

# Policy on Domestic Abuse for Staff and Students

<b>Originator name:</b>	Laura Smythson
<b>Section / Dept:</b>	Centre for Wellbeing, Registrar's Division
<b>Implementation date:</b>	
<b>Date of next review:</b>	
<b>Related policies:</b>	Dignity at Work and Study Policy Staff Disciplinary Policy Student Disciplinary Regulations Policy on the Employment of Ex-Offenders Leave Policy Management of Work Related Stress Policy Sickness Absence Policy Regulations for Extenuating Circumstances Regulations for Fitness to Practice Regulations for Fitness to Study Grievance Policy Student Disciplinary Policies Safeguarding (child protection) Policy
<b>Policy history:</b>	Created by Centre for Wellbeing in Consultation with University Colleagues

## Version History

Version	Author	Revisions Made	Date
1	Laura Smythson	First Draft	13/4/15
2	Laura Smythson	Second Draft	17/7/15
3	Laura Smythson	Third Draft	26/8/15
4	Laura Smythson	Forth Draft	28/9/15
5	Laura Smythson	Final draft	31/3/16

## Approval History

### Equality Analysis

Version	Reviewed by	Comments	Date
1	Jo McCarthy-Holland	Assessed and considered to have positive impact on equality	2/2/16

**Committee Sign Off**

<b>Version</b>	<b>Committee Name</b>	<b>Date of Sign Off</b>
1	Executive Board Committee (or other)	12/11/15

<b>1</b>	<b>Introduction</b>
	<p>The University of Surrey is committed to supporting those who are victims of domestic abuse.</p> <p>It is estimated that one in four women and one in six men will suffer domestic abuse at some point in their life; approximately 2 women a week are killed by a partner or ex-partner.</p> <p>It is estimated that the cost of physical healthcare treatment resulting from domestic abuse is £1.7 billion per annum and costs businesses over £1.9 billion a year.</p> <p>In the UK, in any one year, more than 20% of employed women take time off work because of domestic abuse and 2% lose their jobs as a direct result of the abuse, often due to disciplinary actions resulting from certain behaviours. 75% of those experiencing domestic abuse are targeted at their place of work, similar figures should be assumed apply in a place of study (CAADV 2012)</p> <p>With figures such as these, the University has recognised that it has a duty to provide support and guidance for those who are victims of abuse, as well as managers, colleagues, academic and support staff who are working alongside anyone affected by domestic abuse. Introducing an effective policy for the institution is a good investment, resulting in a supported staff and student base and retention of quality staff and students.</p>
<b>1.1</b>	<b>Purpose</b>
1.1.1	<p>The University has developed this policy to support our staff and students health and wellbeing, specifically in relation to issues around domestic abuse.</p> <p>The aims are to:</p> <ul style="list-style-type: none"> <li>• Raise awareness of the issue of domestic abuse to all members of the Institution</li> <li>• Improve recognition and support for those who are victims of domestic abuse</li> <li>• Support awareness raising and inform cross institutional training needs</li> <li>• Engender a culture of openness without fear of discrimination</li> <li>• Develop a point of contact for staff and students who is trained in the internal and external support for victims of domestic abuse</li> <li>• In some cases to support appropriate action against those accused of committing domestic abuse</li> </ul> <p>This policy and procedure does not form part of any employee's contract of employment. It may be amended from time to time</p>
<b>1.2</b>	<b>Scope</b>
1.2.1	This policy provides an overview of the responsibilities and actions required by a range of stakeholders on the issue of domestic abuse.
<b>1.3</b>	<b>Equality Analysis</b>
1.3.1	This policy has been reviewed in line with the University's equality strategy and is considered to have a positive impact on equality.
<b>1.4</b>	<b>Definitions</b>
1.4.1	<p>Domestic Abuse</p> <p>'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, abuse or abuse between those aged 16 or over who are or have been intimate partners or family</p>

	<p>members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:</p> <ul style="list-style-type: none"> <li>• psychological</li> <li>• physical</li> <li>• sexual</li> <li>• financial</li> <li>• emotional</li> </ul> <p>'Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.</p> <p>Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.'</p> <p>The Government definition, which is not a legal definition, includes so called 'honour' based abuse, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.</p> <p style="text-align: center;"><b>Information for Local Areas on the change to the Definition of Domestic Abuse and Abuse Home Office March 2013</b></p> <p style="text-align: center;"><a href="http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/142701/guide-on-definition-of-dv.pdf">www.gov.uk/government/uploads/system/uploads/attachment_data/file/142701/guide-on-definition-of-dv.pdf</a></p>
<b>1.5</b>	<b>Legislative context</b>
1.5.1	<p>There are four main areas of health and safety law relevant to abuse at work</p> <p><a href="#">Health and Safety at Work Act 1974</a></p> <p><a href="#">Management of Health and Safety at Work Regulations 1999</a></p> <p><a href="#">Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995</a></p> <p><a href="#">Health and Safety (consultation with employees) Regulations 1996</a></p>
<b>1.6</b>	<b>Health &amp; Safety Implications</b>
1.6.1	<p>The ability of a staff or student member of the University to adequately pursue their work or studies may be affected by a history or present case of domestic abuse. The University has a duty of care under the Health and Safety at Work Act, Management of Health and Safety at Work Regulations, RIDDOR and Health and Safety Regulations to ensure, as far as is reasonably practicable, that the health and safety of its employees, students and others is considered.</p> <p>The risks extend beyond physical impact of domestic abuse, and include mental health conditions, poor concentration at work, poor academic/work outcomes, unwanted pregnancy, increased sickness rates, presenteeism, and possible death by abuse or suicide.</p> <p>The University has procedures to address such matters for both staff and students as outlined in Related Policies page 1.</p>
<b>2</b>	<b>Policy</b>
<b>2.1</b>	<b>Principles</b>
2.1.1	See 1.1.1
<b>2.2</b>	<b>Procedures</b>
2.2.1	<p><b>Staff:</b></p> <p>Staff victims of domestic abuse are encouraged to discuss their concerns with their line manager, HR representative, Security and/or Centre for Wellbeing.</p>

	<p>Procedures outlined in the supporting procedures document (see 3.4.2)</p> <p>If an employee is charged with, or convicted of a criminal offence consideration will be given to what effect the charge or conviction has on the employee's suitability to do the job and their relationship with their employer, work colleagues and customers. This may necessitate investigation under the Disciplinary Policy. The Employee should inform their line manager as soon as they are charged so appropriate action can be taken.</p>
2.2.1	<p><b>Students:</b></p> <p>Student victims of domestic abuse are encouraged to discuss their concerns with their personal tutors, Students Union, Wardens, Security and/or Centre for Wellbeing.</p> <p>Procedures outlined in the supporting procedures document (see 3.4.3)</p> <p>Student who are alleged perpetrators of domestic violence may be considered under the Student Disciplinary Regulations</p>
<b>3</b>	<b>Governance Requirements</b>
<b>3.1</b>	<b>Responsibility</b>
3.1.1	Overall responsibility of the University's response to cases of Domestic Abuse involving students rests with VP and Registrar. For staff, this responsibility lies with HR
<b>3.2</b>	<b>Implementation / Communication Plan / Training Plan</b>
3.2.1	<p>This policy together with the associated advice document (appendix 1) sets out overarching responsibilities, definitions and principles of the University's approach to dealing with the issue of domestic abuse. It will be ratified by the University trade unions via the JNCC process.</p> <p>Implementation will be publicised to staff and students via SurreyNet and SurreyNews, consideration will be made for a notice in the Leader's Alert. There will be direct email communication to colleagues in relevant areas of staff and student support.</p> <p>Training will be considered for staff in relevant areas (front line staff, support staff, HR staff), local professional training can be accessed via Guildford Borough Council or in-house as arranged.</p>
<b>3.3</b>	<b>Exceptions to this Policy</b>
3.3.1	This policy applies to all University of Surrey staff and students. This policy does not apply to agency staff, contractors or other workers, however such cases can be referred to the Centre for Wellbeing point of contact for sign posting to relevant organisations in the local area.
<b>3.4</b>	<b>Supporting documentation</b>
3.4.1	Appendix 1
3.4.2	Procedures for managing victim of domestic abuse: Staff
3.4.3	Procedures for managing victim of domestic abuse: Student