

GWENT POLICE DOMESTIC ABUSE WORKPLACE PROCEDURE



1.1 Introduction

This procedure applies to all members of staff irrespective of gender, age, sexuality, race, religion, culture or disability. This procedure follows the aims of the Gwent Police Domestic Abuse Workplace Policy. Gwent Police recognises that every member of staff who is experiencing or has experienced domestic abuse has the right to raise and discuss the issue with their manager and/or other departments which can lend support and advice, in the knowledge that the matter will be dealt with in an empathetic, non judgemental, confidential and effective manner. The organisation will regularly monitor and evaluate its performance to ensure compliance with this procedure.

Domestic abuse is a crime, is disruptive and socially harmful. Domestic abuse has an impact on the workplace, and Gwent Police has a responsibility for the health, safety and welfare of its staff. Domestic abuse can impinge on an individual's work performance and ultimately on service provision.

Gwent Police recognises that within its workforce there are potentially a significant number of staff who have or who are currently experiencing domestic abuse and those who are perpetrators of domestic abuse. Gwent Police will robustly investigate allegations of domestic abuse and perpetrators who are found guilty in subsequent criminal and disciplinary proceedings of such offences will be dismissed from the service.

Gwent Police is committed to working in partnership with other agencies or bodies in the statutory or voluntary sector to combat domestic abuse.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE

1. PROCEDURE

1.1. What is domestic abuse?

The Welsh National Strategy definition of domestic abuse is:

“Domestic Abuse is best described as the use of physical and/or emotional abuse or violence, including undermining of self confidence, sexual violence or the threat of violence, by a person who is or has been in a close relationship.

Domestic abuse can go beyond actual physical violence. It can also involve emotional abuse, the destruction of a spouse’s or partner’s property, their isolation from friends, family or other potential sources of support, threats to others including children, control over access to money, personal items, food, transportation and the telephone and stalking.

It can also include violence perpetrated by a son, daughter or any other person who has a close or blood relationship with the victim/survivor. It can also include violence inflicted on, or witnessed by, children. The wide adverse effects of living with domestic abuse for children must be recognised as a child protection issue. The effects can be linked to poor educational achievement, social exclusion and to juvenile crime, substance abuse, mental health problems and homelessness from running away.”

Domestic abuse may not simply be a ‘one-off’ occurrence; it most often will be frequent and persistent.

The Welsh definition is a full definition which recognises that any person can be the victim of domestic abuse. Women and men can be victims of domestic abuse in heterosexual relationships; domestic abuse can also take place in lesbian, gay, bisexual and transgender relationships. Agencies need to be aware that people with disabilities can be particularly vulnerable. The inclusion in the definition of violence between family members ensures that issues such as ‘honour crimes’ are properly reflected. It also acknowledges that children/young people who experience domestic abuse can be victims of domestic abuse. Importantly, however, while the definition accepts that men can also be victims of domestic abuse, the great majority of domestic abuse is perpetrated by men against women and their children.

Domestic abuse cuts across age, race and religion. Domestic abuse is not necessarily a physical act. It can take many forms. Therefore, it is likely that this comprehensive definition will impact on the future reporting of domestic abuse incidents: it will help to reveal the true extent of domestic abuse in Wales.

1.2 Identifying the problem

It is unlikely, in the first instance, that staff who experience domestic abuse will inform other members of staff of their situation, or approach their

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manager with problems. It is far more likely that the manager will become aware of the situation through associated issues such as sickness absence monitoring or poor performance. As with other welfare issues, identifying that a member of staff is experiencing difficulties at an early stage will lead to appropriate help being offered, and allow that member of staff to deal with their situation far more effectively.

Signs and symptoms

It may be hard for victims of domestic abuse to separate home and work issues if they are experiencing domestic abuse and this may impact greatly on their working lives. The effects may manifest into physical and/or psychological symptoms and line managers must be alert to the following possible signs and symptoms;

- Changes in character, for instance members of staff who are normally outgoing may become introvert or reserved.
- They may display a lack of participation with a reduction in normal performance.
- A change in the quality of work/performance
- Visible bruising or the wearing of clothing not conducive to weather conditions to cover injuries, excessive use of make-up to hide injuries may be indication of physical abuse.
- Uncharacteristic lateness, last minute requests for time off or annual leave, regular periods of self-certified sick leave.
- The receipt of repeated upsetting telephone calls, e-mails or faxes

This list is not exhaustive and there will be some victims who do not display signs of violence or abuse. However, where line managers fear that a member of staff is displaying signs they should sensitively enquire as to their well-being and to offer support and advice where appropriate.

There may be other occasions where an individual will voluntarily advise their line manager or other member of staff that they are experiencing domestic abuse and advice on how these may be dealt with is contained in this procedure.

1.3 Manager/Supervisor role

Research has shown that whilst victims of domestic abuse may be reluctant to disclose what is happening to them, often they are also hoping that someone will realise that something is wrong and ask them about it.

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Managers should therefore offer to staff the opportunity to discuss personal issues which may be affecting their health, performance at work etc.

Questions about domestic abuse should be asked routinely during a routine return to work interview, following a bout of sickness absence, during an informal or formal sickness absence interview or at informal/formal managing under-performance meetings etc.

When dealing with situations of this nature, managers should develop a sensitive and non-judgemental approach – [see Appendix A](#) for further guidance. This approach is important, as victims of domestic abuse often feel ashamed, humiliated and frightened and prone to blaming themselves for the situation. When dealing with any member of staff who is or has experienced domestic abuse, the manager should therefore:

- take the member of staff seriously, listen and believe what's being said
- ensure that any discussion with a member of staff about their circumstances, takes place in privacy
- respect confidentiality as far as possible - the consequences of domestic abuse are serious, and managers and colleagues need to respect this
- understand that the member of staff may not wish to discuss any details with their line manager, and may prefer to involve a third party such as a colleague, another officer, trade union representative or outside agency.
- find out what the member of staff wants and whether a manager, another officer or another agency can help them achieve it.
- be honest about what can be offered
- be aware of any additional issues faced by the member of staff, because of their protected characteristics such as age, gender, sexuality, ethnic background or, disability etc
- be non-judgemental – the member of staff may need some time to decide what to do.
- be aware of what support is available, and explore these options with the member of staff.

When suspecting, becoming or being made aware of a case of domestic abuse, the manager may wish to seek help and advice from a Human Resources Advisor/HR Manager, Professional Standards Department, Occupational Health and Welfare Unit or Public Protection Unit.

The Public Protection Unit Domestic Abuse Unit (DAU) can provide advice to the individual on the law and potential prosecution and how police forces deal with reported incidents of domestic abuse. They can also liaise with other forces on the individual's behalf if the incidents take place out of the Gwent Police force area. Managers should contact the Detective Inspector in the first instance for advice. If an individual does not want to make a complaint against an alleged perpetrator of domestic violence, the DAU will consider the need for a multi-agency risk assessment conference (MARAC)

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in high risk cases. Contact information in relation to the support mechanisms and Independent Domestic Violence Advisers are also available from DAU.

The Occupational Health and Welfare Unit can provide support in relation to the individual's fitness for work, well-being and can arrange for in-house or external counselling.

The line manager will undertake risk assessment processes and liaise with the Professional Standards Department if the alleged perpetrator is a member of Gwent Police.

The HR Advisers/HR Manager can give advice to line managers and individuals in relation to temporary/permanent change of role, working hours, base of work, special leave and other related terms and conditions.

Under no circumstances will line managers conduct mediation between the victim and perpetrator. Line managers must also bear in mind that they are not required to undertake a role of counsellor, this must be left to trained counsellors or domestic violence experts.

1.4 Colleagues

In some instances, police personnel may be advised by a colleague that they are suffering domestic abuse, or may have suspicions that it is taking place. Whilst colleagues may be able to lend support to the individual concerned, the importance of disclosing the information to a line manager can not be under-estimated. Section 1.5 (Confidentiality) outlines the situations where confidentiality may be broken.

1.5 Victim Safety

Employers, staff, and others have responsibility for the health, safety and welfare of persons at work as defined by the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999. Furthermore, Gwent Police has procedures for managers to deal with incidents where staff are verbally abused or threatened or physically assaulted in the course of their duties which are available on the policies site of the intranet. (e.g., Management of Violence and Aggression, Management of Threats to Police Personnel)

Managers may have to consider additional factors if incidents involve domestic abuse. Such incidents may involve violent partners or ex-partners visiting the workplace, abusive phone calls, intimidation or harassment of members of staff by the alleged perpetrator. These issues could be addressed by the following measures:

- improving security measures such as changing key pad numbers or ensuring that access to buildings is open to authorised staff only

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- general reminders to staff not to divulge information about staff, especially personal details such as addresses, telephone numbers or shift patterns (disclosing personal data is likely to lead to disciplinary action)
- offering temporary or permanent changes in the workplace, work times and patterns, helping to make the staff member less at risk at work, and on their journeys to and from work. This could include changes to the office layout, to ensure that the staff member is not visible from reception point or, from ground floor windows
- offering changes in specific duties, such as answering phones or working in reception or in exceptional circumstances, redeployment to another post.
- agreeing what to tell other staff, and how they should respond if the abuser rings or calls at the workplace. Providing colleagues with a photograph of the abuser, and other relevant details such as car registration numbers, which may help to maintain security in the workplace
- making sure that the systems for recording staff whereabouts during the day are adequate, and if the work requires visits outside the office, considering how risks can be minimised (eg. changing duties or allowing another colleague to accompany them on certain journeys)
- recording any incidents of violence in the workplace, including persistent phone calls, emails or visits to a member of staff by their partner/ex-partner. Details of any witnesses should also be recorded. These records could be used as evidence in subsequent proceedings.

An initial approach to a line manager should be viewed as a help- seeking process rather than a request for them to act in their capacity as a police officer or member of police staff. However, in the interest of safety and justice, victims should be encouraged to report officially such abuse. Where there are serious risks of harm to the victim or protection issues in relation to children, there will be no alternative but to report officially. In all cases a report, in confidence, will be delivered direct to the Head of Service Area and will not be subject to discussion with other colleagues except those involved in the safety plan. The victim will be informed of this action. Line managers must be sympathetic to victims and non-judgemental in their approach.

The safety of the victim, their children and any other person will be paramount. There may be additional barriers to reporting for partners of staff and further pressures for victims who are staff members; this must be borne in mind when considering safety measures. Be mindful of the possibility of access to records and databases relating to domestic incidents, rape or sexual offences and take steps to restrict, sanitise or otherwise ensure confidentiality for the victim. Disclosure or information sharing will only be conducted with the full knowledge and consent of the victim except in relation to child protection matters or high risk of harm or death to the victim or any other identified person e.g. current partner, relative, witness. This

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information is police information as defined by Management of Police Information and is required to be protectively marked [i.e. Restricted or confidential) and is likely to be personal/ sensitive personal data as defined by the Data Protection Act 1998. For all these reasons information security measures should be in place for its collection, processing, exploitation, movement, storage and disposal.

1.6 Confidentiality

Confidentiality must be afforded to the individual (subject to the requirements of child and adult protection) and where the options are provided and a decision made by the victim not to make an official report to police, a full risk assessment will be conducted by the line manager. In response to the risk, plans to keep the victim safe en route to work, whilst at work and when off duty will be discussed.

This is intended to manage the risk posed by the perpetrator and not for sharing information on the victim. It should not be necessary to disclose the victim's identity for this purpose, even when seeking general advice from departments such as HR and PPU and may even be prejudicial, particularly where the parties are in an LGBT relationship but have not disclosed their LGBT status to their colleagues or family members.

Confidentiality can only be broken in the following circumstances:

- With the consent of the individual;
- If disclosure is clearly in the individual's interest but it is not possible or is undesirable to seek consent;
- If it is required by law;
- If it is unequivocally in the public interest, where a failure to disclose information may expose the individual, or others, to risk of death or serious harm. In such circumstances you should disclose information promptly to an appropriate person or authority;
- If it will prevent a serious risk to public health and serious crime;
- If a child is involved, see below;

An exception to confidentiality may arise if the member of staff indicates that their children are also experiencing abuse. In these circumstances the manager must inform the member of staff that s/he will be referring the matter in accordance with the All Wales Child Protection Procedures.

1.7 Welfare and Support

The needs of police personnel experiencing domestic abuse will be varied. There might be concerns in relation to child contact, financial implications or accommodation issues that will require that the victim be present at

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solicitors meetings, court hearings, etc. In addition, where criminal proceedings are pending there may be demands on them to comply with requests for statements, photographs, medical examinations or attendance at court.

Police Personnel should be afforded flexibility with requests for time off, varied duties, annual leave, compassionate leave or other requests to enable them to attend appointments. It may be necessary to adjust workloads. Reasonable requests for alternative or temporary postings, particularly where the perpetrator is also a member of Gwent Police should be considered. Decisions must be made on the basis that the victim has a fundamental right to be believed and matters of safety and work-life quality are addressed.

Victims may benefit from or require the confidential services of the Occupational Health and Welfare Unit for advice or counselling and line managers or investigating officers can make a referral by contacting the OH&WU on the individual's behalf.

For support in other areas assistance may be available from the Police Federation, the Superintendents' Association, Unison or the force welfare fund (if the individual is a welfare fund member).

Contact numbers and website addresses of support agencies are shown in section 1.13, and the Domestic Abuse Unit (DAU) can assist in making contact on behalf of the individual if preferred.

1.8 Investigation

A decision by an individual to make an official report to police will not have been made lightly. In the case of domestic abuse, it is likely that they would have experienced several incidents and may have taken advice or sought help through other avenues e.g. civil remedies, prior to informing the police.

Police Personnel reporting domestic abuse, will be afforded all the support and protection provided to the general public and must be aware that positive action will apply in relation to the arrest of the perpetrator where criminal offences are alleged.

Investigators will give consideration to the fact that the victim may work in the locality where the incident occurred and may not want to attend the local police station. The perpetrator may be employed in the locality where the incident occurred and the victim may wish to avoid contact with them or their colleagues. The varying circumstances are too many to list but it is important that in all cases the needs of the victim and their protection is a priority and every effort made to prevent contact with the perpetrator or to allay any embarrassment to them.

It is important that intelligence in relation to risk assessment and risk management is imparted to those persons who might be part of the safety

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planning process. This may include line managers, work colleagues, Heads of Service Area, however, blanket sharing of this information should be avoided at all costs. Again, the wishes of the victim in relation to information sharing will be paramount except in relation to child protection matters or high risk of harm or death to the victim or any other identified person e.g. current partner, relative, witness.

Where another Force is investigating a case where the victim is a member of Gwent Police, it is important that the line manager or other notified member of staff, supporting the victim in the workplace, and where appropriate, has contact with the investigating officer regularly to ensure that there is holistic support for the victim and that issues of risk management are addressed throughout the criminal justice process.

Gwent Police has a duty to maintain a secure environment for all staff. When they become aware that one of their members of staff is a victim of domestic abuse, it may be easier to maintain the secure working environment if all members of staff within a particular area are aware of the problem and the potential risks. It is however essential that the manager agrees with the member of staff concerned, how much and what information, if any, other members of staff will be told.

Managers should remind their members of staff that any information must remain confidential and that any unauthorised breaches of this information could result in disciplinary action being taken. This is important, as the consequences of breaching confidentiality could have serious effects for the member of staff experiencing domestic abuse. Statistics have shown that the risk of more serious assaults, permanent injury and murder take place when a victim of abuse decides to confide in others, decides to leave or leaves the relationship or immediately after leaving. It is therefore important that the manager and other members of staff do not underestimate the dangers or assume that the fear of abuse by the member of staff is exaggerated.

1.9 Decision to prosecute

A risk assessment should be reviewed when a case of domestic abuse towards police personnel leads to prosecution of the alleged perpetrator.

The CPS Policy on prosecuting cases of domestic violence recognises that sometimes, victims will ask the police not to proceed any further with the case and say that they no longer wish to give evidence. There may be a number of explanations for this. This does not mean that the case will be automatically stopped. Managers should take into account the issues involved in this and ensure that supportive measures remain in place and the risk assessment is regularly reviewed.

Gwent Police will still consider use of disciplinary proceedings against staff who are alleged to have committed domestic violence even if a criminal prosecution is not pursued. Again, risk assessment measures will be

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reviewed by the line manager, and in conjunction with the Professional Standards Department.

1.10 Special Leave and other supportive measures

Managers will give consideration, and view sympathetically requests for special leave for staff who have disclosed they are experiencing domestic abuse. These requests could include:

- appointments with support agencies such as Women's Aid, Social Workers or Counsellors
- arranging re-housing
- meetings with Solicitors
- making alternative childcare arrangements, including meetings with schools
- court proceedings involving incidents of domestic abuse

Managers will record leave of absence for domestic abuse as special leave. These records must be forwarded to the HR Adviser and be placed in a sealed envelope in the individual's personal file.

Managers should explore other supportive measures, such as a temporary change in hours, where requested by staff who are experiencing domestic abuse.

A member of staff leaving a violent or abusive partner may face considerable financial hardship or have concerns about finding suitable accommodation for themselves, and their family. Managers should consider approving a salary advance if needed, (e.g. to move house or to make other significant financial outlay). Additionally, consideration should be given to changing the method of salary payment if a member of staff has disclosed that their partner has access to their finances or, is exerting financial pressure upon them.

As previously stated, it may be appropriate to refer the individual to the Occupational Health and Welfare Unit for professional support.

1.11 If a member of police personnel is a perpetrator of domestic abuse

Domestic abuse is unacceptable behaviour and will therefore not be tolerated by Gwent Police.

Gwent Police will robustly investigate allegations of domestic abuse and perpetrators who are found guilty in subsequent criminal and disciplinary proceedings of such offences will be dismissed from the service.

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In the absence of a criminal conviction, disciplinary proceedings may still take place, with the full range of disciplinary sanctions being available, including dismissal.

When considering disciplinary measures it is essential that the safety of the victim and their children is not compromised.

1.12 Raising Awareness

Gwent Police is committed to promoting “zero” tolerance of domestic abuse against and by its entire staff. It is essential therefore, that the working environment promotes the view that domestic abuse / violence against any person is unacceptable and that such abuse / violence will not be condoned or made the subject of jokes or graphics.

Gwent Police will aim to raise awareness through the following means:

- publicising its policy and procedures on dealing with Domestic Abuse
- including issues relating to domestic abuse in relevant in-house training sessions
- enabling staff to attend domestic abuse awareness training
- posting information on the Force Intranet and Internet
- publicising the internal support services available
- publicising Local Support Agencies

1.13 Local & National Support Agencies

The Local Council maintains a current domestic abuse directory giving information about local and national support agencies:

Welsh Women’s Aid - national umbrella organisation representing local Women's Aid Groups situated throughout Wales. Wales Domestic Abuse Helpline 0808 80 10 800. www.welshomensaid.org

Women’s Aid – national charity working to end domestic violence against women and children. Tel 0808 2000 247 (24hr) www.womensaid.org.uk

Dyn Project - raising awareness and providing support for male victims of domestic abuse in Wales. Helpline - 0808 801 032. www.dynwales.org

LGBT Excellence Centre Wales – transforming lesbian, gay, bisexual and trans life. Helpline 0800 023 2201

BAWSO (Black Association of Women Step Out Ltd)
Tel 0800 731 8147 (24 hr helpline) www.bawso.org.uk

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www.livefearfree.org.uk – welsh government website on domestic abuse providing information and links to support services in Wales.
Tel 0808 80 10 800

Broken Rainbow – support for lesbian, gay, bisexual, transgender (LGBT) people experiencing domestic violence
Tel 0300 999 5428 www.broken-rainbow.org.uk

National Support for Men – support for male victims of domestic violence
Tel 0808 801 0327 www.mensadviceline.org.uk

National Support for Women Refuge – for women and children. Against domestic violence. Tel 0808 2000 247 (24hr) – in partnership with Women's Aid www.refuge.org.uk

The Mankind Initiative – support for male victims of domestic abuse and domestic violence. Tel 01823 334244 www.mankind.org.uk

NSPCC – national charity working to end child cruelty. Helpline 0808 800 5000 www.nspcc.org.uk

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**A MANAGER'S GUIDE TO ASKING QUESTIONS ABOUT
SUSPECTED DOMESTIC ABUSE**

As this is a difficult subject to approach with a staff member, it must be handled in a sensitive, empathetic and non judgemental manner and with extreme care. As it is not easy to ask or be asked personal questions about domestic abuse, it is important that the actual questions asked or observations made, put the member of staff at ease and that the manager helps them to feel comfortable about disclosing information on their experiences.

Such questions should be asked routinely during a routine return to work interview, following a bout of sickness absence, during an informal or formal sickness absence interview or an informal/formal managing under-performance meeting, etc.

If you feel you require further advice or guidance before dealing with such an issue, you should contact your HR Adviser/HR Manager.

INDIRECT QUESTIONS

If a manager suspects that a staff member is experiencing domestic abuse, they should ask them indirect questions, to help establish a relationship and develop empathy. For example:

- You seem a little distracted of late, and I was wondering if there are any work or home issues causing any problems?
- I have noticed you have a lot of absent/sick days, perhaps we can look at any problems together
- Would you have any ideas how your working environment could be improved?
- I wonder if you allow yourself time out or time to take care of your needs?
- How would you say your family relationships are?
- Can you tell me how your partner cares for your wellbeing?

By asking indirect questions it may prompt the member of staff to disclose information, if they are hesitant about opening up.

If they reply that there are no problems at home, but the manager continues to suspect that there may be a problem, as they have identified possible evidence or signs of domestic abuse, they should seek advice from the their HR Adviser/HR Manager and continue to gently ask if there are any problems at home, at appropriate meetings or ask more direct questions.

DIRECT QUESTIONS

The manager, if they feel comfortable, may ask direct questions to prompt the member of staff to discuss any possible experiences of domestic abuse as part of routine questioning or if they are displaying signs of physical assault or injury.

Any questions must be asked with great sensitivity and care.

They may be approached as follows:

'I am sorry to ask you this and I don't wish to cause you any offence, but I noticed that you have a number of bruises / cuts / burns etc. I know that in the UK 1 in 4 women or 1 in 6 men experience domestic abuse. Can you tell me how you got your injuries'?

The following are some examples of follow up direct questions, which it might be useful to ask the member of staff, if domestic abuse is suspected or once it has been established that there maybe a problem related to domestic abuse:

- Have you ever been slapped, kicked, punched etc. by your partner or someone else?
- Do you feel frightened of your partner or someone else?
- Are you currently in a relationship where you are experiencing abuse?
- Does your partner or someone else lose his/her temper with you? If so what happens to you as a result?
- Has your partner or someone else threatened to hurt you or your children?
- Does your partner or someone else get jealous of you seeing friends, talking to other people, going out? If so, what happens?
- Does this person blame alcohol or drugs for the behaviour towards you?

2.0 The Legal Basis and Legitimate Aims

The Human Rights Act 1998 gives effect to the European Convention of Human Rights in domestic law. It includes positive obligations on the part of public bodies to safeguard:

- an individual's **right to life** (Art. 2),
- an individual's **right not to be subjected to torture, or**
- **to inhuman or degrading treatment** (Art. 3) and
- the **right to private and family life** (Art. 8) free from violence and intimidation.

The European Court of Human Rights has made it clear that the police and other agencies with special powers to protect individuals from violence can be held liable for failure to use those powers (e.g. *Osman v UK* [1998] and *Z and Others v UK* [2001] *Van Colle and Another v Chief Constable Hertfordshire Police* [2007].) These obligations are clearly applicable in cases where police officers are alleged to have committed domestic violence-related criminal offences or where members of staff are victims. Each and every decision to act or not to act must be taken bearing these obligations in mind. Protecting these rights may render proportionate the interference with another's right to, for example, privacy and, or family life (Article 8).

Supervisors are required to monitor individual performance in this area.

Section 11 of the Children Act, 2004 creates a legal duty for the police "to ensure [their] functions are discharged having regard to the need to safeguard and promote the welfare of children". This duty has particular relevance to domestic abuse where children are often both direct and indirect victims. Protecting children will be at the heart of our response to domestic abuse.

Chief Officers as employers have a responsibility under the Health and Safety at Work Act 1974 to ensure the health and safety of employees. Chief Officers are under a duty to ensure that reasonable steps are taken to ensure the safety of staff at work, this duty also applies to police staff that are victims of domestic violence or may have been a victim of rape or other serious sexual assault.

The Management of Health and Safety at Work Regulations 1999 requires employers to;

- Consider the risk to employees (including reasonably foreseeable violence)
- Decide how significant these risks are
- Decide what to do to prevent or control the risk
- Develop a clear management plan to achieve this

Gwent Police aims to support a work environment where an employee experiencing Domestic Abuse, rape or sexual assault, can seek practical

advice and assistance, in confidence, with the knowledge that the response will be sensitive and effective.

3.0 Human Rights Certification of Compliance

The procedure has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

4.0 Compliance with the Welsh Language Scheme

This procedure aims to comply with the organisations Welsh language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

5.0 Risk Assessment and Health and Safety Considerations

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

6.0 Procedure Identification Section

Procedure Title: Domestic Abuse Workplace Procedure

Reference: 410/1 b issue 1

ACPO Lead: Deputy Chief Constable

Service Area Owner: Head of People Services

Department Responsible: People Services

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Links to other Policies/Procedure: Information Security, Data Protection, Media, Custody, Police Officer Misconduct, Disciplinary Procedure for Police Staff, Professional Standards Reporting, Vetting, Licence to Lead, Dignity at Work, Hate Crime, Community Impact Assessment, Critical Incidents, Sickness, Management of Police Information, Caught and in Court, NIM, Crime Recording, Tetra Alarm, CHIS, Child Protection, Serious Sexual Offences, Review of Homicide, Serious Crime and Road Deaths Investigations, Missing Persons, Repeat Victimisation, Management of Victim and Interview Suites, Critical Incidents, Surveillance, Witness Care, Vulnerable Adults, Threats to Life, Use of Internet as Investigative Tool, Diplomatic Immunity and Privilege, Victim Support Referral, Medical Statements, Sudden Death, Health and Safety, Stress, Management of Violence and Aggression, Interpreters.

Procedure Implementation Date: 25 November 2011

Procedure Review Date: November 2013

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