

### Domestic Abuse Workplace Support Checklist

This checklist should be considered every time a manager is presented with a disclosure of domestic abuse from a member of staff. It is important to ensure the manager has considered all areas in which the organisation could support, safeguard and help the employee. NFDC SPOC for domestic abuse is available for advice and support, or contact another member of the Safeguarding Team.

**Name of employee:**

**Reported to:**

**Date:**

**Safe contact details (employee):**

**Emergency contact:**

**Contact moving forward (details to be given to employee):**

TASK	ACTION/NOTES
<p><b>Ensure that discussions with the employee take place in private and that as far as possible you respect their confidence</b> (whilst remaining mindful of your organisation's safeguarding policies). Suggest that you go somewhere quiet and comfortable, away from the office/desk if possible.</p>	

TASK	ACTION/NOTES
<p><b>Explain the need to document discussions.</b></p> <p>As employers there is a duty of care for the health, safety and wellbeing of employees, and as such, the employer has a responsibility to record a disclosure, whilst being in a strong position to create a safe and supportive workplace environment.</p>	
<p><b>Ask the employee</b> if there are any specific support measures they may wish to explore.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>What do you feel could help you while at work?</i></li> <li><input type="checkbox"/> <i>In what way can I (and others) help you?</i></li> <li><input type="checkbox"/> <i>What do you feel would help you keep safe?</i></li> <li><input type="checkbox"/> <i>Do you have any concerns about your children's / other people's household members safety?</i></li> </ul>	
<p>Inform the employee about local <b>support services</b>, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Police</li> <li><input type="checkbox"/> Local domestic abuse services</li> <li><input type="checkbox"/> Employee support line</li> <li><input type="checkbox"/> Help/advice lines</li> </ul> <p>It may be useful to offer help in contacting agencies if the employee would feel more comfortable that way.</p> <p>Discuss whether the employee should see occupational health, a GP or other professional for <b>medical attention</b>?</p>	

TASK	ACTION/NOTES
<p><b>Has a report/referral been made to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The police</li> <li><input type="checkbox"/> A domestic abuse support service</li> <li><input type="checkbox"/> Other support agency?</li> </ul> <p>Which agencies will be involved?</p> <p>Has the employee consented to this?</p> <p>Normally consent should be obtained from the employee unless, in your professional judgement, there is a risk of serious harm or murder.</p>	
<p><b>Is the person completing this form the employee's line manager?</b></p> <p>If not, consideration should be given to informing the line manager.</p> <p><b>Explain to the employee the importance of keeping their manager informed.</b> This is because there may be health and safety issues which need to be addressed, and there may also be implications for the employee's performance at work which the line manager needs to be aware of.</p>	
<p>How will you respond <b>if the abuser contacts the workplace?</b></p> <p>What measures or plans have been put in place?</p>	

