Domestic Abuse Policy

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Introduction

Ulster University is committed to increasing awareness of domestic abuse and providing guidance and support for employees and management. This will then allow appropriate response to disclosures of domestic abuse and the promotion of awareness regarding domestic abuse and relevant organisations and services available.

The Equality and Human Rights Commission's campaign, 'Domestic abuse is your business – break the silence' sets out why action is needed in the workplace and the Business in the Community domestic abuse toolkit for employers states employers have a duty of care and a legal responsibility to provide a safe work environment. The Irish Congress of Trade Unions conducted a survey 'Domestic violence and the workplace' which findings highlighted the impact it had upon the work-life of the respondents.

Domestic abuse is a health, safety and wellbeing, human rights and equality issue, which affects many people. In a workplace context, it can put staff at risk of harm as well as affecting their ability to carry out their role – taking action can make a real difference to both employees and the employer. Preventing and tackling domestic abuse is an integral part of this.

Definitions

Domestic abuse is defined by the NI DOJ & DHSSPS Strategy document 'Stopping Domestic Abuse and Sexual Violence' March 2016 as 'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member.'
Domestic abuse can occur between partners irrespective of gender. It may also occur between other family members, for example parents, grandparents, siblings, and extended family.
Vulnerable Adult - is a person aged 18 or over, who is or may be in need of community care services by reason of mental or other disability, age or illness and also those who may be unable to take care of or protect themselves against significant harm or exploitation.

Policy Statement

Ulster University is committed to promoting zero tolerance of domestic abuse against, or by, its staff and will ensure that the working environment promotes the view that any form of domestic abuse is unacceptable and that such abuse will not be tolerated or made the subject of humour in any form.

Ulster University recognises that every employee who is experiencing or has experienced domestic abuse has the right to raise and discuss the issue with their line manager, People Partner, Employee Wellbeing Advisor, Occupational Health, Trade Union Health and Safety or other Trade Union representative and Safe Place Advocates, in the knowledge that the matter will be dealt with sensitively, non-

judgementally, confidentially and in an effective manner.

Ulster University recognises that home and hybrid working can increase the risk of domestic abuse with the increased proximity of the abuser to the victim. No staff member should be subject to abuse of any kind.

The University acknowledges that domestic abuse:

- Is a crime, and can be extremely disruptive to the lives of staff and their families and often remains a taboo subject across wider society
- May have an impact in the workplace and that the university has a duty of care and responsibility for the health, safety and welfare of its staff
- Can affect anyone on the basis of sex, gender, class, race, age, disability, ethnicity, religion, marital status or sexual orientation and therefore the policy is applied to all university employees
- Can affect an individual's ability to participate in work activities and to carry out their role effectively

Objectives

The purpose of this policy is to:

- Promote a culture of zero tolerance to domestic abuse and an environment in which those who are experiencing domestic abuse can identify the signs and feel safe to disclose their situation and seek help and support from UU and other organisations.
- Promote a culture of awareness across the university of the forms and signs of domestic abuse.
- Assist and support staff experiencing domestic abuse
- Ensure that employees are confident that their situation will be dealt with seriously and sensitively by management and the university.
- Aid managers in supporting team members experiencing domestic abuse
- Provide appropriate training to managers to enable them to recognise signs of domestic abuse and to provide timely and appropriate support.

Employees experiencing domestic abuse

Ulster University has committed to being a safe place for anyone to access support for domestic abuse. Any employee who seeks support will receive a sympathetic, informed and, as far as is possible, confidential response. It is important to note however, that confidentiality cannot be guaranteed in all cases (for example if there are safeguarding concerns). (See Confidentiality section)

Ulster University understands that domestic abuse can have a negative impact on an employee's physical and mental health and wellbeing and may also impact on their ability to attend work or function at the same level while in work**.** Employees have the right to privacy but any employee experiencing difficulties due to domestic abuse who raises the issue with their line manager, People Partner, Employee Wellbeing Advisor, Occupational Health, Trade Union Health and Safety or other Trade Union

representative and Safe Place Advocates can do so with the knowledge that they will receive a non-judgemental, informed and confidential response (except as said above where there are legal requirements, such as safeguarding concerns).

Training Managers and Staff to respond appropriately

The university will ensure that training is available for all staff to raise awareness of domestic abuse to ensure a common understanding of the policy and guidance.

The training will include information on different forms of domestic abuse, the legal framework and the university's responsibilities to staff, recognising signs of abuse, how to provide initial support, ways to help the person stay safe in the workplace and the importance of engaging with their People Partner, Employee Wellbeing Advisor, Occupational Health and Trade Union Health and Safety or other Trade Union representative, Safe Place Advocates and outside agencies for areas of expertise.

Contact details will be communicated throughout the university via communication channels for a range of organisations which can offer support for employees living with domestic abuse.

Safe Place Advocates

The university will make support available to employees involved in domestic abuse through line managers, People and Culture, Occupational Health, the Employee Assistance Programme and the network of "Safe Place Advocates".

The university has set in place a procedure for designating certain staff as the first point of contact for employees experiencing domestic abuse. They will receive training in responding to disclosures of domestic abuse, information about relevant agencies that offer support, and information on current legislation, reports, publications, and events to do with domestic abuse.

Support will be available for Safe Place Advocates from other Safe Place Advocates and Occupational Health and there is also the ability to contact Onus or Inspire, if required, following involvement in difficult situations.

The Safe Place Advocates for domestic abuse will be drawn from a range of areas/locations within the university and will include staff from People and Culture. The names and contact numbers for all Safe Place Advocates will be available to all staff. (Found in Appendix 3)

The role of the "Safe Place Advocate" is to:

- Be available and approachable to employees experiencing domestic violence
- Listen, reassure, and support individuals
- Keep information confidential (subject to the requirements of child and adult protection) and make this known at the start of all interactions
- Respond in a sensitive and non-judgmental manner
- Discuss the specific steps that can be taken to help the employee stay safe in the workplace

- Ensure the employee is aware of the options available to them
- Encourage the employee to seek the advice of other relevant agencies
- Recognise high risk scenarios and act in accordance with training received
- Support managers with information and advice
- Keep records of discussions and actions in line with training and adherence to GDPR procedures
- Provide appropriate assistance and advice that they have been trained to do, and that is reasonable in each circumstance

Manager's Role and Responsibility

While this policy applies to all employees, it is line managers and supervisors, in consultation with 'Safe Place Advocates' and where appropriate, People and Culture, who will play a key role in implementing it in practice. Note: hereafter manager will be used to refer to managers and supervisors

It is vital that managers understand and acknowledge how difficult it may be for an employee to discuss their personal circumstances and should always offer support in a sensitive and non-judgemental fashion.

Managers should remember that signs of abuse may often not be visible and that an individual may leave their abusive environment only to return sometime in the future.

It is important to acknowledge that the individual knows their situation best, and the role of the manager is to ensure that the employee's safety and wellbeing in the workplace is addressed. Engagement with People Partners, Employee Wellbeing Advisors, Occupational Health, Trade Union Health and Safety and other Representatives, Safe Place Advocates and specialist organisations are often the best course of action to ensure that employees are receiving the support they need (See Appendix 3)

In case of an emergency contact Security and the police and then inform relevant People Partner.

Where a manager or another member of staff is concerned that a colleague may be experiencing domestic abuse or if a member of staff discloses that they are suffering domestic abuse, they should, using the employee's name only when permission to do so has been given:

- Contact their People Partner for advice and guidance ensuring that any discussion about the employee's situation takes place, in the first instance, on a confidential basis
- When talking to the employee, handle the situation with care and sensitivity. Employees should never feel pressurised into disclosing personal information that they do not feel comfortable sharing. Be aware that the employee may need some time to decide what to do
- Respect confidentiality (subject to the exceptions related to adult and child protection, see Confidentiality section)

- Understand that the employee may not wish to discuss any details with their line manager and may prefer to involve a third party, such as their People Partner, Employee Wellbeing Advisor, Occupational Health, Trade Union Health and Safety and other Representatives, Safe Place Advocate or someone from an outside agency, e.g. Women's Aid, Men's Advisory Project, Rainbow Project
- Advise the employee of the sensitive nature of the conversation and let them know that if necessary, appropriate staff members / organisations will be made aware of their situation if adjustments need to be made regarding their safety. These individuals will be identified by the manager in consultation and agreement with the employee at the start of the conversation
- Find out what the employee wants and whether the university or another agency can help them achieve it; find out from a Safe Place Advocate what support is available and explore these options with the employee. Be honest and realistic about what can be offered (Appendix 4)

Be aware that the employee may have additional issues faced by the employee due to their protected characteristics e.g. age, disability, race/ethnicity, religion or belief, sex or sexual orientation

- Introduce and encourage employees to contact the support services available, workplace and/or external (see Appendix 1 for relevant support agencies contact details), but avoid taking on a counselling role
- Remember at any time contact can be made with external agencies for information and advice. Referral to specialist organisations is often the best course of action to ensure that employees are receiving the support they need (See Appendix 1)
- Managers will keep a confidential record of any discussions and of any action taken, this should be password protected and sent to the relevant People Partner for secure storage. This will be kept with the knowledge and consent of the employee concerned, who will be able to access it. Records will be kept in accordance with the document retention policy
- In case of emergency contact the police on 999.

Employees who are perpetrators of domestic abuse

Ulster University has a zero tolerance for any domestic abuse perpetrated by an employee and is committed to creating a workplace which is safe for all.

Knowingly assisting an abuser in perpetrating abuse, for example, by giving them access to facilities such as telephones or email, is potentially a criminal offence and is in breach of the university's Acceptable Use of Information Technology policy. Any such incidents will be subject to investigation though the university disciplinary procedure.

An employee who is cautioned or convicted of a criminal offence in relation to domestic abuse may be subject to the university disciplinary procedure.

Furthermore, the university also reserves the right to consider the use of the disciplinary procedure should an employee's activities outside work have a detrimental impact on their ability to perform their role for which they were employed

and/or be considered to have brought the university into disrepute.

In cases where the victim and perpetrator of abuse both work in the same institution, Ulster University will take appropriate action (see Section). The Bullying and Harassment (Dignity at work) policy will be used promptly if abuse takes place at work to ensure the safety of the victim. Managers should complete a risk assessment, identifying potential harm sources and outlining the mitigations that should be put in place.

Where a staff member discloses potential concerns about their own behaviour they will be encouraged to seek help to address such behaviour and signposted to external support such as their GP or the Respect Helpline on 0808 8024040.

Confidentiality

Once an employee has confided to their Line manager, People Partner, Employee Wellbeing Advisor, Occupational Health, Trade Union Health and Safety or other Trade Union representative or Safe Place Advocate that they are experiencing domestic abuse, they should be reassured that this information will be kept confidential as far as possible.

Correspondence between the university and the employee on this issue should be discussed and agreed regarding safe contact numbers and addresses.

Confidentiality is guaranteed except:

- With the consent of the individual
- When the sharing of information would be likely to support effective safeguarding and promote the welfare of children; young people and adults who are at risk of harm
- If it is where failure to disclose information may expose the individual or others to the risk of death or serious harm, in such circumstances, information should be disclosed promptly to an appropriate person or authority
- If it will prevent a serious risk to public health and/or serious crime
- If a child or vulnerable adult is involved
- If the manager is concerned that the employee is experiencing suicidal ideation or going to act on suicidal thoughts
- In the event where a person is going to, or may be likely to attack or threaten another person

Ensuring employees' Health and Safety

The main responsibilities of employers, staff and others for the health, safety and welfare of persons at work are defined in the Health and Safety at Work Order NI 1978 and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000.

Where an employee advises that they are experiencing or are at risk of experiencing domestic abuse an attempt should be made to assess whether there is a threat to their personal safety during working hours. Involvement with abuse specific expertise

is essential, e.g. a risk assessment should be undertaken and documented, with suitable and sufficient control measures and/or mitigating actions identified and implemented.

Actions undertaken to help employees experiencing domestic abuse - workplace safety

Working in conjunction with expert external agencies, certain measures may be put in place to ensure workplace safety for those experiencing domestic abuse (Appendix 4). Line manager or People Partner or Employee Wellbeing Advisor or Trade Union Health and Safety or other Trade Union representative or Safe Place Advocate will direct staff to agencies who can carry out risk management assessments.

Where these agencies carry out an assessment(s) management will take action in light of these findings.

Each staff member has 10 days of paid leave each year for domestic abuse issues.

The university has an emergency special leave policy which has provisions to provide support when employees are faced with difficult or unexpected circumstances away from work, at the manager's discretion. With cases of Domestic Abuse, managers should inform about and approve requests for reasonable time off for employees who have disclosed they are experiencing domestic abuse.

Managers must record applications for special leave in accordance with the emergency special leave policy. Applications should be kept secure and confidential.

Managers should be flexible in exploring options with staff where it is necessary for them to arrange appointments during the normal working day. These appointments may include arranging re-housing, appointments with support agencies (Social Services, Women's Aid, Men's Advisory Project, Transgender NI, counsellors etc.), and meetings with solicitors, making alternative childcare or education arrangements.

Relevant Legislation and University Policies

Legislation

- Domestic Abuse (Safe Leave) (Northern Ireland) Act 2022
- Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2021
- Management of Health and Safety at Work Regulations (Northern Ireland) 2000
- General Data Protection Regulation

University Policies

- Emergency Special Leave policy
- Bullying and Harassment (Dignity at work) Policy
- Protection of Children and Vulnerable Adults Policy
- Acceptable Use of Information Technology Code of Practice
- CCTV Policy
- Bullying and Harassment (Dignity at Work) Policy and Procedures

- Disciplinary Procedure Academics
- Disciplinary Procedure Others
- People & Culture Strategy
- Equality, Diversity & Inclusion Strategy
- Sickness Absence Policy
- Hybrid and Flexible Working Framework
- GDPR Policy

Implementation

To achieve the aims and objectives of this policy, Ulster University will:

- Bring the policy to the attention of all staff
- Enable staff to attend relevant training and create a suite of resources and/or information sessions to launch the policy and increase awareness
- Publicise and display appropriately contact details of local support agencies and liaise with them to increase awareness within the university of their work
- This policy is effective from the 27/06/2023 and is subject to review with consultation with the trade unions one year after its introduction.

Appendix 1

Where to go for help

24 Hour Domestic and Sexual Abuse Helpline 0808 802 1414
https://www.dsahelpline.org/

PSNI: 101 (In the case of someone being in immediate danger call 999)

Women's Aid

A women's organisation that assists women affected by physical as well as mental, financial, sexual and emotional domestic abuse.

Northern Ireland Women's Aid Federation T: 028 9024 9041 W: www.womensaidni.org E: info@womensaidni.org

Local Service Numbers

- Antrim, Ballymena, Carrickfergus, Larne & Newtownabbey Women's Aid (ABCLN Women's Aid): 028 2563 2136
- Armagh/Down Women's Aid: 028 3025 0765
- Belfast & Lisburn Women's Aid: 028 9066 6049
- Causeway & Mid Ulster Women's Aid: 028 7035 6573
- Fermanagh Women's Aid: 028 6632 8898
- Foyle Women's Aid: 028 7141 6800
- North Down & Ards Women's Aid: 028 9127 3196
- Omagh Women's Aid: 028 8224 1414

Men's Advisory Project

BELFAST. (028) 9024 1929 FOYLE. (028) 7116 0001
W: http://www.mapni.co.uk/ E. INFO@MAPNI.CO.UK
Providing advice, support, anger management sessions and counselling for men.

Rainbow Project

The Rainbow Project is a health organisation that works to improve the physical, mental & emotional health and well-being of lesbian, gay, bisexual and/or transgender people in Northern Ireland: 028 9031 9030 (Belfast) 028 7128 3030 (Derry) Office opening hours are 10:00-17:00 Monday to Friday.

E: info@rainbow-project.org
W: https://www.rainbow-project.org/

Men's Advice Line
The Men's Advice Line is a confidential helpline for men experiencing domestic violence from a partner or ex-partner (or from other family members).
T: 0808 801 0327
E: info@mensadviceline.org.uk W: www.mensadviceline.org.uk

Transgender NI
Charity that supports and campaigns for transgender people in Northern Ireland:
E: info@transgenderni.org.uk T: (+44) 0300 302 3202
W: https://transgenderni.org.uk/

Age UK
Charity supporting older people

T: 0800 678 1602 W: https://www.ageuk.org.uk/information-advice/health-wellbeing/relationships-family/protection-from-abuse/

Respect UK
Organisation that works with victims and perpetrators of domestic abuse
T: 0808 80244040 W: https://www.respect.uk.net/

Home Office
Official government web pages about domestic violence
W: www.homeoffice.gov.uk/domesticviolence/index.htm
W: www.thisisabuse.direct.gov.uk

Republic of Ireland Services

Garda / Emergency Services: 112 (In an emergency ring 999) Women's Aid Ireland
A women's organisation that assists women affected by physical as well as mental, financial, sexual and emotional domestic abuse.

Women's Aid 24 hour National Freephone Helpline on 1800 341 900
T: 1800 341 900 E: info@womensaid.ie W: https://www.womensaid.ie/

Men's Aid Ireland
Men's Aid Ireland is the only dedicated national service supporting men and their families experiencing Domestic Violence including coercive control in Ireland. Our professional and qualified support team have years of experience in supporting men and families experiencing domestic abuse.
E: hello@mensaid.ie W : https://www.mensaid.ie/
National Confidential Helpline – **01 554 3811** Monday- Friday 9am - 5pm, Saturday & Sunday 10am -2pm

LGBT Ireland = is a national support service for Lesbian, Gay, Bisexual, and Transgender people and their families and friends.
T **1800 929 539** **E** info@lgbt.ie **W:** https://lgbt.ie/

Other Organisations

Annchal
The helpline for Asian women experiencing domestic violence provides support to women whose languages include Bengali, Hindi, Punjabi, Gujarati, Tamil and Urdu.
T: 08454 512 547 helpline 24 hours
E: info@aanchal.org.uk W: www.aanchal.org.uk

Chinese Information and Advice Centre
The Chinese Information and Advice Centre (CIAC) provide free information, advice and support to disadvantaged Chinese people living in the UK. They support women and children who are survivors of, or at risk of domestic violence.
T: 0300 201 1868
E: info@ciac.co.uk W: www.ciac.co.uk

Jewish Women's Aid
Jewish Women's Aid is the only specialist organisation in the UK supporting Jewish Women affected by domestic violence.
T: 0808 801 0500 (9.30am – 9.30pm Monday to Thursday) W: www.jwa.org.uk

Karma Nirvana
Karma Nirvana is a UK registered Charity that supports victims and survivors of Forced Marriage and Honour-Based Abuse.
T: 0800 599 9247
E: info@karmanirvana.org.uk W: https://karmanirvana.org.uk/

National Society for the Prevention of Cruelty to Children (NSPCC)
T: 0800 028 3550
E: fgmhelp@nspcc.org.uk W: www.nspcc.org.uk

Refuge
Opened in 1971, Refuge became the world's first safe house for women and children escaping domestic violence.
T: 0808 2000 247 W: www.refuge.org.uk

Respect
Respect has been supporting male survivors of domestic violence since 2007 when they took over the management of the Men's Advice Line.
T: 0808 801 0327
E: info@mensadviceline.org.uk W: www.respect.uk.net

Irish Gov
Official government web pages about domestic violence
W: https://www.gov.ie/en/policy-information/401d1-domestic-violence/

Appendix 2

Recognising that an employee may need help
It is not always easy to recognise that an employee is experiencing domestic violence and may require some assistance. Certain indicators 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.

Warning Signs

- Comes 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.
- Uncharacteristic lateness.
- Inappropriate or excessive clothing.
- Repeated or unexplained injuries.
- Depression or anxiety.
- Difficulty in concentrating.
- Changes in quality of performance.
- Where a member of staff is suddenly working from a different location to that of their usual home location without explanation.
- These changes may be more nuanced and less visible in the case of employees who work from home – in this case, employees may not use the camera function for meetings to avoid being seen. It is recognised that there is a greater need for critical conversations and asking questions in ensuring that employees working from home space is safe.

These are just a few characteristics. Different people will react in different ways. It is important to be aware of occasions when an individual may behave in a way that is unusual for her or him.

Those who suffer domestic abuse are often targeted at work; they may receive unwanted telephone calls or text messages or be assaulted on their way into or out of work. While in some instances, employees experiencing domestic abuse will inform other members of staff of their situation or approach their manager with problems, the manager may become aware of the situation through associated issues such as sickness absence monitoring or poor performance. As with other welfare issues, identifying that an employee is experiencing difficulties at an early stage will increase the opportunity to offer appropriate help and assist the employee to deal with the situation, in the knowledge that they have a supportive working environment.

Appendix 3

Safe Place Advocates

The following staff are trained as Safe Place Advocates

People Partners

Joanne Doherty tel:+44 28 7012 3122 jml.doherty@ulster.ac.uk
Claire Dixon tel:+44 28 7012 3491 c.dixon@ulster.ac.uk
Christine Irwin tel:+44 28 9536 5651 c.irwin@ulster.ac.uk
Ruth Patterson tel:+44 28 7012 3146 rl.patterson@ulster.ac.uk
Barry Buckley tel +442895367622 b.buckley@ulster.ac.uk
Brian Kelly tel +442871675902 b.kelly2@ulster.ac.uk

Employee Wellbeing

Kerry Moore tel:+44 28 7012 3142 k.moore2@ulster.ac.uk
Katie Entwhistle tel:+ +442895367429 k.entwistle@ulster.ac.uk
Samantha Kidd tel:+44 28 7012 3634 s.kidd@ulster.ac.uk
Eimear Loughran tel +442895367460 E.Loughran@ulster.ac.uk
David Duly tel:+44 28 7012 3614 d.duly@ulster.ac.uk
Charlene Murphy tel:+442895367960 c.murphy4@ulster.ac.uk
Claire Kelly tel: +442871675077 c.kelly3@ulster.ac.uk

Occupational Health

Claire Anderson tel:+44 28 9536 7141 c.anderson@ulster.ac.uk
Michelle McGill tel:+44 28 7012 4335 m.mcgill@ulster.ac.uk
Tracy McSweeney tel:+44 28 7012 3487 t.mcsweeney@ulster.ac.uk

Appendix 4

Actions that could be undertaken to help employees experiencing domestic abuse - workplace safety

Such actions could include:

- Improving security measures
- Reminding reception/switchboard/colleagues generally not to divulge information about staff, especially personal details such as addresses, telephone number of work patterns
- Offering temporary or permanent changes in the workplace, work times and patterns, helping to make the employee less at risk at work, and on their journeys to and from work. This could include changes to the office layout to ensure the employee is not visible through windows or doors.
- Offering changes in specific duties or redeployment to another post
- Organising a pay advance
- Payment into another bank account
- Agreeing what to tell other staff and how they should respond if the abuser rings or calls at the workplace. Consider providing colleagues with a photograph of the abuser and other relevant details such as car registration number, which may help to maintain security in the workplace
- Making sure that any systems for recording staff whereabouts during the day are adequate and if the work requires visits outside the university premises, considering how risks can be minimised (for example changing duties or allowing a certain colleague to accompany them on certain journeys)
- Work with appropriate external organisations regarding safety plans for staff regarding the recording of incidents, including persistent phone calls, emails or visits to a member of staff by alleged abuser; details of any witnesses should also be recorded. The university could also apply for an injunction if the actions of the alleged perpetrator impinge on the health and safety of other members of staff

Appendix 5

Ulster University
Safe Place Advocate Conversation Form

This form should be used to record contact between **Ulster University employees and Manager/ Safe Place Advocates/Lead Safe Place Advocates**. It will then be sent/scanned to the Lead Safe Place Advocate (Relevant People Partner) who will then save it in a secure folder. The original conversation log document will then be confidentially destroyed/deleted.

Remember to advise the employee how their information will be retained and gain consent to this. Include restrictions on confidentiality i.e., where there is a disclosure in relation to self-harm or risk to children and or vulnerable adults.

Associated procedure(s) have been provided and read to the employee.

Section A: Employee Details:	
Name:	
Job Title:	
Work Location:	
Safe Place Advocate / Manager:	
Name:	
Job Title:	
Work Location:	
Initial Contact:	
How was initial contact established?	In person ☐ Audio/Video Call ☐
Date & Time:	
Conversation:	
Date:	
Time:	
Location:	

A brief description of the signposting and/or support offered by the Safe Place Advocate?
If you have contacted an external agency for any reason, please also provide details of what was said

Checklist:

Please confirm the following

Has the employee been advised of how their information will be retained and have they agreed to this? Including restrictions on confidentiality i.e., where there is a disclosure in relation to self-harm or risk to vulnerable adults or children been discussed? ☐

Has the employee been given information relating to the Domestic Abuse Policy and has this been fully explained, including the type of support Ulster University may be able to offer?☐

Is the employee been informed about the role of the Safe Place Advocates and has this been explained?☐

Has the employee been signposted to the 24-hour domestic violence helpline and are they aware of the information and support provided by other relevant organisations?☐

Has safety in the workplace been discussed and any specific risks been addressed so far as is reasonably practicable?☐

Date

Signature

Lead Safe Place Advocates (People Partners)

Joanne Doherty tel:+44 28 7012 3122 jml.doherty@ulster.ac.uk
Claire Dixon tel:+44 28 7012 3491 c.dixon@ulster.ac.uk
Christine Irwin tel:+44 28 9536 5651 c.irwin@ulster.ac.uk
Ruth Patterson tel:+44 28 7012 3146 rl.patterson@ulster.ac.uk
Barry Buckley tel +442895367622 b.buckley@ulster.ac.uk
Brian Kelly tel +442871675902 b.kelly2@ulster.ac.uk

Section B: To be completed by Lead Safe Place Advocate	
Name	
Date of receipt of form	
I confirm that I have reviewed the information on this form with 24 hours of receipt and have decided the following: Refer immediately by telephone to Emergency Services /PSNI/Garda/Ambulance ☐ Contact external agencies (Onus Support Card) for advice/information ☐ Take no further action ☐	
Please provide an explanation of your decision. If you have contacted an external agency for any reason, please also provide details of what was said/action agreed:	
Date: Signature:	

Whatever your decision, you MUST:

1. Keep a full record of all actions and decisions taken, the reasons for these and by whom the actions

were taken.

2. Ensure this log is securely stored in your DA SharePoint folder and any other copies deleted or destroyed

3. Ensure the individuals involved are aware of the supports (internal and external : Onus Safe Space Card) available to them.

Appendix 6

What To Do (Domestic Abuse Conversation Guidelines for managers)

