

# **Employee Domestic Abuse Policy**

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## 1 Purpose

- 1.1 The purpose of this policy is to outline the Council's stance on domestic abuse, provide a supportive framework to employees experiencing domestic abuse, detail guidance for managers and outline a response to alleged perpetrators.

## 2 Scope

- 2.1 This policy applies to all Council employees with the exception of teachers directly employed by the council and all employees appointed by schools operating under local management of schools.
- 2.2 This policy does apply to agency workers and contractors working in the Council. There are however some Council policies and procedures referred to which do not apply to agency or contractors e.g. the disciplinary procedure and special leave policy. Managers should seek guidance from the HR Employee Relations team.

## 3 General Principles

- 3.1 Haringey Council takes the safety of its workforce seriously and believes everyone has the right to live free from violence, fear and abuse and be protected from harm. Under the Health and Safety at Work Act 1974 and the Health and Safety at Work Regulations 1992, employers have a duty to ensure, as far as is reasonably practical, the health, safety, and welfare of employees at work.
- 3.2 The aim of this policy is to:
- Ensure employees who may be suffering domestic abuse feel as safe and supported as possible whilst at work
  - Support employees to raise the issue confidentially with their manager, HR, and union representative
  - Signpost to sources of support, advice, and assistance
  - Ensure requests for special leave to resolve issues arising from domestic abuse are dealt with sympathetically, confidentially and promptly
  - Support managers with guidance on how to effectively manage disclosures and support employees who are experiencing domestic abuse
- 3.3 Haringey Council recognises domestic abuse as a pertinent workplace issue because as an organisation, we have responsibility for the welfare and wellbeing of our workforce. It's imperative to acknowledge that the coercive and controlling nature of domestic abuse means it can extend beyond the confines of the home, potentially infiltrating the workplace.

- 3.4 We also recognise that there are differing views on the use of the words 'victim' and/or 'survivor'. Throughout this policy, we use the term victim/survivor rather than 'victim' or 'survivor' to recognise the different stages that those who have experienced domestic abuse are at in their journey to recovery and independence.

## 4 Definitions

- 4.1 Domestic abuse is defined within the Domestic Abuse Act 2021 (the "Act").
- 4.2 Within the Act, domestic abuse is referred to as abusive behaviour which one person exhibits towards another. It takes place between two individuals aged 16 years or over who are personally connected to each other. This could, for example, include individuals who are (or previously have been) married or in a civil partnership or an intimate personal relationship, those who share parental responsibility for have a child together, and those who are family members. This is regardless of gender or sexual orientation.
- 4.3 The Domestic Abuse Act 2021 also recognises children as victims of domestic abuse if they hear, see, or experience the effects of domestic abuse of one parent by another party.
- 4.4 This behaviour can be a single incident, or a pattern of behaviour. Behaviour is considered abusive if it consists of any of the following:
- physical or sexual abuse
  - violent or threatening behaviour
  - controlling or coercive behaviour
  - economic abuse
  - mental, psychological, emotional, or other abuse.
- 4.5 Domestic abuse can affect anyone, regardless of their gender identity, sex, age, race, disability, sexual orientation, or background.

## 5 Responding to disclosure of domestic abuse

- 5.1 When responding to domestic abuse, it is important to understand that employers are not expected to become "experts" or solve the problem of domestic abuse, but to provide workplace support and signpost to specialist services. The three key steps are:
- **Recognise** and acknowledge the problem in a supportive, non-judgmental way.
  - **Respond** appropriately to employees who disclose they are experiencing domestic abuse or alleged perpetrators.
  - **Refer** the employee to appropriate help and specialist support.

## 5.2 Recognise and acknowledge the problem

- 5.2.1 Intervene at an early stage. If you notice changes in behaviour or work performance, or if concerns are raised by other employees, proactively speak to the employee in a private space. Begin by asking open questions to establish trust and empathy, take an open and comforting approach and avoid judgement.
- 5.2.2 If the employee does not disclose information initially, do not be discouraged. Remember, the goal is not always to elicit a disclosure but to build the rapport and trust necessary for the employee to seek support when they are ready.

## 5.3 Respond appropriately

- 5.3.1 The Domestic Abuse Discussion Checklist (appendix 1) should be used every time a manager is presented with a disclosure of domestic abuse from an employee. This checklist will help to structure a conversation to discuss any needs or adjustments in order to minimise risks to the employee.
- 5.3.2 When speaking with an employee who's disclosing domestic abuse:
- Have the conversation in a quiet and private space.
  - Acknowledge the courage and the difficulties they must be facing.
  - Maintain an open posture.
  - Don't be judgmental and avoid language that indicates blame or fault ("Why don't you just leave?" / "How can you let this happen?" / "Why haven't you told anyone before?")
  - Be prepared for the employee to be upset and tearful, or not outwardly emotional.
  - Allow plenty of time and space for the employee to explain matters if they wish to do so.
  - Recognise that everyone's circumstances and experiences are different.
  - Adopt a supportive tone where individuals feel safe to disclose issues.
  - Keep the language gender neutral and don't make assumptions about the gender of the employee's partner.
  - Be aware of the parameters of your role and make clear what support you can and cannot provide. Your role is to provide support, not to solve or deal with the abuse.
  - Refrain from giving advice to the employee – for example do not pressurise them into leaving without seeking appropriate specialist advice as this can significantly increase risks of harm or homicide.
  - Reassure the employee of confidentiality.
  - Signpost employees to the internal and external support services document (appendix 2)
- 5.3.3 Due to the nature of domestic abuse, situations and risk can change, develop, or escalate very quickly and therefore the discussion checklist and safety plan should be revisited on a regular basis to best help the individual and keep them safe.
- 5.3.4 It is essential that managers keep a written record of conversations with employees about domestic abuse, including any incidents within the workplace and any workplace

adjustments which have been made. These may be called upon as evidence in a civil or criminal court. These records need to be clear, accurate and should give dates, times, and locations. They should be factual and not include assumptions or the views of the person making the record. Records are to be held accurately, securely and confidentially, in an employee file.

#### **5.4 Refer to appropriate help and specialist support**

- 5.4.1 It's important that employees are referred and signposted to appropriate help and specialist services from the onset of disclosure.
- 5.4.2 A comprehensive list of support services is detailed at appendix 2 ranging from internal work-based support, local Haringey services, nationwide services, and specialist support for perpetrators.
- 5.4.3 If the manager has concerns about the wellbeing of any children or vulnerable adults, a referral must be made to social services in the employees' home local authority area. The employee should be informed of any referral that is being made but the referral should be made regardless of the views of the employee.

## **6 Mechanisms of support**

- 6.1 The Council has a number of support mechanisms available for employees. Managers are encouraged to be flexible and open to the types of support that can be offered. This is a non-exhaustive list.

### **6.1.1 Special leave:**

- Employees experiencing domestic abuse can request up to 10 days (pro-rata for part-time employees) of paid leave to attend relevant appointments. Examples include with support agencies, solicitors, counselling, to arrange housing or childcare, making financial arrangements, getting legal advice, or attending court proceedings.
- Alleged perpetrators seeking help to change their abusive behaviours are entitled to special leave to attend appropriate counselling or training.
- Any additional time off in excess of 10 days (pro-rata for part-time employees) can be taken unpaid or use annual leave.

### **6.1.2 Welfare loans:**

Interest-free 'welfare loans' are available to support employees fleeing domestic abuse. Loans are to be used for supporting access to new accommodation e.g., contribution to first month's rent or buying furniture. For more information, see appendix 3.

### 6.1.3 Work adjustments:

Consider the suitability of making workplace adjustments to ensure a safe working environment for employees experiencing domestic abuse, such as:

- allowing temporary changes to working times, patterns, or locations
- changes to specific duties, for example to avoid potential contact with an abuser in customer facing role
- ensure employee is not visible from reception or windows
- redeployment or relocation
- changing / diverting / screening work email address or telephone number
- allocated parking close to office door
- agree with the employee, if anything, what to tell colleagues and how to respond if the abusive partner/ ex-partner contacts the workplace
- notify reception or security if the abuser is known to come to the workplace
- review any lone working arrangements that leave the employee vulnerable
- allowing time and a quiet space for the employee to contact relevant support services (using a Haringey phone to avoid monitoring if necessary)

### 6.1.4 Survivors Champions

We have some trained Survivors Champions in our Housing Teams who can provide support and signposting. Visit the intranet for further information.

### 6.1.5 Employee Assistance Programme (EAP)

Our EAP offer up to six sessions of counselling. Counselling is also available to immediate family members that have been affected e.g., children (over aged 16). Employees can also speak to qualified financial and legal advisors for free. Call 0800 019 7831 or visit the [intranet](#) for further information.

### 6.1.6 Support services document

We have a detailed internal and external support services document that signposts to internal, local, and national support services and resources (appendix 2).

## 7 When an employee is an alleged perpetrator

7.1 The Council recognises that there may be an employee who are alleged perpetrators of abuse.

7.2 The three key steps are:

- **Raise** concerns with the Employee Relations team, and the police if appropriate
- **Investigate** the facts as far as possible and consider disciplinary action

- **Refer** the alleged perpetrator to specialist support services to address their behaviour

### **7.3 Raise**

- 7.3.1 If the Council becomes aware that an employee is allegedly perpetrating abuse, the Employee Relations team should be informed in the first instance.
- 7.3.2 The Council may report the conduct of any employee accused of perpetrating abuse to the police, with the victims/survivors permission or in an emergency.
- 7.3.3 If the manager has concerns about the wellbeing of any children or vulnerable adults, a referral must be made to social services in the employees' home local authority area. The employee should be informed of any referral that is being made but the referral should be made regardless of the views of the employee.
- 7.3.4 Where the alleged perpetrator works or volunteers with children, a report must be made to the Local Authority's Designated Officer (LADO) in their area of work.

### **7.4 Investigate**

- 7.4.1 Allegations of violence and abuse outside of work (whether it leads to a criminal conviction or not) is still a serious workplace issue. All employees (including agency workers, consultants, contract workers and anyone supplying a service) must adhere to the [Code of Conduct](#). Violent and abusive conduct undermines the confidence the Council (as employer) has in the employee and may bring the Council into disrepute.
- 7.4.2 There will be an investigation of the facts as far as possible, a view taken, and consideration given as to whether the conduct is sufficiently serious to warrant being investigated as a case of potential gross misconduct under the council's [Disciplinary Policy](#). The disciplinary sanction could result in the employee being dismissed, transferred to another department, or a change of duties.

### **7.5 Refer**

- 7.5.1 Haringey Council recognises that it has a role in assisting and supporting perpetrators to address their abusive behaviour to prevent further instances of abuse. Any alleged perpetrators should be signposted to the internal and external support services document (appendix 2) which details services and programmes designed to help perpetrators address and change their behaviour.



## 8 If the victim/survivor and alleged perpetrator both work at Haringey Council

- 8.1 In cases where both the victim/survivor and the perpetrator work at the council, the organisation will take appropriate action.
- 8.2 In addition to considering disciplinary action against the employee who is perpetrating the abuse, action will need to be taken to ensure that the victim/survivor and perpetrator do not come into contact in the workplace, including contact initiated by the perpetrator via third parties. In some cases, the fact that an employee is an alleged perpetrator of abuse may make certain duties inappropriate to carry out and temporary redeployment and/or disciplinary action is justified.
- 8.3 Action may also need to be taken to minimise the potential for the perpetrator to use their position or work resources to find out details about the whereabouts of the victim/survivor or other personal information. This may include a change of duties for one or both employees or withdrawing the perpetrators access to certain computer programmes or offices.
- 8.4 The council encourages all employees to report if they suspect a colleague is experiencing or perpetrating abuse. Employees should speak to their line manager about their concerns in confidence.

## 9 Employees who may face additional barriers to reporting

- 9.1 It is important to be aware that some employees may face additional barriers to reporting domestic violence and abuse. This includes, but is not limited to:

Men	Despite victim/survivors being significantly more likely to be women, men are also victims of abuse. For every three victims of domestic abuse, two are women and one is a man. Men are often less likely to report or disclose their experiences of domestic abuse.	<a href="#">Reference</a> <a href="#">Reference</a>
Ethnicities	Statistically, rates of reported domestic abuse amongst ethnically minoritised communities are higher than in white British communities. A further barrier to leaving domestic abuse faced by minoritised communities is immigration status. According to Safelives, 1 in 5 black, Asian, and minoritised women may not report domestic abuse due to their immigration status.	<a href="#">Reference</a>
Disability	Disabled women are twice as likely to experience domestic abuse as non-disabled women. Disabled women are likely to experience abuse for longer (average length of 3.3 years) compared to non-disabled women (average of 2.3 years).	<a href="#">Reference</a>
Trans	Research suggests that up to 80% of trans people have experienced abusive behaviour from a partner or ex-partner. Trans people also experience unique forms of abuse e.g., attacks on their trans identities, deliberately using the wrong pronouns, forcing them to present a gender they are uncomfortable with, or preventing them from transitioning through hiding hormonal medication or creating barriers to surgery.	<a href="#">Reference</a>
LGBTQ+	Safe Lives' national data shows that only 2.5% of individuals accessing domestic abuse support services identify as LGBTQ+. Domestic abuse within the LGBTQ+ community remains significantly underreported, with 78% of gay and bisexual men and 80% of gay and bisexual women never reporting incidents to the police. LGBTQ+ victims/survivors face unique barriers related to their sexual orientation and gender identity, leading to disproportionate underrepresentation in specialist domestic abuse	<a href="#">Reference</a> <a href="#">Reference</a>

## 10 Support for managers

- 10.1 Supporting an employee through challenging situations, such as domestic abuse, can be stressful and may result in vicarious trauma. It is important to manage your own wellbeing during this time. If you find the situation personally triggering, please discuss this with the employee and arrange for another appropriate manager to take over the support responsibilities.
- 10.2 If you need support or guidance but need to uphold confidentiality, you can reach out to 'The Respond to Abuse Advice Line' which is free and confidential.
- 10.3 The advice line is run by qualified Independent Domestic Violence Advisors (IDVAs) who will respond to any calls and offer guidance and information to employers, managers and HR leads on issues relating to domestic abuse, e.g., how to approach disclosures and how to triage employees to appropriate local services. You can either call 0203 8793695 or email [Adviceline.EB@hestia.org](mailto:Adviceline.EB@hestia.org) between 9am-5pm Monday to Friday for support.

## 11 Training and Awareness

- 11.1 Employees and managers will be made aware of this policy during inductions, the intranet and during related events and campaigns e.g., The 16 Days of Activism against Gender-Based Violence.
- 11.2 Domestic Abuse Awareness training is provided virtually via [MyLearning](#). This training aims to empower participants with the knowledge and skills to effectively recognise, address, and provide support for individuals affected by domestic abuse. This is mandatory for all employee to complete the training.
- 11.3 There is an additional domestic abuse training module designed specifically for managers which covers in more detail the policy and how to support employees that disclose domestic abuse.
- 11.4 The [Violence Against Women and Girls \(VAWG\)](#) team run quarterly briefing virtually via [MyLearning](#). The sessions help attendees understand the causes of domestic abuse and violence towards women and girls, the prevalence, and the impacts. As well as provide an overview of services available within the borough.
- 11.5 [Trauma-Informed Practice](#) training is offered free virtually by Thrive LDN. The training is designed for anyone in a role supporting others, whether formal or informal, and will give participants an understanding of how trauma influences and shapes the lives of those it touches regardless of previous knowledge or role.

## 12 Confidentiality

- 12.1 Disclosures of domestic abuse will be held confidentially and will not ordinarily be shared without the employee's permission. There are, however, some circumstances in which confidentiality cannot be assured. These occur when there are safeguarding concerns about children or vulnerable adults.
- 12.2 In circumstances where managers may need to breach confidentiality, they should seek advice from the Employee Relations team before doing so. If managers decide to proceed in breaching confidentiality after having taken advice, they will discuss with the employee why they are doing so.
- 12.3 Breaches of confidentiality will be taken seriously and may be subject to disciplinary action. Statistically, the risk of stalking, harassment, serious harm, and murder increase when an individual separates from their abuser. It's therefore vital not to underestimate the danger and keep disclosures on a strict need-to-know basis.
- 12.4 Employees experiencing domestic abuse may choose to be accompanied at meetings by a supportive colleague or trade union representative.

## 13 Links with other policies

- 13.1 This policy has links to a range of policies and procedures, including but not limited to: [Disciplinary Policy](#), [Sickness Absence Policy](#), [Annual Leave and Time Off Policy](#), [Flexible Working Policy](#), [Whistle Blowing Policy](#), [Data Protection](#), and [Code of Conduct](#).

## Appendix 1 - Domestic Abuse Discussion Checklist

This checklist should be used every time a manager is presented with a disclosure of domestic abuse from an employee. It is important to consider all angles in which the Council could support and help the member of staff. Use this checklist to help frame your conversation and keep a clear and detailed record of your conversation.

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 in order to best help the victim/survivor and keep them safe.

	Task	Action/notes	Date complete
1	Firstly, ensure that any discussion about the employee's situation takes place in privacy and that their confidentiality is respected as far as possible (unless there are safety concerns for children or vulnerable adults, please see section 12 in the policy)		
2	Does the employee need to see Occupational Health, a GP or other professional for medical attention?		
3	Discuss whether to report the abuse to the police.		
4	What measures could be put in place to help at work? Examples – <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 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>		
5	Is there anything else that could be done to support the employee in the workplace?		
6	Talk through the services available on the support services document (appendix 2). It may be useful to offer help in contacting agencies if the employee would feel more comfortable that way.		
7	Has a referral been made to an Independent Domestic Violence Advisor (IDVA), Housing or the Police for risk assessment and/or further support? <ul style="list-style-type: none"> <li>• Which agency will be involved?</li> <li>• Has the employee consented to this?</li> <li>• NB: Normally consent should be obtained from the employee unless, in your professional judgement, there is a risk of serious harm or murder</li> </ul>		
8	Discuss and draw up a safety plan (see section 2 of this document)		
9	If the person completing the checklist is not the employee's line manager, consideration should be given to informing the line manager.		
10	When will the employee's situation next be reviewed?		

11	Can the situation be disclosed to anyone else in the organisation? E.g., Head of Service, HR, Staff Networks, MHFA, Employee Relations		
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## Employer's Safety Plan Checklist - Section 2

Please discuss 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?	
Did any of these strategies help?	
Safety considerations at work:	Action
Advise employee to keep emergency numbers at hand where possible.	
Emergency contact person and details in case you can't contact the employee.	
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.	
Consider changing / increasing workplace security	
Change keypad numbers/ door access codes	
Remind front line staff not to give out personal information, including contact details & working hours.	
Ensure the 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.	

Safety considerations at work:

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

## Appendix 2 - Support Services Document

### Internal work-based support:

Service / Resource	Description	Contact
Special Leave	Up to 10 days of paid leave to attend relevant appointments (with support agencies, solicitors, to rearrange housing or childcare, or attend court)	Manager / HR
Welfare Loans	TBC:	
Employee Assistance Programme	Provides free confidential counselling and advice on variety of issues, such as domestic violence. As well as wellbeing support, you can get access to financial and legal guidance. Counselling is also available to children if they have been affected.	Available 24/7 0800 328 1437 Employeeassistance.org.uk Access Code: Haringey
Able Futures	Able Futures is a free support service, available to all members of staff who feel they would benefit from tailored and personalised mental wellbeing support. You will be paired with a trained professional and together you will develop an action plan to support your mental health by developing coping strategies and learning ways to look after your wellbeing.	<a href="#">Able Futures Website</a> 0800 321 3137
Occupational Health	Occupational Health (OH) supports keeping people well at work – physically and mentally.	Information on referral form or accessing an emergency referral is on the <a href="#">intranet</a> .
Techscheme	Techscheme is a staff benefits that enables staff to apply for up to £1,000 to be used to buy household items Curry's and IKEA. Repayment is made over 12 months to help manage costs. This can be utilised if staff have moved out of the home and needs support buying new household items e.g., fridges / wardrobes.	Information on applying available on the <a href="#">intranet</a> .

### Local Haringey-based support:

Service / Resource	Description	Contact
Hearthstone	Hearthstone provides a holistic package of emotional and practical support for anyone experiencing domestic abuse in Haringey. Services include legal advice on civil remedies such as injunctions, housing advice, access to counselling, safety planning and sanctuary home security improvements.	Mon – Fri / 9am – 4pm 020 8489 3411 Hearthstone@haringey.gov.uk
Citizens Advice Bureau in Haringey	Citizens Advice Haringey provides free, independent, confidential, and impartial advice on a wide range of subjects to people living or working in Haringey.	Mon – Fri / 9am – 4pm 0808 278 7966
Women's Aid Haringey	Haringey Floating Support Service provides free and confidential advice, support and advocacy to women and girls over the age of 16 affected by domestic and sexual violence, of standard to medium risk. They also offer a 6-week course for women affected, focusing on awareness, resilience, independence, support, and empowerment.	<a href="#">Women's Aid Haringey Website</a> 020 8885 3557 Solace Advice Helpline: 0808 802 5565

# Nationwide support services:

Service / Resource	Description	Contact
National Domestic Abuse Helpline	Refuge runs the national domestic abuse helpline where you can speak to trained female advisors who will offer support, advice and guidance on increasing your safety and making any decisions about the future.	<a href="#">Website</a> 24hr: 0808 200 0247 Live chat via website (Mon –Fri 3pm–10pm)
Rights of Women	Rights of Women is a charity that provides free confidential legal advice and information to women on the law in England and Wales with a specific focus on Violence Against Women and Girls (VAWG).	020 7251 8887 Opening hours: Tues - 10am – 12pm Thurs - 7pm – 9pm
Domestic Violence Disclosure Scheme	The Domestic Violence Disclosure Scheme, often known as Clare's Law, gives people the right to ask police if their partner has an abusive past.	<a href="#">Making a request information.</a>
Ashiana	Provides temporary, safe housing for South Asian, Turkish, and Iranian women aged 16-30 experiencing domestic violence. Helps those who may be suffering from violence and threats of violence from their family or community (so called 'honour' based violence) or from forced marriage.	<a href="#">Website</a> 020 8539 0427 / 020 8539 9656
Man Kind Initiative	Confidential helpline is available for male victims of domestic abuse across the UK as well as their friends, family, neighbours, work colleagues and employers. They provide information, support and signposting service to men suffering from domestic abuse from their current or former wife, partner (including same-sex partner) or husband.	Mon – Fri / 10am – 4pm 0808 800 1170
Galop	Galop exists to help those who are lesbian, gay, bisexual or trans-plus (LGBT+) suffering domestic abuse, or biphobia, homophobia, transphobia or sexual violence. The independent group offers a safe space to talk – anonymously if you wish – to explore your options.	0800 999 5428
Sign Health	Sign Health provides the only domestic abuse service that specialises in supporting Deaf people. You will work with a dedicated worker to create a safety and support plan. Your dedicated worker can work with you when dealing with other agencies.	<a href="#">Website</a>
National Stalking Helpline	The Suzy Lamplugh Trust offers support and advocacy for those specifically experiencing from stalking and harassment.	0808 802 0300
HERSANA	Organisation that creates safe spaces for Black women and girls affected by or at risk of experiencing gender-based violence.	<a href="#">Website</a> 0333 016 9610
OPOKA	OPOKA aims to help women and children in the Polish community improve health, well-being, financial stability, and happiness by stopping domestic violence and abuse.	Polish: 0300 365 1700 English: 0117 427 0012
Forced Marriage Unit	The Forced Marriage Unit (FMU) is a joint Foreign, Commonwealth and Development Office and Home Office unit which leads on the government's forced marriage policy, outreach and casework.	0207 008 0151
FORWARD	FORWARD provides advice and signposting to other services for women and girls affected by any form of violence, particularly female genital mutilation.	Call: 0208 960 4000
IMECE	IMECE offer free, confidential, and independent advice to Turkish, Kurdish, Cypriot Turkish, and any other Turkish-speaking women aged 18+.	Mon –Fri (9:30am– 5:30pm) 0207 3541 359

Perpetrator support:

Service / Resource	Description	Contact
Respect Phoneline	Respect is a pioneering UK domestic abuse organisation leading the interventions support perpetrators, of any gender, in the early stages of abuse, and those using high harm behaviours. The Respect Phoneline is a confidential helpline, email, and webchat service for domestic abuse perpetrators and those supporting them.	0808 802 4040
Preparing Men for Change	These individual sessions are designed for men who have perpetrated domestic abuse within heterosexual relationships. They aim to increase motivation to change as well as awareness of child-centred fathering. It enables perpetrators to develop skills to cope with difficult situations, and to communicate positively with their partner. □	<a href="#">Website</a> <a href="mailto:info@risemutual.org">info@risemutual.org</a>
Respectful Partnerships	Respectful Partnerships is specifically for men in same sex relationships, and therefore covers areas of abuse (like outing) which would not be covered in the Safe Relationships programme.	<a href="#">Website</a> <a href="mailto:info@risemutual.org">info@risemutual.org</a>



## Appendix 3 - Welfare Loan Process

### Overview:

Interest-free welfare loans are available to support employees experiencing domestic abuse by providing financial assistance for securing new accommodation, such as contributing to the first month's rent or buying new furniture.

The welfare loan is designed specifically to support employees experiencing domestic abuse, helping them cover essential expenses such as rent, utilities, or necessary furnishings. It is important that these funds are used responsibly to address immediate and genuine needs related to the domestic abuse, and not for any other discretionary spending.

Approval from a manager is required to ensure alignment with the loan's purpose.

### Eligibility criteria:

- The maximum loan available is equivalent to one month's take home salary.
- Employees must have at least 12 months remaining on their contract. There is no minimum length of service requirement.
- The repayment deductions must not take your take home salary below national minimum wage, otherwise your loan request will not be accepted.

### Loan Process:

- 1. Complete the application form**
  - Complete the welfare loan application form, via HALO, with your manager's assistance.
- 2. Loan disbursement**
  - Once approved by payroll, the loan amount will be given to you.
- 3. Cooling period**
  - There is a three-month grace period following loan the payment, during which no repayments are required.
- 4. Repayment**
  - The total loan amount will be divided into eight equal instalments.
  - Repayments will begin in the fourth month after loan payment.
  - Repayments will be automatically deducted from your salary through payroll.
  - If you leave Haringey before the loan is fully repaid, the remaining balance will be deducted from your final salary.

Key Information			
Title		Employee Domestic Abuse Policy	
Document Type		Policy	
Document Status		New Policy - DRAFT	
Author		Wellbeing & Engagement Co-ordinator	
Owner		Head of Employee Relations, Business Partners & Reward	
Contact		Employment Practice Manager	
Approving Body & Date		General Purposes Committee	
Date of Publication			
Revision History			
Version	Date	Summary of Changes	Name
1.0	September 2024	New policy	Tanya Patchett