

## **Appendix 4: Domestic Abuse Discussion Checklist**

This checklist should be used *every* time a manager is presented with a disclosure of domestic abuse from a member of staff. It is important to ensure that the manager has done everything they should have and considered all angles in which the organisation could support and help the member of staff.

Please note, due to the very nature of domestic abuse, situations and risk can change, develop or escalate very quickly and therefore the Discussion Checklist and the plan of action should be revisited on a regular basis to best help the victim and keep them safe.

## Domestic Abuse Discussion Checklist

## Section 1

NAME OF EMPLOYEE:	REPORTED TO (NAME):	DATE:
-------------------	---------------------	-------

	TASK	ACTION / NOTES	DATE COMPLETE
1	<p>Ensure that any discussion about the employee's situation takes place in privacy and that their <b>confidentiality</b> is respected as far as possible (unless there are overriding concerns such as Safeguarding, or immediate safety concerns for the staff member or colleagues – please see section 10.4 of policy for safeguarding contacts)</p>		
2	<p>What does the employee want to do?</p> <p>What potential measures could be implemented to help them at work?</p> <p>Suggestions –</p> <ul style="list-style-type: none"> <li>• Temporary flexibility on start/finish times</li> <li>• Change of work location</li> <li>• Screening of external calls/emails from abuser</li> <li>• Stress risk assessment</li> <li>• Share brief information with any colleagues as additional form of support</li> <li>• Prevent lone working</li> <li>• Manager to create log of contact/incidents they are aware of</li> </ul>		

	TASK	ACTION / NOTES	DATE COMPLETE
3	<p>Discuss whether to <b>report</b> the abuse to the police. Highlight the benefits of doing this.</p> <p><i>Remember; do not pressure them if they do not want to report it!</i></p>		
4	<p>Does the employee need to see Occupational Health, a GP or other professional for <b>medical attention</b>?</p>		
5	<p>What methods of <b>support</b> have been discussed and explored regarding the workplace?</p> <p>Has work performance or attendance been affected?</p>		
6	<p>Give the employee <b>information</b> about:</p> <ul style="list-style-type: none"> <li>▪ Care First</li> <li>▪ Domestic abuse helplines</li> </ul>		
7	<p>Has a <b>referral</b> been made to an Independent Domestic Violence Advisor (IDVA), Housing or the Police for risk assessment and/or further support? Which agency will be involved?</p>		

	TASK	ACTION / NOTES	DATE COMPLETE
	<p>Has the employee consented to this?</p> <p>NB: Normally consent should be obtained from the employee unless, in your professional judgement, there are Safeguarding concerns and/or there is a risk of serious harm or murder</p> <p>(<a href="http://www.domesticabuseservices.org.uk/professionals/directory/#advice-and-support">http://www.domesticabuseservices.org.uk/professionals/directory/#advice-and-support</a>)</p>		
8	<p>Has a <b>safety plan</b> (see section 2 of this document) been discussed and drawn up:</p> <p>a) Regarding the workplace b) Regarding the home?</p>		
9	<p>Have you given the employee information about <b>local advice/support</b> agencies and how to contact them?</p>		

	TASK	ACTION / NOTES	DATE COMPLETE
	<p><a href="http://www.domesticabuseservices.org.uk/professionals/directory/#advice-and-support">http://www.domesticabuseservices.org.uk/professionals/directory/#advice-and-support</a>)</p> <p>Has the employee been given a copy of <b>'organisations providing external support – Appendix 1 of the policy'</b>?</p> <p><i>It may be useful to offer help in contacting agencies if the employee would feel more comfortable that way.</i></p>		
10	<p>If the person completing the checklist is not the employee's line manager, consideration should be given to informing the line manager. Describe to the employee the possible difficulties that could arise from the line manager not knowing, e.g. performance or absence monitoring.</p>		
11	<p>When will the employee's situation next be reviewed?</p>		

## Employer's Safety Plan Checklist

## Section 2

Please discuss and complete all of the following fields to help an employee consider their options and plan for their safety.

**Ask some of the following questions:**

	Action
In what way can I (and others) help you?	
What do you feel would help you keep safe?	
Do you have any concerns about your children's safety?	
What have you tried in the past to protect yourself and your children?	
Did any of these strategies help?	

**Safety considerations at work:**

Advise employee to keep emergency numbers at hand where possible.	
Emergency contact person and details in case you can't contact the employee.	

<p>Have you identified the organisation's contact and given their details to the employee?</p>	
<p>Offer, if possible, changes to the employee's workplace location and work hours, especially if they do front line work or can be seen in the building.</p>	
<p>Consider changing / increasing workplace security:</p>	

Change keypad numbers/ door access codes	
Remind front line staff not to give out personal information, including contact details and working hours.	
Ensure the HR / personnel information is secure.	
Review parking arrangements – does someone need to escort the employee to their car?	
If the employee is experiencing any form of domestic abuse, stalking or harassment, discuss the possibility of getting a restraining order for the workplace/surrounding environment	
If the employee consents, advise colleagues (on a need to know basis) what they should do to help.  <b>Do I have the employee's consent?</b>	
Are there any other measures that could help?  Discuss with employee.	

**General safety advice:**

- Talk through the Safety Plan Handout.
- Suggestive appropriate, that the employee talks in more detail about safety outside the workplace with the police.

## Domestic Abuse Personal Safety Plan Handout

### Safety considerations at work:

1	Keep emergency numbers easily accessible – consider the use of a mobile phone that connects directly to the police.
2	Know who your contact person is in your organisation if you need help or advice.
3	Give your organisation the name and number of an emergency contact person for you.
4	Tell someone if you are receiving any sort of threat or harassment at work
5	Think about how you travel to and from work – try to make sure that you are not travelling alone or in the dark.
6	If there is anything you think your employer can do to help increase your safety, ask as soon as possible.

### General safety advice:

1	Arrange where you might go if you have to leave urgently.
2	Find places where you can quickly and safely use the phone.
3	Always carry a list of numbers with you in case of an emergency.
4	Try to save money so that you have bus or taxi fares in an emergency.
5	Get an extra set of keys for the house / car.
6	Keep the keys, money and anything else you may need in a safe place, should you have to leave quickly.
7	Talk to your children. Let them know it's not their fault. Children do not have to see abuse to be affected by it. They hear it, sense it and can be sad and frightened by it.
8	Talk to friends, relatives, your doctor, nurse or others about how you feel.

**If you decide to leave home, consider taking:**

Birth certificates	Marriage certificate	School records
Medical records	Driving Licence	Car documents
Money	Credit cards	Cheque books
Benefit books	Rent books	Passports
Work permits	Visa	Medications
Several days clothing	Personal possessions with sentimental value	Children's favourite toys

For more information, please go to  
<https://www.domesticabuseservices.org.uk/support/support-for-adults/get-support-near-you/>.