

Managing and Supporting Employees Experiencing Domestic Abuse

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Managing and Supporting Employees Experiencing Domestic Abuse Policy and Procedures

CONTENTS	PAGE
Version Control Sheet	2
Contents	3
Policy Statement	4
 SECTION	
1 Scope	5
2 Aim of the Policy	5
3 Introduction	6
4 Definition	7
5 Information for Employees	9
6 Information for Managers and Colleagues	10
7 Dealing with Perpetrators of Domestic Abuse	13
8 Equality and Diversity	14
9 Monitoring and Reviewing	15
10 Terms often used in domestic abuse	15
11 Useful Contact Information	16

Lincolnshire Integrated care Board (ICB)

POLICY STATEMENT

This policy applies to Lincolnshire Integrated Care Board (ICB). The ICB is committed to heightening awareness of domestic abuse and providing guidance for employees and managers to address the occurrence of domestic abuse and its effects on the workplace.

Employees should be safeguarded, protected and valued, regardless of their,

- Race
- Religion/belief
- Spoken language
- Ethnicity/national origins
- Gender
- Sexuality
- Age
- Health or disability
- Political or immigration status

Dissemination

The policy will be disseminated to all staff. Managers will be expected to discuss the policy with staff. The policy will also be available on the ICB website. If information is accessed online and printed as a hard copy or saved in another location it must be checked that the version number and date on the hard copy matches that of the one online.

1. SCOPE

The Domestic Abuse Act 2021 ('the Act') has been formulated to set standards and promote best practice. Domestic abuse is now on a statutory footing and the NHS needs to increase awareness and inform their response to domestic abuse. Domestic abuse is a high harm, high volume crime that remains largely hidden. The Crime Survey for England and Wales (CSEW) for the year ending March 2020 estimated that 2.3 million adults aged 16 to 74 had experienced domestic abuse in the previous year. Childhood Local Data on Risks and Needs estimated that, between 2019 and 2020, approximately 1 in 15 children under the age of 17 live in households where a parent is a victim of domestic abuse. The ICB has a responsibility for the welfare of its employees and believe domestic abuse is never acceptable or justifiable. The ICB is committed to raising awareness of domestic abuse and providing guidance for managers and staff to address the issues and their effects in the workplace. Domestic abuse has the potential to affect every member of staff and on this basis, this guidance is fully inclusive, applying to all employees equally.

The ICB support the view that all NHS organisations should be helping to identify violence and abuse earlier and supporting victims to get their lives back sooner.

The ICB will make assistance available to employees who are known to be victims of domestic abuse. This may include;

- confidential means for seeking help
- resource and referral information
- special considerations at the workplace for their safety
- adjustments to working arrangements
- necessary leave to obtain medical, counselling, or legal assistance

In responding to domestic abuse, the ICB will maintain appropriate confidentiality and respect for the rights of the employee involved. This policy is to be used alongside Safeguarding Children, Safeguarding Adults, Allegations of Abuse made against an employee, agency worker, volunteer, student or bank worker, Appraisal, Sickness, Ill Health and Leave policies.

2. AIM OF THE POLICY

This policy is intended as a resource for all staff working for the ICB affected by domestic abuse or those who are concerned it may be affecting their colleagues.

The aim of this policy is:

- To demonstrate commitment by the ICB to support employees experiencing domestic abuse.
- To raise awareness of domestic abuse, the forms it can take and its likely effects on the workforce.
- To raise awareness that perpetrators may be using the organisation's facilities, such as telephones or e-mail, to threaten, harass or abuse their victim. An employee may

also intentionally misuse his/her authority to assist in perpetrating acts of domestic violence/abuse or locate his/her victim.

- To contribute to the health and well-being of employees in order that they can enjoy fulfilling lives both at work and home.
- To support managers by offering training in domestic abuse, to enable them to support employees who are victims and to provide appropriate information and advice.
- To enable managers to be able to ask the question. Some victims may want to be asked about domestic abuse, as they are too afraid to initiate disclosure themselves.
- To offer clear and consistent information to employees experiencing domestic abuse.
- To establish and publicise support for employees experiencing domestic abuse.
- To offer clear and consistent advice to employees who are perpetrators of domestic abuse.
- Together with the above, the organisation aims to provide a framework of responsibilities, support and advice to affected employees, their managers and employees generally.

3. INTRODUCTION

As highlighted by learning from domestic homicide reviews (DHR), any employer with a substantial headcount is likely to have some employees affected by domestic abuse, either as victims or perpetrators. It is recognised that domestic abuse reduces work performance, increases absenteeism and ultimately may result in staff leaving. In 2019, 51,355 NHS staff disclosed experiencing domestic abuse, 44,825 women and 6,530 men. As domestic abuse is largely under reported we know this figure, in fact, will be much higher.

Individuals may not be aware that they are a victim of domestic abuse, they might blame themselves, fear the consequences of leaving the perpetrator, not know where they can seek help, or fear that they will experience stigma and shame if they do try to seek help.

Lincolnshire ICB is committed to the wellbeing of their employees and seek to support and assist any employee who is experiencing problems related to domestic abuse.

This policy gives a procedure to be followed to support employees subjected to domestic abuse. The policy will also equip managers with information and guidance on how to deal with issues of domestic abuse as they arise within their area. All ICB staff must complete safeguarding training, including domestic abuse, at a level relevant to their role as set out in the Intercollegiate document for Adults and the Intercollegiate document for Children

Lincolnshire ICB aim to design and implement policy documents that meet the diverse needs of our services, population and workforce, ensuring that none are placed at a disadvantage over others. It considers current UK legislative requirements, including the Equality Act 2010, and the Human Rights Act 1998, and promotes equal opportunities for all. This document has been designed to ensure that no-one receives less favourable treatment due to their personal circumstances i.e., the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief,

pregnancy and maternity. Appropriate consideration has also been given to gender identity, socio-economic status, immigration status and the principles of the Human Rights Act.

In carrying out its functions, the ICB is committed to having due regard to the Public Sector Equality Duty. This applies to all the activities for which the ICB is responsible, whether internal or on behalf of customers, including policy development and review.

4. DEFINITION OF DOMESTIC ABUSE

Domestic abuse is a complex area, which is often misunderstood and goes unrecognised or unidentified by agencies, families and friends and even victims themselves. There are many myths and stereotypes surrounding domestic abuse that can lead to victims receiving negative responses, and poor advice which can exacerbate suffering. In order to transform our response to domestic abuse we first need to ensure that it is properly understood.

The Act defines domestic violence or abuse as:

“Behaviour of a person (“A”) towards another person (“B”) is “domestic abuse” if—
(a) A and B are each aged 16 or over and are personally connected to each other, and the behaviour is abusive. Behaviour is “abusive” if it consists of any of the following—physical or sexual abuse; violent or threatening behaviour; controlling or coercive behaviour; economic abuse ; psychological, emotional or other abuse; and it does not matter whether the behaviour consists of a single incident or a course of conduct.”

Personally connected means they are, or have been, married to each other; they are, or have been, civil partners of each other; they have agreed to marry one another (whether or not the agreement has been terminated); they have entered into a civil partnership agreement (whether or not the agreement has been terminated); they are, or have been, in an intimate personal relationship with each other; they each have, or there has been a time when they each have had, a parental relationship in relation to the same child; they are relatives.

Economic abuse means any behaviour that has a substantial adverse effect on B’s ability to acquire, use or maintain money or other property, or obtain goods or services. For the purposes of this Act A’s behaviour may be behaviour “towards” B despite the fact that it consists of conduct directed at another person (for example, B’s child).

Controlling behaviour can be 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 can be 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 all nuances of domestic abuse for example “honour-based” abuse, (HBA), forced marriage (FM) and female genital mutilation (FGM), as well as adolescent to parent/carer abuse and elder abuse.

The impact of domestic abuse can range from loss of self-esteem to loss of life. The effects are damaging and often permanent. Enduring domestic abuse destroys self-confidence and can result in serious injury and death. For those experiencing it, domestic abuse will affect their

whole lives, including work. Victims who experience domestic abuse often have to take time off work and report symptoms that could have a long-term effect on their work performance such as depression, anxiety and stress.

Domestic abuse is the abuse of power and control over one person by another. It can take many different forms, including physical, sexual, emotional, verbal and financial abuse. Domestic violence includes, but is not limited to:

- Physical abuse: slapping, pushing, kicking, stabbing, damage to property or items of sentimental value, female genital mutilation, attempted murder or murder.
- Sexual: any non-consensual sexual activity, including rape, sexual assault, coercive sexual activity, or refusing safer sex.
- Restricting freedom: controlling whom you see or where you go, what you wear or what you do, stalking, imprisonment, forced marriage.
- Emotional/psychological abuse: intimidation, social isolation, verbal abuse, humiliation, constant criticism, enforced trivial routines.
- Economic abuse: stealing, depriving or taking control of money, running up debts, withholding benefit books or bank cards.
- Stalking and harassment: Includes behaviour which happens two or more times directed at or towards someone by another person that causes the victim to feel alarmed or distressed or to fear that violence might be used against them. Stalking can be identified using Crimestoppers FOUR campaign as Fixated, Obsessive, Unwanted, Repeated.
- Honour-based' violence/abuse: Committed to protect or defend the so called 'honour' of the family or community and in addition to all the above mentioned can include physical pressure to marry such as threats, physical violence or sexual violence and female genital mutilation (FGM)

Children as Victims of Domestic Abuse

It is well documented that children in abusive relationships are often exposed to emotional abuse and may also be the subject of physical abuse themselves. The Act recognises children as victims of domestic abuse. Domestic abuse can have a devastating impact on children exposed to it. Under the statutory definition of domestic abuse, a child who sees or hears, or experiences the effects of domestic abuse, and who is related to the person being abused or the perpetrator, is also to be regarded as a victim of domestic abuse.

Employees may need to refer to the Local Safeguarding Children Partnership (LSCP), Local Safeguarding Adult Board (LSAB) and Safeguarding Children and Vulnerable Adults Policies for additional information.

5. INFORMATION FOR EMPLOYEES

5.1 If you are abused, who can you turn to?

If you believe you may be experiencing domestic abuse there are individuals and organisations that can give practical and emotional support, both inside and outside of the workplace. You can talk to a member of the ICB safeguarding team, your manager, human resources adviser, or your trade union representative for advice and guidance.

- Your human resources adviser can provide information about issues such as: special leave, changes to working arrangements, etc.
- Raising the issue of domestic abuse with your manager will raise their awareness to the fact that your home circumstances could be impacting upon your work performance and upon your health and safety in the workplace and enable them to provide practical support.

Alternatively, you can contact the National Domestic Abuse hotline on 08082000247 or EDAN Lincs (Ending domestic abuse now in Lincolnshire) who are Lincolnshire's local agency Telephone: 01522 510041 emails info@edanlincs.org.uk

If you are in immediate danger, contact the police on 999

5.2 What Can You Expect From Lincolnshire ICB?

5.2.1 Confidentiality and safeguarding adult and children concerns.

The ICB recognise that confidentiality is essential for an employee who is experiencing domestic abuse.

However, if you give information which leads your manager to believe that;

- a) A person aged 16 and over is at risk of significant harm or death due to domestic abuse they have a responsibility to refer them to the Multi Agency Risk Assessment Conference MARAC and possibly Adult Social Care (ASC) safeguarding
- b) If a child has suffered or is at risk of suffering significant harm, they will have a responsibility to inform Children's Services

They will discuss this decision with you, (unless there is a concern that informing the employee of the need to inform services could place the person at further risk of harm). Your manager will discuss the concern with their line manager and or a member of the ICB safeguarding team before sharing the concern / making a referral.

It is recognised that living with domestic abuse is frightening for adults and children. Health, Social Care and Domestic Abuse agencies aim to support you in protecting your family and will work with you to see if there is any help, they can offer to prevent the situation deteriorating and reduce the risk.

5.2.2 Support

The organisation is concerned about the health, safety and well-being of all its employees and will therefore respond in an effective, confidential and sympathetic manner to any employee if they are experiencing domestic abuse.

5.2.3 Adapting Working Arrangements

A change in working hours, work location or other temporary measures for protecting your safety may be available. Full consideration will be given to security arrangements for you, such as screening of telephone calls, not giving information about your work arrangements to callers and not sending correspondence to your home address. In certain circumstances it may be possible to consider redeployment from your existing job. As your employer, we recognise domestic abuse may have a negative impact on your performance at work. You will not be discriminated against because of domestic abuse; however, it is important that you discuss any problems and needs with your manager, HR adviser/or your trade union/staff organisation representative, in order that you can be fully supported.

5.2.4 Home Working and Domestic Abuse

For victims of domestic abuse, working from home may be particularly difficult and they may require support from their employer. These colleagues may have previously found their place of work outside the family home to be a place of safety, and there would be opportunities to make a disclosure, or for colleagues to recognise potential signs such as bruising or a colleague becoming fearful, agitated, or withdrawn, especially towards the end of the day when a victim will soon return to a less safe environment. It is important that colleagues remain vigilant when conducting meetings remotely so they can spot subtle signs which might prompt them to ask, "How safe do you feel at home"? Always remind people that if they or someone they know is in immediate danger to call 999 and ask for the Police. Remember- it is impossible to know who is also in the room when conducting a meeting remotely and perpetrators may monitor text messages. If unsure, arrange to meet your colleague in a safe place to discuss your concerns. Use of computer cameras can be vital; ask for cameras to be on and any reluctance is to be considered a cause for concern where there have been ongoing concerns for this employee. Ensure that line managers have sufficient structured contact with all team members, including any who are subject to sickness leave.

6. INFORMATION FOR MANAGERS AND COLLEAGUES

6.1 Recognising that an employee may need help

It is not always easy to recognise that an employee is experiencing domestic abuse and may require some support. Certain symptoms 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 abuse may be one. Managers should be aware that victims of domestic abuse may have performance issues such as chronic absenteeism or reduced productivity, and therefore should consider all

aspects of an employee's situation when addressing performance and safety issues (see related policies).

6.2 The Responsibilities of the Manager

Managers have a responsibility for the health and safety of the employees that they manage. One woman in four one man in six will experience domestic abuse at some point in their lives and some of these will be employees of this organisation. It is important for managers to respond positively to an employee disclosing a problem of domestic abuse. Raising this issue may have taken a great deal of courage on behalf of the employee and the manager's response may be a crucial factor in determining whether an employee will seek further help.

It is not the responsibility of the ICB manager or staff member receiving a disclosure to give advice on what direct action should be taken by the victim of abuse. Poorly informed advice such as to leave an abusive relationship can be dangerous for those involved and victims are at increased risk of assault. Advice should be sought from the ICB Safeguarding Team

There are a number of ways in which managers may support their employees:

- Try to develop an understanding and supportive climate within the working environment.
- To be approachable to employees – give employees the opportunity to talk confidentially both formally, through any regular one to one session, or informally.
- Make employees aware of this Domestic Abuse Policy.
- Be alert to and recognise warning signs of domestic abuse.
- Remember most managers will not be experts in this area, an understanding approach and offer of basic information is all that is required.
- 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. There may be increased risk to victims in the periods just before and just after leaving.
- If the victim is a parent/carer of children, then ask about the welfare of the children.
- If you believe that someone is at imminent risk of danger, contact the police via 999

6.3 The Accountable Officer and Executive Directors

It is the responsibility of the Accountable Officer and Executive Directors to ensure that this policy is enforced.

6.4 Warning Signs

Managers should be aware that the following signs or issues with members of their employees may, in some instances, indicate a problem with domestic abuse:

- Coming 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.
- Signs of substance misuse.

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. However, there may be no outward signs at all.

6.5 Confidentiality and Safeguarding Concerns

Confidentiality is essential for an employee who is experiencing domestic abuse. It is important that the employee knows that whatever they tell their manager will remain confidential and will not be revealed to anyone without their permission. However, the individual's right to confidentiality could be breached if there were concerns over risk of harm to a child or adult or if a person is deemed to be at high risk of serious injury or homicide, a referral into Multi Agency Risk Assessment Conference (MARAC) can be made without the consent of the individual. Under these circumstances complete confidentiality cannot be guaranteed.

It is essential that the manager makes the employee aware of their duty to seek advice and share information about the situation with other professionals. This may involve seeking advice from the ICB safeguarding team or referring to Social Care if it is thought that children or vulnerable adults may be at risk of harm. All Agencies have a duty to support and safeguard victims and their children in these situations.

The legislation and guidance relevant to safeguarding children and adults at risk of abuse or neglect which must be adhered to includes the following:

- Children's Act 2004
- Care Act 2014
- Care and Support Statutory Guidance (Chapter 14 – Safeguarding)

6.6 Allowing time off work

An employee who is experiencing domestic abuse may need to take time off work to attend legal meetings, counselling sessions, court hearings or to make alternative living arrangements, etc. The type of leave that is possible and on what grounds will need to be discussed with the line manager on an individual basis. Managers are expected to respond positively and sympathetically to such requests under these circumstances. Refusal to allow time off may often add to the anxiety of the employee concerned.

Further advice and support can also be sought from your human resources advisor, or trade union/staff-side representative.

6.7 Adapting Working Arrangements

It may be that the most effective way a manager can help an employee is to change their working arrangements, probably temporarily, but possibly on a permanent basis. A telephone answering machine could screen calls to reduce harassment by the perpetrator. At particular times s/he may need to be more flexible about starting or finishing times and lunch breaks to avoid unwelcome visits; a temporary relocation of workplace may be beneficial. Whatever the needs, it is important for managers to consider all options carefully and be as flexible as possible.

It should be recognised that domestic 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 require redeployment. Line managers should contact human resources to discuss any changes to work patterns.

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 colleagues whilst maintaining confidentiality.

6.8 Finance

An employee experiencing domestic abuse may request an advance of pay in an emergency situation. This should be considered/arranged through their line manager.

6.9 Dealing with Perpetrators of Domestic Abuse

In some cases the abuser may actually harass an employee at the workplace. In these circumstances both the victim and their colleagues may be at risk. If this person has no legitimate reason to be in the workplace they are trespassing and may be escorted from the premises or consideration given to contacting the police.

Managers and colleagues of the victim should not agree to pass on messages from a perpetrator or disclose the address or whereabouts of an employee who has fled an abusive relationship.

Inevitably, in such a large organisation, there may be employees who are themselves perpetrators of domestic abuse. It is paramount to create an organisational culture in which domestic abuse is unacceptable and managers must be aware of where to refer a perpetrator for help should they request it.

6.10 When Both Victims and Perpetrators are Employees

In cases where both the victim and perpetrator of domestic abuse work for the ICB, appropriate action will be taken to support both employees within the parameters set out

in this policy. Action may need to be taken to ensure that the victim and perpetrator do not encounter each other in the workplace, in order to ensure the safety of the victim. Victims and perpetrators living and working at home together will be considered at high risk requiring additional support from specialist services, including Children Social Care if children are involved and Adult Social Care if adults with care and support needs are involved. There should be consideration to minimise the potential for the alleged perpetrator to use their position or work resources to find out details about the whereabouts of the victim. This may include a change of duties or limiting the perpetrators computer and work mobile access. If the parties cannot be safely separated and the allegations are of sufficient gravity, then suspension from duty without prejudice on full pay may be required. Further advice can be sought from the HR advisory team

6.11 Information Sharing and Record Keeping

If a manager receives a disclosure of domestic abuse from an employee who is a victim or perpetrator of domestic abuse, it is important that the manager keeps a confidential note of any discussions or action taken as this information may need to be shared at a future date. It may be advisable to seek human resource advice at this stage.

Information may need to be shared for safeguarding reasons or shared with criminal justice

6.12 Support for Line Managers dealing with Employee Perpetrators

Domestic abuse perpetrated by employees will not be condoned under any circumstances nor will it be treated as a purely private matter. The ICB recognise that alleged perpetrators of domestic abuse may wish to seek help and support voluntarily. It is strongly advised that line managers seek support from the HR advisory team regarding allegations of domestic abuse and how they will be addressed. This may be via Disciplinary Procedures and may also include referrals to the Local Authority Designated Officer (LADO) and alleged perpetrators who are a Person in a Position of Trust (PiPoT).

If appropriate, suspension from duty without prejudice on full pay may be required. In cases where criminal proceedings may be ongoing, then Police advice will be sought by HR, before initiating internal disciplinary investigations. The alleged perpetrator will be provided with information about the services and support available to them including line manager support, HR, Occupational Health and referral or signposting to external agencies or perpetrator programmes such as Respect UK, if appropriate.

The ICB 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. There are four potential strands in the consideration of an allegation: • a police investigation of a possible criminal offence; • disciplinary action by the employer; • signposting to specialist counselling; • Identifying risk. An individual cautioned or convicted of a criminal offence may be subject to the organisation's code of conduct policy and procedure.

8. Equality Diversity and Human Rights

8.1 The ICB is committed to equality, diversity and human rights. In applying this policy and procedure, managers, employees, workers and their representatives will work in line with the Equality Act 2010, Public Sector Equality Duty and have regard to the need to: -

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- Foster good relations between people who share a protected characteristic and those who do not.

8.2 Managers will not discriminate in the application of this policy and procedure in respect of age, disability, race, ethnic or national origin, sex, religion and or beliefs, sexual orientation, marital/civil partnership status, social and employment status, gender identification, language, trade union membership or mental health status.

These principles and requirements are embedded into the Lincolnshire ICB Equality and Diversity Policies and practices. The implementation of this policy and its impact will be monitored across all equality areas and different protected Characteristics and reported regularly to the appropriate Lincolnshire ICB Board.

8.3 People have fundamental rights contained within the Human Rights Act 1998. Health services have positive obligations to uphold these rights and protect patients who are unable to do this for themselves. We will work to ensure that children and young people's human rights are considered in the implementation of this policy.

8.4 Ongoing review of this policy will take place. We will continue to conduct equality impact assessments of our practices to identify any adverse impact on children and young people and develop appropriate solutions to address any discrepancies.

9. MONITORING AND REVIEWING

This policy will be reviewed in three years' time or in light of organisational or legislative changes.

10. TERMS OFTEN USED IN DOMESTIC ABUSE INCLUDE;

DASH-Domestic Abuse, Stalking and Honour Based Violence - DASH forms can be found on the LICB website under Safeguarding. These should only be completed by staff who have been trained to do so.

MARAC- Multi-Agency Risk Assessment Conference - MARAC forms can be found on the LICB website under Safeguarding. These should only be completed by staff who have been trained to do so.

IDVA -Independent Domestic Violence Advocate

IDSVA- Independent Domestic and Sexual Violence Advocate

DHR – A Domestic Homicide Review is commissioned when the circumstances of the death of a person due to violence, abuse or neglect due to domestic violence. DHRs aim to identify lessons to be learnt and how policies and procedures can be changed to improve support and services to victims and their children.

Whilst the majority of reported domestic abuse is committed by men against women, it is recognised that abuse occurs within many domestic situations, e.g. men to men, women to men, women to women, children to parents and parents to children. The advice given in these guidelines may apply wherever violence or abuse occurs. DHRs may also be commissioned when a person commits suicide and there has been a recent history of domestic abuse.

10. USEFUL CONTACT INFORMATION

LOCAL SERVICES

Safeguarding Children

If you suspect or believe a child is suffering, or is likely to suffer, significant harm (including any form of mistreatment or abuse) you should ALWAYS report your concerns

In an emergency always dial 999

If there is no immediate danger to the child, or if you need some advice or information, you can contact the Children Services Customer Service Centre (CSC) on 01522 782111. If it is outside normal office hours you can contact the Emergency Duty Team (EDT) on 01522 782333

Safeguarding Adults

If you suspect or believe an adult is suffering, or is likely to suffer, significant harm (including any form of mistreatment or abuse) you should ALWAYS report your concerns

In an emergency always dial 999

If there is no immediate danger to the adult, or if you need some advice or information, you can contact Adult Social Care on 01522 782155

Domestic and Sexual Abuse Services

Information about the services available in Lincolnshire can be found at
<https://www.lincolnshire.gov.uk/crime-prevention/domestic-abuse>

EDAN Lincs (ending domestic abuse now in Lincolnshire), support victims and children of victim clients across Lincolnshire
Telephone: 01522 510041 email info@edanlincs.org.uk

SARC (Sexual Assault Referral Centre) Provides a safe environment where victims of Rape, Sexual Assault or Sexual Abuse can get support and advice. They also provide the possibility of making a report to the police and undertaking a forensic examination (if this is

what you choose). They are open to all victims, regardless of whether they want to report a crime to the police or not. There are often other options available to you that you may not have considered and pathways to the right kind of help for you. Email - info@springlodge.org
Website - www.springlodge.org
01522 524402 - Mon to Fri 9am till 5pm
01371 812686 - at any other time

Lincolnshire Rape Crisis

www.lincolnshirerapecrisis.org.uk

email support@lincolnshirerapecrisis.org.uk. Telephone 08003345500

National Services

Respect Phoneline - for victims and perpetrators 0808 802 4040 Mon –Fri 9am-8pm
info@respectphoneline.org.uk • Confidential helpline for people who are abusive and/or violent towards their partners • Practitioners can access advice and guidance Website: <http://www.respectphoneline.org.uk/> • Respect operates two helplines: Men's Advice Line, a confidential helpline for male victims of domestic abuse and those supporting them 0808 8010327 (www.mensadvice.org.uk) and the Respect Phoneline, a confidential helpline for men and women who are harming their partners and families and those supporting them, 0808 8024040 (www.respectphoneline.org.uk)

National Domestic Violence Helpline 0808 2000 247 (24hr) • Freephone 24 Hour Domestic Violence Helpline • Translation facilities for callers whose first language is not English, and a service for callers who are deaf or hard of hearing is available • Website: <http://www.nationaldomesticviolencehelpline.org.uk>

galop 0800 999 5428 Email: help@galop.org.uk • Support for lesbian, gay, bisexual and transgender (LGBT) people experiencing domestic violence • Website: <http://www.galop.org.uk/>

Forced Marriage Unit 0207 008 0151 (24hrs) Email: fmu@fcdo.gov.uk • The Forced Marriage Unit (FMU) is a joint Foreign, Commonwealth and Development Office (FCDO) and Home Office unit which leads on the government's forced marriage policy, outreach and casework. It operates both inside the UK and overseas. • Website: <https://www.gov.uk/guidance/forcedmarriage>

Forward 0208 960 4000 Email: forward@forwarduk.org.uk • An African Diaspora led UK-registered campaign and support charity dedicated to advancing and safeguarding the health and rights of African girls and women, in particular female genital mutilation and forced and child marriage • Website: <http://www.forwarduk.org.uk>

Karma Nirvana 0800 5999 247 Mon-Fri 9am-5pm Email: info@karmanirvana.org.uk • Supporting all victims of honour-based abuse and forced marriage • Website: <http://www.karmanirvana.org.uk>

Samaritans www.samaritans.org.uk
Telephone: 08457 90 90 90

National Stalking Helpline www.stalkinghelpline.org 0808 802 0300
www.protectionagainststalking.org

Support for Perpetrators

www.respectphoneline.org.uk

Telephone: 0808 802 4040 Email info@respectphoneline.org.uk

Housing

Your local district council can advise about housing, including offering emergency or temporary accommodation if you are made homeless due to domestic abuse. The emergency accommodation may be a refuge or bed and breakfast accommodation, providing you meet certain criteria. There is a legal duty to offer temporary accommodation under the Housing Act 2004, regardless of whether you rent or own your own home.

Refuges

A refuge is a safe house for victims and their children escaping domestic abuse. You can stay there until you decide what to do next. The addresses of refuges are secret, and no visitors are allowed in order to keep the refuge a safe place (a PO Box address is used for post). There are refuges all over the UK, and if space is available, you can stay anywhere that you feel safe and comfortable. This may be your nearest one or it might be elsewhere.

You can contact a refuge by ringing the 24-hour national domestic abuse free phone helpline, 0808 2000 247.

They will arrange for a refuge to contact you as soon as possible to make the necessary arrangements. The police or social services may also refer you.

Equality Impact Analysis Form

Project Details

Project Name:	Update of Managing and Supporting Employees Experiencing Domestic Abuse Policy
EA Author:	Claire Tozer
Team:	Safeguarding Team
Date completed:	02/08/22
Version:	V1

What is the aim of the project/proposal?

This policy is intended as a resource for all staff working for the ICB affected by domestic abuse or those who are concerned it may be affecting their colleagues.

Who will be affected by this work? e.g. staff, patients, service users, partner organisations etc.

Staff employed by NHS Lincolnshire ICB

Stage 1, Scoping point

Is a full Equality Impact Analysis required for this project?

You should consider whether a full EIA is required, referring to the relevant guidance for information and guidance on making this decision.

It is important this decision is made with an open mind and correctly, advice should be sought from the EIHR team if you are unsure.

Yes	<input checked="" type="checkbox"/>	Proceed to the full Equality Impact Analysis form	No	<input type="checkbox"/>	Explain why further analysis is not required.
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If no, explain below why further Equality Impact Analysis is not required. E.g. 'This report is for information only' or 'The decision has not been made by the CCG' or 'The decision will not have any impact on patients or staff'. (Very few decisions affect all groups equally and this is not a rationale for not completing an EIA.)

A review, and update, has been undertaken of the Managing and Supporting Employees Experiencing Domestic Abuse Policy

Equality Impact Analysis Form

If at an initial stage further information is needed to complete a section, this should be recorded and updated in subsequent versions of the EIA. An Equality Impact Analysis is a developing document, if you need further information for any section then this should be recorded in the relevant section in the form and dated.

1. Evidence used

To demonstrate that the decision made has been informed you should include examples of the information used to determine the impact and complete the EIA.

Examples are likely to include:

- **Population Data** - e.g. demographic profile (Census),
- **Service Activity Data** e.g. profile of patients using a service
- **Consultation and Involvement findings** - e.g. any engagement with service users, local community, specific groups.
- **Research** - e.g. good practice guidelines, service evaluations, literature reviews, reports
- **Participant knowledge** - e.g. experiences of working with different or population groups, experiences of service users in other service areas / localities

The Managing and Supporting Employees Experiencing Domestic Abuse Policy has been updated to ensure it reflects the Domestic Abuse Act 2021, current national and local guidance. Domestic abuse is a high harm, high volume crime that remains largely hidden. The Crime Survey for England and Wales (CSEW) for the year ending March 2020 estimated that 2.3 million adults aged 16 to 74 had experienced domestic abuse in the previous year. Childhood Local Data on Risks and Needs estimated that, between 2019 and 2020, approximately 1 in 15 children under the age of 17 live in households where a parent is a victim of domestic abuse. The ICB has a responsibility for the welfare of it's employees and believe domestic abuse is never acceptable or justifiable. The ICB is committed to raising awareness of domestic abuse and providing guidance for managers and staff to address the issues and their effects in the workplace. Domestic abuse has the potential to affect every member of staff and on this basis, this guidance is fully inclusive, applying to all employees equally.

2. Impact of decision

In the following boxes detail the findings and impact identified (positive or negative) within the research detailed above; this should include any identified health inequalities which exist in relation to this work.

As part of these considerations you should consider how the ICB will be meeting the requirements of the Public Sector Equality Duty

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

Before completing this section you should ensure you can suitably answer the following:

What is the equality profile of the population i.e. service users/patients and/or workforce that is intended to benefit from the activity/project?

2. Impact of decision

In the following boxes detail the findings and impact identified (positive or negative) within the research detailed above; this should include any identified health inequalities which exist in relation to this work.

(By collecting and analysing demographic data of protected characteristics relating to patients/service users and/or workforce, within the geographical area concerned, the ICB will be able to identify the groups that may be adversely affected at a greater proportion to others).

2.1 Age

Describe age-related impact and evidence. This can include safeguarding, consent and welfare issues.

This policy is to be applied to all ages – both children and adult safeguarding concerns.

2.2 Disability

Describe disability-related impact and evidence. This can include attitudinal, physical, communication and social barriers as well as mental health/learning disabilities, cognitive impairments.

The Care Act (2014) recognised that carers can suffer abuse from those they care for. It is important that staff identify those in a caring role and explore support that can be offered

It is also important to note that the carer may perpetrate domestic abuse on those they are caring for. Domestic abuse may take place in different forms e.g., carer placing items necessary for the person identifying as disabled to have their independence in unreachable places thus making them dependant on the carer.

People who have a cognitive impairment, or who are totally dependent on their carer may not recognise and /or acknowledge domestic abuse

2.3 Gender reassignment (including transgender)

Describe any impact and evidence in relation to transgender people. This can include issues such as privacy of data and harassment.

None identified within the policy.

2.4 Marriage and civil partnership

Describe any impact and evidence in relation to marriage and civil partnership. This can include working arrangements, part time working and caring responsibilities.

None identified.

2.5 Pregnancy and maternity

2. Impact of decision

In the following boxes detail the findings and impact identified (positive or negative) within the research detailed above; this should include any identified health inequalities which exist in relation to this work.

Describe any impact and evidence in relation to Pregnancy and Maternity. This can include working arrangements, part time working and caring responsibilities.?

1 in 3 people suffer domestic abuse whilst pregnant which can potentially lead to harm. Abuse also continues post-partum <https://www.nhs.uk/pregnancy/support/domestic-abuse-in-pregnancy/>

This policy and supporting training will seek to identify colleagues at risk at the earliest possible opportunity.

2.6 Race

Describe race-related impact and evidence. This can include information on different ethnic groups, Roma gypsies, Irish travellers, nationalities, cultures and language barriers.

Abuse may be tolerated in certain cultures as a norm. There are additional barriers for colleagues to open up and accept that they may be affected due to this.

There may also be issues around leaving a relationship due to children or family and cultural expectations so any conversations with potential affected staff must be non-judgemental and of a supportive nature.

2.7 Religion or belief

Describe any impact and evidence in relation to religion, belief or no belief on service delivery or patient experience. This can include dietary needs, consent and end of life issues.

There may be issues around leaving a relationship due to children or family and cultural expectations so any conversations with potential affected staff must be non-judgemental and of a supportive nature.

2.8 Sex

Describe any impact and evidence in relation to men and women. This could include access to services and employment.

There is a perception that males tend to be perpetrators, staff must be aware of this potential bias in order to ensure that non-judgmental conversations take place and recognise that men can be victims of domestic abuse

2.9 Sexual orientation

Describe any impact and evidence in relation to heterosexual people as well as lesbian, gay and bisexual people. This could include access to services and employment, attitudinal and social barriers.

2. Impact of decision

In the following boxes detail the findings and impact identified (positive or negative) within the research detailed above; this should include any identified health inequalities which exist in relation to this work.

About 1 in 4 identifying as LGBT suffer from domestic abuse which is the same as heterosexual females. This may be underreported and those involved in same gender abuse are often afraid of revealing their sexual orientation.

'Outing' may also be used as a form of control.

<https://www.endthefear.co.uk/same-sex-domestic-abuse/>.

2.10 Carers

Describe any impact and evidence in relation to part-time working, shift-patterns, general caring responsibilities. (Not a legal requirement but a CCG priority and best practice)

The Care Act (2014) recognised that carers can suffer abuse from those they care for. It is important that staff identify those in a caring role and explore support that can be offered

It is also important to note that the carer may perpetrate domestic abuse on those they are caring for. Domestic abuse may take place in different forms e.g. carer placing items necessary for the person identifying as disabled to have their independence in unreachable places thus making them dependant on the carer.

2.11 Other disadvantaged groups

Describe any impact and evidence in relation to groups experiencing disadvantage and barriers to access and outcomes. This can include socio-economic status, resident status (migrants, asylum seekers), homeless people, looked after children, single parent households, victims of domestic abuse, victims of drug/alcohol abuse. This list is not finite. This supports the CCG in meeting its legal duties to identify and reduce health inequalities.

This policy seeks to support staff in identifying and supporting staff from a disadvantaged group and affected by domestic abuse. Living with drug/alcohol abuse may also increase the risk of domestic abuse. The ICB support the view that all NHS organisations should be helping to identify violence and abuse earlier and supporting victims to get their lives back sooner.

3. Human rights

The principles are Fairness, Respect, Equality, Dignity and Autonomy.

Will the proposal impact on human rights?

Yes



No

☐ ✖

Are any actions required to ensure patients' or staff human rights are protected?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so what actions are needed? Please explain below.				
4. Health Inequalities. <p>The Health and Social Care Act 2012 established the first specific legal duties on CCGs to have regard to the need to reduce inequalities between patients in access to, and outcomes from, healthcare services and in securing that services are provided in an integrated way. These duties had legal effect from April 1st 2013. The duties require that CCGs properly and seriously takes into account inequalities when making decisions or exercising functions, and has evidence of compliance with the duties, whilst also assessing how well commissioned providers have discharged their legal duties on health inequalities.</p>				
1. What evidence have you considered to determine what health inequalities exist in relation to your work? <p>This can include local and national research, surveys, reports, research interviews, focus groups, pilot activity evaluations or other Equality Analyses. If there are gaps in evidence, state what you will do to mitigate them.</p> <p>(this may be different or similar to that which has informed the EIA)</p>				
<p>Although there is no evidence that people with health inequalities are at greater risk of domestic abuse. It is widely recognised that young people who have experienced ACEs during their childhood, which includes domestic abuse. Children growing up in these environments can experience feelings of blame and responsibility, and negative impact on their social development and relationships that can lead to lasting harms such as the uptake of risk taking behaviours (e.g. smoking and alcohol use).</p>				
2. What is the potential impact of your work on health inequalities? Can you demonstrate through evidenced based consideration how the health outcomes, experience and access to health care services differ across the population group and in different geographical locations that your work applies to? <p>If you feel that the project will not impact / be relevant to Health Inequalities please give a rationale.</p>				

The policy does not impact on health inequalities, staff requiring support are to follow the policy. This is in line with the Domestic Abuse Act 2021. The ICB safeguarding Team are working with colleagues in HR regarding amending 1 to 1, and appraisal documentation and deliver training to managers within the ICB

4. Health Inequalities.

The Health and Social Care Act 2012 established the first specific legal duties on CCGs to have regard to the need to reduce inequalities between patients in **access** to, and **outcomes** from, healthcare services and in securing that services are provided in an integrated way. These duties had legal effect from April 1st 2013. The duties require that CCGs properly and seriously takes into account inequalities when making decisions or exercising functions, and has evidence of compliance with the duties, whilst also assessing how well commissioned providers have discharged their legal duties on health inequalities.

3. How can you make sure that your work has the best chance of reducing health inequalities?

The ICB safeguarding Team are working with colleagues in HR regarding amending 1 to 1, and appraisal documentation and deliver training to managers within the ICB

5. Engagement/consultation

What engagement is planned or has already been done to support this project?

It is expected that the CCG will have carried out a level of engagement with those affected whether formal or informal. This should be focussed to the groups most affected.

Engagement activity	With whom? <i>e.g. protected characteristic/group/community</i>	Date
Please summarise below the key finding / feedback from your engagement activity and how this will shape the policy/service decisions e.g. patient told us, so we will... (If a supporting document is available, please provide it or a link to the document)		

This is a policy review and update. The initial Managing and Supporting Employees Experiencing Domestic Abuse Policy was approved by the Safeguarding Strategy Group which had *senior* membership from the previous CCG.

6. Mitigations and changes

If you have identified mitigations or changes, summarise them below. E.g. restricting prescribing over the counter medication. It was identified that some patient groups require high volumes of regular prescribing of paracetamol, this needs to remain under medical supervision for patient safety, therefore an exception is provided for this group which has resolved the issue.

Are these vital to the project continuing?

N/A

7. Is further work required to complete this EIA?

Please state below what work is required and to what section e.g. additional consultation or engagement is required to fully understand the impact on a particular protected group (e.g. disability)

Work needed	Section	When	Date completed
N/A			

8. Development of the Equality Impact Analysis

If the EIA has been updated from a previous version please summarise the changes made and the rationale for the change, e.g. Additional information may have been received – examples can include consultation feedback, service Activity data


Version	Change and Rationale	Version Date
e.g. Version 0.1	The impact on wheelchair users identified additional blue badge spaces are required on site to improve access for this group.	26 September 2017
V2	The Domestic Abuse Act 2021	02/08/22

9. Final Sign off

Completed EIA forms must be signed off by the completing manager. They will be reviewed as part of the decision making process. Service lines should maintain an up to date log of all EIAs.

Version approved:

V1

	Name	Date
Signature of responsible officer		01/11/2022
Which committee will be considering the findings and sign off the EA?	Clinical Policy Reference Group	
Minute number (to be inserted following presentation to committee)		

Stage One - Quality Impact Assessment Initial Screening Tool

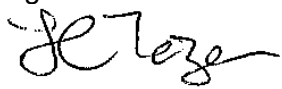
The QIA Initial Screening Tool is required for all projects to identify the project's impact on quality, be it positive, neutral, or adverse.

Five quality domains are thereby defined in the Initial Screening Tool, against which risks must be assessed and scored (see Appendix B for instructions on scoring).

For each quality domain in the Initial Screening Tool, highlight the proposal's impact on quality as either positive (P), neutral (N) or adverse (A). For **neutral** and **adverse** impacts, add a score for consequence (C) and likelihood (L) (Appendix B). Multiply the consequence and likelihood scores and record that number as the total score (T), then enter yes or no regarding need for a Stage 2 QIA for any domains with scores of 8 or greater. Calculate and record the total score of all domains. Complete an Equality Impact Assessment (EIA) and the EIA section on the QIA screening tool.

Quality Impact Assessment - Initial Screening Tool		Instructions:						
		<ul style="list-style-type: none"> Answer Positive, Neutral or Adverse (P, N or A) against each quality domain If Neutral or Adverse, insert a Consequence (C) and Likelihood (L) score, multiply the scores, and insert the total score in the Total (T) column Add a brief description of the potential impact and mitigating actions Insert Y (yes) indicating need for a Stage 2 QIA for any domains with scores of 8 or greater Record the total score of all domains Complete an Equality Impact Assessment (EIA) and the EIA section on the QIA screening tool 						
Quality Domain	Impact Question	P/ N/ A	C	L	T	Brief description of potential impact	Mitigation strategy and monitoring arrangements	Stage 2 QIA? Y/N
Duty of Quality	Could the proposal impact on any of the following? <ul style="list-style-type: none"> The duty to safeguard children and vulnerable adults The duty to promote equality – see https://bit.ly/3v85CNs 	P				Impacts on the organisation's duty by providing support and information for staff and managers to enable effective support to those experiencing domestic abuse in line with the DA Act 2021		N

	<ul style="list-style-type: none"> • The functions of other services within the organisation • The clinical effectiveness of services • Patients' and public experiences of services • Compliance with NHS constitution's core principles - see https://bit.ly/37vzY4k <p>Any other factors related to the duty to uphold and improve quality</p>							
Patient Safety	<ul style="list-style-type: none"> • Avoidable harm; clinical/environmental/other • Infection prevention and control practices, systems, statutory expectations and acceptable standards • Referral to treatment times • Safeguarding Adults, Young People & Children – see https://bit.ly/3jeY3ih • Workforce levels and competencies <p>Any other risk indicators relevant to patient safety</p>	P				The policy provides information for staff to identify and manage disclosures of domestic abuse, whilst acknowledging the limitations of their role		N
Patient / Staff Experience	<ul style="list-style-type: none"> • Informed choice, autonomy, and involvement • Access to services • Dignity, respect, compassion, and consent • Patients' satisfaction with services • Complaints and redress <p>Any other risk indicators relevant to patient experience:</p>	P				The policy provides information for staff to identify and manage disclosures of domestic abuse, whilst acknowledging the limitations of their role. The line managers briefings will also increase knowledge		N

Clinical effectiveness	<ul style="list-style-type: none"> • Evidence based practice & standards • Clinical outcomes • Clinical leadership and engagement Any other risk indicators relevant to clinical effectiveness:	P				The policy is based on evidence-based practice, policies and procedures and the DA Act 2021		N
Non-clinical/operational impact	<ul style="list-style-type: none"> • Impact on cost effectiveness • Impact on infrastructure • Impact on staff satisfaction and welfare • Impact on the public perception of the organisation • Social value impact • Relationships with partner organisations 	P				The policy is supportive of all staff in the ICB and reflects the importance of wellbeing and valuing staff		N
		Total overall score =				0		
EQUALITY	An Equality Impact Assessment must also be undertaken							
Name of person completing the Equality Impact Assessment:		Claire Tozer				Date:05/12/2022		Signature: 
Position:		Safeguarding adults and children lead						