing staff, this policy will be translated into a number of languages highlighting support available.</p>
<p>Religion or belief <i>(Consider any benefits or opportunities to advance equality as well as any barriers effecting people of different religions, belief or no belief)</i></p>	<p>Positive</p>	<p>Religion and beliefs are powerful and influential in shaping the lives of many individuals and societies, in addition to the social practices, norms and structures that are significant in</p>

		<p>understanding and responding to domestic violence.</p> <p>Honour-based abuse is a crime or incident committed to protect or defend the 'honour' of a belief or religion of family or community.</p> <p>If your family or community think you've shamed or embarrassed them by behaving in a certain way, they may punish you for breaking their 'honour' code.</p> <p>This policy signposts line managers to specific national and local support groups to support all staff.</p>
<p>Sex <i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women eg: same sex accommodation)</i></p>	<p>Positive</p>	<p>As of October 2021, 76% of LUHFTs workforce is female and 24%, male.</p> <p>As of March 2020 27% of women and 14% of men had experienced domestic abuse (ONS, 2020).</p> <p>This policy signposts line managers to specific national and local support groups to support both men and women.</p>
<p>Sexual Orientation <i>(Consider any benefits or opportunities to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay or Bisexual)</i></p>	<p>Positive</p>	<p>As of October 21, 2% if the workforce have stated that they are lesbian/gay and 0.8% are bisexual. There is a large percentage of the workforce who have not updated their sexual orientation.</p> <p>There may be particular barriers to reporting for people who are gay, lesbian or bisexual such as social isolation and loss of family that result from previous hostility and prejudice. Furthermore, there may be specific types of abuse such as threats to out or other homophobic abuse. This policy specifically highlights support groups for LGBT groups and the need for additional</p>

		confidentiality in case a person is not 'out' in work
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If you have identified any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic then please continue to section 2.

Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

<u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u>	N
Is what you are proposing subject to the requirements of the Trust's Workforce Change Policy?	N
Who and how have you engaged to gather evidence to complete your full analysis? (List)	N/A
What are the main outcomes of your engagement activity?	N/A
What is your overall analysis based on your engagement activity?	N/A

Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table; all actions should be added to the Risk Register for monitoring.

Action required	Lead name	Target date for completion	How will you measure outcomes

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

Section 4 – Organisation Sign Off

Name and Designation	Signature	Date
Individual who reviewed the Analysis		
Chair of Board/Group approving/rejecting proposal		
Individual recording EA on central record		

Appendix 2: Roles and responsibilities

Role	Responsibility
Chief Nurse	Has the delegated executive responsibility for the development, implementation and monitoring of compliance with this policy.
Assistant Chief Nurse/Associate Director of Nursing -Safeguarding	Has the strategic overview of the development and implementation of this policy. Has the designated authority to quality assure any Individual Management Review that are written
Safeguarding Team	Has the operational responsibility for the development of this policy. In addition is responsible for ensuring that the policy is reviewed at least every 3 years or whenever national policy or guideline changes require amendments. Has the designated authority to write any Individual Management Reviews that are requested in relation to Domestic Homicide Reviews as long as they have had no operational involvement with the case.
All Managers	Have a responsibility for the welfare and the health and safety of employees at work. All managers should recognise the importance of employee welfare and appreciate that, by supporting an employee who may be the victim survivor of domestic abuse, they will potentially contribute to an improvement in service delivery and a reinforcement of good management/employee relations. All managers should ensure that employees are aware of the issues surrounding domestic abuse by bringing this policy to their attention. All managers have the responsibility of ensuring that this policy is implemented within the area in which they work.
All Staff	Have a professional duty to appraise themselves of and comply with current trust strategies and policies

Workplace Champion	Domestic Abuse Champions are employees who volunteer in their workplace to support colleagues who are affected by domestic abuse. After completing specialist training to spot signs of domestic abuse they are equipped with the understanding, knowledge, and skills to respond safely and effectively to anyone wishing to speak up and seek support. They ensure appropriate information is available to colleagues at a time when they may need it most and will be able to signpost victims to specialist support. They will also be a link between your organisation and the Champions' Network.
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Appendix 3: Safeguarding Contacts Domestic Abuse Links and Contacts

Social Care

- SEFTON – 0345 140 0845 (Child) 0151 934 3555 (Out of Hours)
- KNOWSLEY – 0151 443 2600 (Child / Adult, 24 hour line)
- LIVERPOOL – 0151 233 3700 (Child)
- LIVERPOOL – 0151 233 3800 (Adult)

Helplines

- Freephone National Domestic Abuse Helpline Tel: 0808 200 0247
- NSPCC National Helpline Tel: 0808 800 5000 <https://www.nspcc.org.uk/>
- Worst Kept Secret Tel: 0800 028 3398 <https://worstkeptsecret.org.uk/>
- Men's Aid Tel: 0871 223 9986 <https://www.mensaid.co.uk/>
- Helena, St Helens - Refuge and Helpline Tel: 01925 220 541
- Galop – LGBT+ Domestic Abuse helpline 0800 999 5428 <https://galop.org.uk/>

Support Agencies

- Safe Place - Sexual Assault Referral Centre Tel: 0151 295 3550
<http://www.safelacemerseyside.org.uk/>
- Savera UK Tel: 0800 107 0726 or 0151 709 6586 <https://www.saverauk.co.uk/>
- Rape and Sexual Abuse Support Centre (RASAC) Tel: 0330 363 0063
<https://www.rasasc.org/>
- Shelter – Housing advice, support or legal services Tel: 0808 800 4444
<https://england.shelter.org.uk/>
- Barnardo's – Keeping Children Safe Tel: 0151 709 0540
<https://www.barnardos.org.uk/>
- Merseyside Domestic Abuse Services Tel: 0151 263 7474
<https://www.mdvs.org/>
- NSPCC Tel: 0844 892 0264
- RASA Tel: 0151 666 1392
- Liverpool Domestic Abuse Services Tel: 0151 263 7474
- South Liverpool Domestic Abuse Services Tel: 0151 494 2222/1777
- Victim Support (Liverpool North) Tel: 0151 261 1969
- Victim Support (Liverpool South) Tel: 0151 281 1000
- Merseyside Victim Support Tel: 0151 298 2848
- Out of hours (National) Tel: 0845 303 0900
- Wirral Family Safety Unit - Information and support Tel: 0151 604 3567
- Wirral Domestic Violence Support Helpline Tel: 0151 643 9766
- Zero Centre Drop-In Facility Tel: 0151 670 1528
- Victim support Tel: 0151 495 3528
- Knowsley Domestic Violence Support Services Tel: 0151 548 3333
- St Helen's Women's Aid Tel: 01925 220 541
- St Helen's Drop In Service Tel: 01744 638 023
- Victim Support Knowsley Tel: 0151 547 4177
- NSPCC Tel: 0844 892 0264

- SWACA (Sefton Women's & Children's Aid) Tel: 0151 922 8606*
- Sefton Victim Support Tel: 0151 922 7015
- Southport Victim Support Tel: 01704 885 277
- Broken Rainbow – (LGBT victims of abuse) Tel: 0300 999 5428
- First Step Centre, Knowsley Tel: 0151 538 3333

Housing

- Homelessness Team Tel: 0151 934 3541
- Homelessness Team Tel: 0800 694 0280
- Homeless Families Tel: 0800 731 6844
- Homelessness Team Tel: 0151 666 5511

Refuges

- Wirral Women's Aid Refuge Tel: 0151 643 9766
- Halton & District Women's Aid Tel: 0151 495 2778
- Amadudu women and/or their children from minority ethnic Tel: 0151 734 0083