



**Violence against Women, Domestic Abuse and Sexual Violence Policy**

## Document Control

Organisation	The Saints' Federation All Saints' C/W Primary School St David's Church in Wales Primary St Mellon's Church in Wales Primary
Title	Violence against Women, Domestic Abuse and Sexual Violence Policy
Author	
Owner	Executive Head Teacher and Governing Body
Protective Marking	NOT PROTECTIVELY MARKED
Review date	Every 3 years – or when needed

## Revision History

Revision Date	Revision	Previous Version	Description of Revision
21/May/2019	1.0	N/A	Policy created and signed off
July 20020			Policy review and moved to every three years
May 2026			Name change to include St Mellon's CiW Primary in The Saint's Federation

Signed by Chair of Governors on behalf of the Governing Body

Signed by the Executive Headteacher:

Date approved:

Date of review:



# **Violence against Women, Domestic Abuse and Sexual Violence Policy**

**Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh.**

<b>DATE DOCUMENT PUBLISHED</b>	<b>October 2018</b>
<b>APPROVED BY</b>	<b>Pre Cabinet</b>
<b>APPROVAL DATE</b>	<b>September 2018</b>
<b>DOCUMENT OWNER</b>	<b>Employee Relations Team</b>

## CONTENTS

<b>SECTION NUMBER</b>	<b>CONTENT</b>	<b>PAGE NUMBER</b>
<b>1</b>	Introduction, Roles and Responsibilities	3-5
<b>2</b>	Policy <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Who is covered?</li> <li>• Key Principles</li> </ul>	6 7 7
<b><u>3</u></b>	<u>Procedure</u> <ul style="list-style-type: none"> <li>• Reducing the risk of violence against women, domestic abuse and sexual violence in the workplace</li> <li>• Confidentiality</li> <li>• Taking account of different needs and experiences</li> <li>• Where a Council employee is the perpetrator of violence</li> <li>• Employee is concerned a colleague is experiencing violence/abuse</li> <li>• National Training Framework (NTF)</li> <li>• Record Keeping</li> </ul>	8  8 9 10  11  11  12
<b>Appendix 1</b>	Support Agencies	13-18
<b>Appendix 2</b>	Further facts on Domestic Abuse, Violence against Women and Sexual Violence	19-20
<b>Appendix 3</b>	Definitions	21-26
<b>Appendix 4</b>	National Frameworks Group	27

<b>Appendix 5</b>	What should managers do?-Flowchart	28
-------------------	------------------------------------	----

## **SECTION 1 - INTRODUCTION, ROLES and RESPONSIBILITIES**

### **INTRODUCTION**

- 1.1 The Cardiff and Vale of Glamorgan regional Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023 recognises that whilst anyone (women, men, children and young people) can experience and be affected, it also addresses violence and abuse directed towards men and boys and violence and abuse perpetrated by women. It acknowledges that it can happen in any relationship regardless of sex, age, ethnicity, gender, sexuality, disability, religion or belief, income, geography or lifestyle. However it is acknowledged that women and girls are disproportionately affected by domestic abuse, rape and sexual violence, sexual exploitation (including through the sex industry), modern day slavery, forced marriage, female genital mutilation, child sexual exploitation and abuse, stalking and sexual harassment.
- 1.2 Research shows that 75% of violence against women, domestic abuse and sexual violence victims are targeted at work\*. It is often possible for perpetrators to use workplace resources, such as telephones, email and other means, to threaten, harass or abuse their current or former partner. In the UK every year, 21% of employed women take time off work because of domestic violence and 2% lose their jobs as a direct result of the abuse\*\*. 53% of abused workers (male and female) miss at least 3 days from work per month\*\*\*. Whilst both men and women can be victims, women are disproportionately affected by all forms of intimate violence. (Further facts are detailed in Appendix 2)
- 1.3 Violence against women, domestic abuse and sexual violence can be a performance and productivity concern. The effects of violence against women, domestic abuse and sexual violence can include decreased productivity, lateness, stress, absenteeism, performance issues and increase employee turnover.
- 1.4 It is also important to recognise that while violence against women, domestic abuse and sexual violence impacts on the health, safety and wellbeing of employees, for some, the workplace can be the safest place to be, a source of confidence and often a sanctuary. The Council is committed to supporting all employees, regardless of gender and type of abuse, to maintain their employment whilst breaking free from abusive relationships.
- 1.5 This policy should be read in conjunction with the Manager and Employee Guide on Violence Against Women, Domestic Abuse and Sexual Violence.

### **ROLES AND RESPONSIBILITIES**

## **1.6 Employees who are experiencing violence against women, domestic abuse and/or sexual violence are encouraged to:**

- Talk to their manager about their situation and how the Council might be able to help them – where an employee would prefer to talk to someone of the same sex they can request this or they can speak to someone in HR People Services or their trade union if they are a member.

Source

\*Equality and Human Rights Commission Oct 2017

\*\*Welsh Women's AID

\*\*\* TUC and Everyday Sexism Report 2016

- Access the support and guidance available from the Live Fear Free Helpline (tel: 0808 80 10 800), The Employee Assistance Programme – Carefirst, (username ccw001 password diff1234) the Council's Employee Counselling Service or Occupational Health team.
- Agree with their manager, where appropriate, what to tell colleagues and how they should respond if the abuser telephones or visits the workplace.
- Ensure their emergency contacts and next of kin details are up to date, in case we are unable to contact for any reason.
- You should be aware and give consideration to the difficulties which may arise if the organisation is not aware of the full circumstances, for instance, if action is being taken on performance or absence.

## **1.7 All employees are responsible for:**

- Familiarising themselves with the contents of this policy and its guidance, providing appropriate support to colleagues within the provisions of this policy.
- Maintaining confidentiality where appropriate, any breach can be extremely dangerous and should only happen where there is a safeguarding concern and only through the appropriate mechanisms.
- Completing all relevant stages of the National Training Framework. All staff are required to complete the mandatory e-learning module or attend an interactive briefing session.
- Where employees feel able, taking basic steps to assist colleagues in gaining confidence report the problems they are experiencing.
- Displaying their work identification badge when entering Council buildings and being vigilant to individuals who do not have authorisation to enter and direct them to the relevant reception area.

### **1.8 In addition to their responsibilities as employees, managers are also responsible for:**

- Being aware of physical, behavioural and/ or performance changes that may be the result of violence against women, domestic abuse and/ or sexual violence.
- Creating an environment where employees feel safe and able to discuss issues of violence and abuse that are affecting them.
- Taking time to listen to the employee, believing them and making sure the discussion takes place in private.
- Discussing issues confidentially with the employee and advising on any support that may be available to the employee both inside and outside of the workplace (organisations are identified in Appendix 1).
- Arranging any support measures that have been agreed with the employee.
- Working with Facilities Management to develop a personalised safety plan to minimise risk to the employee and colleagues, where appropriate.
- Agreeing a method of communication with the employee.
- Being aware of any additional issues which may be relevant to the employee, e.g. age, disability, ethnicity, sexuality, childcare arrangements and the relevant help available as detailed in Appendix 1.
- Working with HR People Services to clarify what is expected of the employee and what additional support can be provided, where the employee's performance or absence is a cause for concern.
- Liaising with HR People Services on appropriate action where an employee is suspected of perpetrating domestic abuse and/ or violence.
- Maintaining confidentiality where possible however, it is essential to inform the employee that if it is a safeguarding or criminal issue confidentiality cannot be ensured and appropriate steps may need to be taken.

### **1.9 HR People Services are responsible for:**

- Being aware of the support and information available in this policy and its guidance.
- Working with managers and employees to arrange any support measures, e.g. leave, adjusting work schedules/ hours or working at another office location.

- Advising managers on the sensitive use of performance/attendance procedures where necessary.
- Supporting managers to implement the disciplinary policy if an employee is alleged to have perpetrated domestic abuse and/ or violence.

#### **1.10 Occupational Health are responsible for:**

- Providing confidential support to employees experiencing violence against women, domestic abuse and/or sexual violence.
- Providing support to managers on dealing with work issues and associated support.

#### **1.11**

##### **Trade Union Representatives are responsible for:**

- Familiarising themselves with the provisions of this Policy and its guidance.
- Encouraging members who are experiencing violence against women, domestic abuse and/or violence to seek support as outlined in this policy.

This policy will be reviewed in light of operational experience or changes to legislation.

## **SECTION 2 - POLICY**

### **PURPOSE**

- 2.1 This policy provides information and guidance to all employees on issues relating to violence against women, domestic abuse and sexual violence, with the reassurance that all reasonable and appropriate steps will be taken to provide a safe and supportive workplace.
- 2.2 Incidents of violence against women, domestic abuse and sexual violence are common and have a serious impact on those who experience it. Whilst women are disproportionately affected by all forms violence, there are also incidents of violence and abuse, domestic abuse and sexual violence against men, in both heterosexual and in same sex relationships.
- 2.3 Despite this, its effects and costs within the workplace remain largely hidden and unidentified by most employers. Research has shown that a significant proportion of employees who experience violence against women, domestic abuse and sexual violence had to take time off work. Many other employees also reported symptoms that had a long-term effect on their work performance such as depression, anxiety or stress.

- 2.4 Violence against women, domestic abuse and sexual violence is therefore, not just an issue for agencies that provide services directly to the public. It is an issue that affects all sections of society. Within the Council workforce, there are those who have experienced violence and abuse in their personal or professional lives and those who are perpetrators of violence and abuse. The Council promotes a zero tolerance approach to violence against women, domestic abuse and sexual violence.
- 2.5 This policy aims to raise awareness of violence against women, domestic abuse and sexual violence and outlines how the Council is committed to responding sensitively and effectively to those needing help and support, and to take action against those perpetrating domestic violence and abuse. It provides information on the specialist help that is available within and outside the Council to protect and support employees through difficult periods of their lives.
- 2.6 The Council gained the White Ribbon re-accreditation in 2018 and is committed to working in partnership with other agencies or bodies in the statutory or voluntary sector to raise awareness of how men can combat domestic abuse and sexual violence.
- 2.7 The implementation of this policy can assist the Council to meet its legal obligations under the Violence Against Women, Domestic Abuse & Sexual Violence (Wales) Act 2015, the Human Rights Act 1998, the Gender Equality Duty, the Equality Act 2010, the Social Services and Wellbeing (Wales) Act 2015, the Well Being of Future Generations (Wales) Act 2015, Equality and Human Rights Commission's Report 2015, and Health and Safety legislation.

### **Men and Domestic Abuse and Sexual Violence**

- 2.8 What about the Men? This is a question that is always asked at public engagement events and in training sessions. All partners in the region know that men can also be victims of domestic abuse, sexual assault, forced marriage, trafficking and honour based violence and have acknowledged this throughout the regional strategy and continue to highlight this at all public events and staff training.
- 2.9 Partners working across Cardiff and the Vale recognise that more work is needed to support male victims of domestic and sexual violence, both in terms of recognising abuse when it occurs and in accessing appropriate services for support. Work is required to ensure that our communities recognise that violence and abuse perpetrated by anyone is unacceptable and does not have a place in our society. With our specialist partners, we will continue to address any gaps whilst continuing to support services that are already in place, targeting additional resources where there is greatest need. The views of victims will be integral to this.
- 2.10 The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 addresses domestic abuse and sexual violence perpetrated against **all** people in Wales. Both men and women have the same rights to be protected from

all forms of violence against women, domestic violence and sexual violence. Domestic abuse against a man is just as abhorrent as when a woman is the victim.

- 2.11 Domestic abuse and sexual violence can lead to male victims feeling shame, guilt, isolation and worthlessness. Due to social prejudices, men can find it hard to let other people know that they are being abused or have been abused/experienced violence and to seek help. They may feel that the very fact that they have suffered domestic and/or sexual violence weakens them in their own or other people's eyes.
- 2.12 Male victims can experience domestic abuse at the hands of their wives, partners or ex-partners, other family members whether female or male and male victims can also experience sexual violence

## WHO IS COVERED?

- 2.13 This Policy applies to all employees of the Council, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and Welsh language, except those employed directly by Schools. The policy is commended to school governing bodies.

## KEY PRINCIPLES

- 2.14 Every employee who is experiencing or has experienced violence against women, domestic abuse and sexual violence has the right to raise the issue with their manager in the knowledge that the matter will be treated effectively, sympathetically and confidentially.
- 2.15 The Council is committed to promoting zero tolerance of violence against women, domestic abuse and sexual violence against adults and children. It is essential therefore, that the working environment promotes the view that violence against women, domestic abuse and sexual violence against others is unacceptable, and it will not be condoned or made the subject of jokes, graffiti, social media or graphics.
- 2.16 The Council will aim to raise awareness of this policy through the following measures:
- (i) Preparation and distribution of information publicising the issue and the Council's policy and guidance;
  - (ii) Briefings to Directorates, appropriate managers and supervisors;
  - (iii) Inclusion of issues relating to violence against women, domestic abuse and sexual violence in relevant in-house training sessions and as part of corporate induction;
  - (iv) Publicising the attainment of White Ribbon Status and encourage employee participation;

- (v) Complete the Welsh Government National Training Framework e-learning module on violence against women, domestic abuse and sexual violence and other levels as required (a requirement of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015).

## **SECTION 3 - PROCEDURE**

3.1 Managers need to develop a sensitive and non-judgemental approach when dealing with employees who have experienced violence against women, domestic abuse or sexual violence: This should include:

- (i) Taking the employee seriously, taking time to listen to them and believing what they say.
- (ii) Ensuring that any discussion about the employee's situation takes place in privacy and that confidentiality is respected as far as possible.
- (iii) Understanding that the employee may not wish to approach their line manager and may prefer to involve a third party such as a colleague or trade union representative. It may be appropriate to offer the option of speaking to another colleague or someone from HR People Services who will be able to advise the employee and/ or their line manager on what measures can be taken.
- (iv) If an employee does not wish to speak to their line manager, they should be advised of the difficulties that may arise if the manager is not aware of the relevant facts and circumstances (for instance if there is a potential health and safety issue or if other action is being taken on performance or absence monitoring).
- (vi) Being aware that there may be additional issues faced by the employee because of their age, disability, gender identity/reassignment, language, race, religion or belief, sex, sexual orientation, marital or civil partnership status, pregnancy or maternity.
- (vi) Being non-judgemental – the employee may need some time to decide what to do and may try many different options during this process. Research has shown that it can take a long time to break free of an abusive relationship. It should not be assumed that because an employee returns or stays in an abusive relationship that the abuse was not severe or did not take place.
- (vii) Being aware of what support is available and explore these options with the employee (a list of support agencies is detailed in Appendix 1). However, if the employee does not want you to contact specialist support, you must respect their wishes, however if there are safeguarding concerns, then the appropriate procedures should be followed.

### **REDUCING THE RISK OF VIOLENCE AGAINST WOMEN, DOMESTIC ABUSE, AND SEXUAL VIOLENCE IN THE WORKPLACE**

3.2 Under, the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1992) the Council recognises its legal

responsibilities in promoting the welfare and safety of all employees. This Council has developed guidance on reducing the risk of violence to staff at work ([Code of Guidance – Violence at Work](#)).

3.3 The Code of Guidance will apply to most situations of violence in the workplace. However, managers may have to consider additional factors if these incidents involve violence against women, domestic abuse and sexual violence. These incidents may involve violent partners or ex-partners visiting the workplace, abusive phone calls, intimidation, harassment or stalking of an employee by the alleged perpetrator.

## **CONFIDENTIALITY**

3.4 Once an employee has confided to their manager that they are experiencing violence against women, domestic abuse and/or sexual violence, the manager should reassure them that they will keep this information confidential as far as possible. It is important to remember that perpetrators can be very persistent and will go to great lengths to contact a victim.

3.5 Whilst confidentiality is a key element to ensure that victims make disclosures and seek support, it should be borne in mind that the local authority will have specific responsibilities under All Wales Child Protection Procedures 2008. Therefore one of the exceptions to confidentiality is when there are concerns about children or vulnerable adults, for instance, if an employee gives information that suggests that their child or another child is at risk from abuse (whether physical, emotional, sexual or neglect). In these circumstances, the manager should inform the employee that they are seeking further advice, and that safeguarding concerns need to be shared.

3.6 Managers have a duty to maintain a secure and safe environment for all employees and this could be made easier if colleagues are aware of potential risks. However, it is essential that managers agree with the employee concerned what information to tell colleagues. As far as possible, information should only be shared on a 'need to know basis'. Employees should be told that this information is confidential and any unauthorised breaches of this could be subject to disciplinary action being taken.

3.7 The consequences of breaching confidentiality could have serious effects including death for the person experiencing violence against women, domestic abuse and sexual violence. Statistics have shown that the risk of more serious assaults, permanent injury and murder takes place when a victim decides to end a relationship or immediately after. It is important therefore, not to underestimate the danger or assume that the fear of violence is exaggerated.

3.8 If any manager or employee is concerned about violence against women domestic abuse and/or violence situation but is unsure of how to deal with it, they should talk to their senior manager so that it can be managed in the best way for the employee experiencing violence and/or abuse and violence. This will not be regarded as breaking confidentiality.

## **TAKE ACCOUNT OF DIFFERENT NEEDS AND EXPERIENCES**

3.9 Experiences of violence and abuse may be very different. Each case should be dealt with individually but it is useful to be aware of the following\*:

- Disabled women are twice as likely to experience domestic abuse as nondisabled women.
- Older colleagues may be less likely to report their experiences.
  
- Men often reach crisis point before they show any signs that they are experiencing abuse or violence and will only seek help at this point. They may not know that there are services available to them.
  
- Black Minority Ethnic colleagues may be reluctant to discuss family abuse or violence for fear of bringing shame on their family and ostracism from the community.
  
- Employees who are lesbian, gay or bisexual women may be fearful of being “outed” to colleagues, employers and family members. They may have limited social networks away from their relationships, limiting the support they can access.
  
- Transgender colleagues may have their gender identity used as part of the abuse they experience and may feel that there are fewer services available to them.

\*Source-Welsh Women’s Aid Policy Template 2017

## **WHERE A COUNCIL EMPLOYEE IS THE PERPETRATOR OF VIOLENCE**

3.10 The Council recognises that abusive and violent behaviour is the responsibility of the perpetrator and will not tolerate any form of abuse or violence within the workplace. Perpetrators of such behaviour will be dealt with under the Disciplinary policy and Procedure. Employees should be aware that violence against women, domestic abuse and sexual violence is a serious matter that can lead to criminal convictions.

3.11 Conduct outside of work (whether or not it leads to a criminal conviction) can also lead to disciplinary action against an employee because of its employment implications and because it undermines the confidence, the Council (as employer) has in the employee. There should be an investigation of the facts, in accordance with the Council’s [Disciplinary Policy and Procedure](#), and consideration given as to whether the conduct is sufficiently serious to warrant instituting the Council’s disciplinary procedures. Factors to consider include the:

- (i) nature of the conduct and the nature of the work to be done;
- (ii) extent to which it involves contact with other employees or the general public and;
- (iii) employment status of the employee.

- 3.12 In addition, such conduct may make certain job duties inappropriate and justify consideration for transfer or dismissal. For example, it may not be appropriate for a perpetrator of violence against women, domestic abuse and/or sexual violence to be providing services to vulnerable adults, children, domestic violence victims, or having access to information regarding the rehousing their or payroll information.
- 3.13 Similarly, stalking, harassment and intimidation of Council employees by their partner or ex partner who also works for the Council will be viewed seriously and will lead to disciplinary action.
- 3.14 Prior to embarking on disciplinary action, advice must be sought from HR People Services.
- 3.15 It is however recognised that it may be appropriate to support an employee who is seeking help to address their behaviour and this decision will be taken on an individual case basis.

### **NATIONAL TRAINING FRAMEWORK (NTF)**

- 3.16 The NTF on violence against women, domestic abuse and sexual violence has been mapped against the possible journeys a victim of such violence or abuse could take through public and specialist services. The purpose of the mapping is to work from the broadest needs assessment – ranging from awareness and prevention, to proactive identification, assertive and supportive engagement through to longer term recovery and support.
- 3.17 The NTF will ensure that high quality and consistent training is available to employees across the Council. The Framework has two main functions:
- To provide consistent, proportionately disseminated training to fundamentally improve the understanding of the general workforce and therefore the response to those who experience violence against women, domestic abuse and sexual violence;
  - To align existing specialist training to further professionalise the specialist sector, to improve consistency of specialist subject training provision nationally and to set core requirements of specialist service provision.
- 3.18 A training plan will be completed which will identify the type of training that employees will be required to undertake, although all employees with access to a computer and with a Council email address must complete the e-learning module as per Group 1. For staff with limited IT access, interactive briefing sessions will be considered as an appropriate alternative.

The training is aimed at six distinct groups; this is explained in more detail in **Appendix 4**.

## Record Keeping

- 3.19 Any record made under this guidance must be held securely and in accordance with the Data Protection Act. Please see the Council's Data Protection Policy and Procedure for specific information.
- 3.20 Employees have responsibilities under data protection laws to ensure that their activities comply with the Data Protection Principles. Employees must not access data for which they have no business need or disclose personal data outside the Council's policy and procedures.

Appendix 1

## SUPPORT AGENCIES

### FOR ALL VICTIMS

**Employee Assistance Programme – Carefirst** – This free phone telephone service is available 24 hours a day, 365 days of the year. All calls are answered directly by a team of qualified and experienced counsellors. Professional information and advice services are also provided by a separate team of information specialists plus there is access to a web based information service. Telephone 0800 174319

<http://cmsweb/cardiff/content.asp?id=40976>

**Employee Counselling Service** – The Employee Counselling Service (ECS) offers free and confidential counselling to anyone who is employed by the City of Cardiff Council. Telephone 029 2078 8301

<http://cmsweb/cardiff/content.asp?id=11153&d1=0>

### **SPECIALIST SUPPORT SERVICES**

#### **Violence Against Women, Domestic Abuse and Sexual Violence**

##### **Live Fear Free Helpline**

Live Fear Free Helpline and website –[www.gov.wales/livefearfree](http://www.gov.wales/livefearfree).

Live Fear Free is a Welsh Government helpline, providing information and advice for those suffering with domestic abuse, sexual violence and other forms of violence against women. The helpline can also provide information and advice to professionals and to friends and family members who may be worried about

someone. Individuals concerned about their own behaviour can also contact the helpline.

The helpline number is free and staff are available 24 hours, 7 days a week.

Live chat service is also available 24hrs, 7 days per week \* You must have popups enabled in your browser to use this service

Tel: 0808 8010 800 [info@livefearfreehelpline.wales](mailto:info@livefearfreehelpline.wales)

Website: <http://livefearfree.gov.wales/>

### **RISE-Cardiff**

A strategically designed and specialist service for women affected by violence and abuse in Cardiff is being delivered by a local consortium – the lead provider Cardiff Women’s Aid has teamed up with Bawso and Llamau to cover all aspects of violence against women.

It will provide services, including group work and therapeutic interventions, which will be delivered via a One Stop Shop.

One Stop Shop/VAWDASV response centre: 16 Moira Terrace, Adamsdown, Cardiff, CF24 0EJ – interim information at <https://cardiffwomenscentre.org.uk>

Call: 029 2046 0566 – open 24/7 for all services

Email: [reception@cardiffwomenscentre.org.uk](mailto:reception@cardiffwomenscentre.org.uk)

### **SEXUAL VIOLENCE SUPPORT**

#### **Ynys Saff /Safe Island Sexual Assault Referral Centre**

Ynys Saff Sexual Assault Referral Centre (SARC) is based in the centre of Cardiff and offers a service for those who live in or have experienced an incident within the Cardiff and Vale of Glamorgan. We see people of all ages and regardless of gender, sexuality or ethnicity

029 2033 5795

Monday to Friday, 9am-5pm (excluding Bank Holidays)

The SARC website also provides helpful information for friends and family members

<http://www.cardiffandvaleuhb.wales.nhs.uk/contact-ynys-saff>

### **New Pathways**

Counselling support for those who have experienced trauma, particularly from rape or sexual abuse, non-judgemental and there to help

Tel: 01685 379 310

Email: [enquiries@newpathways.org.uk](mailto:enquiries@newpathways.org.uk)

### **MALE VICTIMS**

#### **The Dyn Project**

The Safer Wales Dyn project provides support to Heterosexual, Gay, Bisexual and Trans men who are experiencing Domestic abuse from a partner.

Tel: 02920 220033 Mon and Tue 10.00am to 4.00pm, Wed 10.00am to 1.00pm

Email: [support@dynwales.org](mailto:support@dynwales.org) [www.dynwales.org](http://www.dynwales.org)

#### **Mankind**

UK's leading charity for supporting male victims of abuse.

Confidential helpline for all male victims of domestic abuse and domestic violence perpetrated by their current or former wife or partner (including same-sex partner).

Tel: 01823 334244 Monday to Friday 10am - 4pm

Email: [admin@mankind.org.uk](mailto:admin@mankind.org.uk) [www.mankind.org.uk](http://www.mankind.org.uk)

### **LGBTQ VICTIMS**

#### **National LGBT+ Domestic Abuse**

**Helpline** T: 0800 999 5428 Opening Times:

10am – 5pm Monday

10am – 5pm Tuesday ( 1pm – 5pm Tuesday is trans specific service)

10am – 5pm Wednesday

10am – 8pm Thursday

1pm – 5pm Friday

12pm - 4pm Sunday

Online chat: E: [help@galop.org.uk](mailto:help@galop.org.uk) 5pm - 8pm Thursday

<https://www.galop.org.uk/galop-to-run-national-lgbt-domestic-violence-helpline/>

**Rainbow Bridge - Victim Support 0300 3031 982**

Rainbow Bridge is a Victim Support run service that specifically supports victims of domestic abuse who identify as Lesbian, Gay, Bisexual and Transgender in Cardiff and The Vale. This includes abuse from intimate partners, ex partners (also heterosexual ex partners) and family relatives.

<https://www.reporthatate.victimsupport.org.uk/rainbow-bridge/>

**ADDITIONAL SUPPORT SERVICES****Modern Slavery Helpline**

To report a suspicion, get help or seek advice or information Tel:  
0800 0121 700

<https://www.modernslaveryhelpline.org/>

**Victims of Stalking** [www.suzylampugh.org](http://www.suzylampugh.org) [www.stalkinghelpline.org](http://www.stalkinghelpline.org)  
<http://www.protectionagainststalking.org/>

**Forced Marriage Unit Helpline**

Advice and support to victims of forced marriage 020 7008 0151

**SUPPORT FOR CHILDREN****Childline**

ChildLine is a private and confidential service for children and young people up to the age of nineteen. They can contact a ChildLine counsellor about anything - no problem is too big or too small. Children can call free the number below or have a 12-1 chat online or send an email.

Tel: 0800 1111 (24hrs hours)

<http://childline.org.uk>

**NSPCC** The NSPCC's work is focused on helping those children who are in greatest danger and distress. Their services are all designed to make the biggest difference to children possible.

Tel: 0808 800 5000 – 24/7 help and advice for adults concerned about a child

<http://www.nspcc.org.uk/>

**NSPCC FGM helpline**

For those who are worried a child is at risk of, or has had, FGM

0800 028 3550

[fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

**Worried about your own behaviour?**

**Respect 0808 802 4040** - For those who are concerned about their own use of violence  
**Live Fear Free Helpline** – 0808 80 10 800

If you are experiencing Domestic Violence and Abuse or an assault and require urgent Police Intervention and support Ring: 999

**NB. The details of the above agencies were correct at time of writing**

**Appendix 2**

**FACTS**

**Violence Against Women, Domestic Abuse and Sexual Violence Statistics**

**Headline Statistic** - It is estimated that around 3 million women across the UK experience rape, domestic violence, forced marriage, stalking, trafficking and sexual exploitation and other forms of violence every year. This is the equivalent to the entire population of Wales (Report to the Secretary General 2006).

Approximately 69,000 women and 9,000 men in the UK are victims of rape or attempted rape each year (Crime Survey of England and Wales 2013/14).

1 in 5 women in the UK have experienced some form of sexual violence since the age of 16 (Crime Survey of England and Wales, 2013/14).

Approximately 90% of those who are raped know the perpetrator prior to the offence (Crime Survey of England and Wales, 2013).

Around one third of all violent crime is 'domestic incident' related (Home Office).

Women are far more likely than men to be killed by partners/ex-partners - 44% of female victims compared with 6% of male victims (Office of National Statistics 2016).

Around 1 in 5 children have been exposed to Domestic Abuse and 1 in 3 children who have witnessed domestic abuse will have also been subject to other forms of abuse, including sexual abuse (NSPCC 2011).

75% of those experiencing domestic abuse are targeted at work. (CAADV (2012) Why is CAADV important).

In England and Wales domestic abuse costs £1.9 billion a year in lost economic output. (Walby, S (2009) The cost of domestic violence: update 2009. Lancaster: Lancaster University

### **The Welsh Context**

Last year in Wales, over 10,000 adults and over 4000 children access refuge support and other specialist community based interventions (Welsh Women's Aid 2017).

During 2014-15, there were 205 cases of rape perpetrated against girls under the age of 13 in Wales (NSPCC).

South Wales Police had the third highest rate of recorded domestic abuse incidents across the 43 police forces of England and Wales during 2012/2013 and it accounts for six per cent of all calls to the police for assistance and eight per cent of recorded crime (South Wales Police 2014).

### **A local perspective – Cardiff**

During 2015/16, the Police completed 3145 PPN's in respect of domestic violence, of these over 1000 victims were immediately identified as 'high risk'. (It is accepted that many victims initially identified as medium risk at the time of the incident will often be assessed as 'high risk' once specialist support has been accessed - It is less likely that the risk decreases).

During 2015-16, 71 people presented at Accident and Emergency Unit due to domestic violence - 68 of these were women and 11 cases were pregnant. Children were involved in 41 of the cases (Cardiff & Vale UHB 2016).

During 2015-16, 1014 referrals were made to the Cardiff MARAC. Of the 488 discussed, 68 victims were identified as repeat victims and there were 728 children

identified. 469 of the victims were female, 19 were male. 8 victims were identified as being between 16-17 years old (South Wales Police 2016).

## **Appendix 3 – DEFINITIONS**

### **Domestic abuse**

Domestic abuse is the exercise of control by one person over another within an intimate or close family relationship; the abuse can be sexual, physical, financial, emotional or psychological. The abuse can happen in the home or elsewhere.

It is usually a pattern of behaviour, and happens regardless of sex, age, carer responsibility, class, disability, gender identity, immigration status, ethnicity, geography or religion. However the gender of the victim and of the perpetrator influences the severity, risk, and harm caused.

There are many different forms of domestic abuse, these include but are not limited to:

- coercively controlling behaviour (a pattern of control, isolation, degradation, intimidation and the use of threats)
- emotional / psychological abuse
- physical abuse
- sexual abuse
- financial abuse
- harassment and stalking
- 

The cross UK government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

### **Sexual violence**

Sexual violence is any unwanted sexual act or activity. There are many different kinds of sexual violence, including but not restricted to: rape, sexual assault, child sexual abuse, sexual harassment, rape within marriage/relationships, trafficking, sexual exploitation, and ritual abuse.

Sexual violence can be committed by someone known and even trusted, such as a friend, colleague, family member, partner or ex-partner as well as by strangers and acquaintances. Sexual violence can happen regardless of sex, age, carer responsibility, class, disability, gender identity, immigration status, ethnicity, geography or religion.

Sexual violence can take many forms, it can include but is not limited to:

- forcing or coercing someone into sexual activities against their will
- using objects violently or in a non-consensual way during sex
- forcing or coercing someone to have sex with another person when they do not wish to
- sharing sexual stories or images about someone without their consent
- forcing or coercing someone to perform sexual acts in front of others when they do not want to
- forcing or coercing someone to mimic pornography
- forcing or coercing someone to be photographed or filmed during sex/whilst sexual abuse is taking place
- forcing or coercing someone to watch or look at pornography
- calling someone sexual or derogatory names.
- 

Sexual violence is always the fault of the perpetrator regardless of what the survivor has previously done, the clothes they are wearing or if they are drunk or have taken drugs.

### **Sexual harassment or stalking**

Sexual harassment is any unwanted behaviour of a sexual nature that may cause offense or distress or will intimidate or humiliate a person.

Sexual harassment can take many forms, it can include but is not limited to:

- making sexually degrading comments or gestures
- being stared or leered at
- unwanted or inappropriate sexual jokes or propositions
- e-mails, social media or text messages with sexual content
- unwelcome sexual advances and touching, forms of sexual assault • displaying sexually explicit pictures in a shared space, such as at work.
- 

Sexual harassment commonly takes place in public, including workplaces, public spaces and schools.

Under the Equality Act 2010 it is a criminal offence to cause sexual harassment, alarm or distress by a course of conduct on more than one occasion and conduct can include speech. Putting someone at fear of violence is when someone says or does two or more things that make you fear that violence will be used against you.

The Protection of Freedoms Act 2012 created two new offences of stalking. Stalking is not legally defined but section 2A (3) of the Public Harassment Act 1997 lists examples of behaviours. This includes:

- (a) following a person
- (b) contacting, or attempting to contact, a person by any means
- (c) publishing any statement or other material relating or purporting to relate to a person, or purporting to originate from a person
- (d) monitoring the use by a person of the internet, email or any other form of electronic communication
- (e) loitering in any place (whether public or private)

- (f) interfering with any property in the possession of a person
- (g) watching or spying on a person **Forced marriage**

Forced marriage is when one or both people do not or cannot consent to the marriage. It can include forcing someone to marry through coercion, pressure or abuse from family members or others.

People can be physically, emotionally, psychologically and financially pressured to marry a person that they do not consent to marry. Physical pressure can include threats, actual physical violence and sexual violence. Emotional and psychological pressure can make someone feel like they will bring shame on the family. Financial pressure can be when someone's wages are removed or their access to money is restricted.

A forced marriage is not the same as an arranged marriage. In an arranged marriage, whilst family members can match the couple to be married, either party has a choice as to whether or not to agree consent for the marriage. Forced marriage is not an issue that is specific to any religion, ethnic group or culture.

Forced marriage is sometimes interpreted as a religious practice but it cannot be justified on religious grounds: every major faith condemns it and freely given consent is a prerequisite of Christian, Jewish, Hindu, Muslim and Sikh marriages.

The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence to force someone to marry. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage  
(whether they're pressured to or not)
- breaching a Forced Marriage Protection Order is also a criminal offence The civil remedy of obtaining a Forced Marriage Protection Order through the family courts will continue to exist alongside the new criminal offence, so victims can choose how they wish to be assisted.

### **So-called 'honour' based violence**

Crimes in the name of so-called honour are acts of violence against women perpetrated crimes that are committed to protect perceived cultural and religious beliefs and/or honour. 'Honour based violence' can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from family and/or community members.. It is a violation of human rights and may be a form of domestic and/or sexual violence. There is no, and cannot be, honour or justification for abusing the human rights of others.

So-called honour based violence can include:

- murder
- un-explained death (suicide)
- domestic imprisonment
- kidnapping and abduction of children

- forced marriages
- female genital mutilation
- acid attacks
- rape

## **Female genital mutilation (FGM)**

Female genital mutilation (FGM) covers a range of procedures which involve the partial or complete removal of the external female genitalia or other injury to the female genital organs whether for cultural or any other non-therapeutic reason.

There are four main 'types' of FGM:

- **type 1 (clitoridectomy)** – removing part or all of the clitoris
- **type 2 (excision)** – removing part or all of the clitoris and the inner labia
- **type 3 (infibulation)** – narrowing of the vaginal opening by creating a seal, formed by cutting and repositioning the labia
- **other harmful procedures** to the female genitals, including pricking, piercing, cutting, scraping or burning the area

•

FGM most often happens when girls are between the ages of 4-10 before they enter puberty, however it can also happen to them when they are babies or toddlers. The Female Genital Mutilation Act<sup>3</sup> (which replaced the Prohibition of Female Circumcision Act, 1985) was introduced in 2003 and came into effect in March 2004.

The Act:

- makes it illegal to practice FGM in the UK
- makes it illegal to take girls who are British nationals or permanent residents of the UK abroad for FGM, whether or not it is lawful in that country (known as extraterritoriality)
- makes it illegal to aid, abet, counsel or procure the carrying out of FGM abroad
- has a penalty of up to 14 years in prison and/or a fine

## **Prostitution**

Prostitution is a sexual act undertaken in exchange for some form of payment ( money, drugs, food, accommodation etc)

There are two types of prostitution:

- Off the street prostitution (women selling sex in brothels, saunas, massage parlours, escort agencies, private flats and other premises).
- Street prostitution (outdoor prostitution usually on the street).

## **Pornography.**

Pornography is defined as any printed or visual material containing the explicit description or display of sexual organs or activity, intended to stimulate sexual excitement.

## **Violence against women**

Violence against women is defined by the **United Nations** as ‘any act of genderbased violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life’.

Accordingly, violence against women encompasses but is not limited to the following:

1. Physical, sexual and psychological violence occurring in the family, including battering, sexual abuse of female children in the household, dowry-related violence, marital rape, female genital mutilation and other traditional practices harmful to women, non-spousal violence and violence related to exploitation;
2. Physical, sexual and psychological violence occurring within the general community, including rape, sexual abuse, sexual harassment and intimidation at work, in educational institutions and elsewhere, trafficking in women and forced prostitution;
3. Physical, sexual and psychological violence perpetrated or condoned by the State, wherever it occurs.”

## **Human trafficking and sexual exploitation**

The most widely cited definition of human trafficking is in the United Nations Protocol to Prevent, Suppress and Punish Trafficking in Persons (1):

‘The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.’

Sex trafficking is human trafficking for the purpose of Commercial Sexual Exploitation.

## **Welsh Government Definitions**

The Welsh Government has adopted the following definitions in the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015.

Domestic abuse is physical, sexual, psychological, emotional or financial abuse where the victim is or has been associated with the abuser.

Gender-based violence is violence, threats of violence or harassment arising directly or indirectly from values, beliefs or customs relating to gender or sexual orientation, female genital mutilation and forced marriage.

Sexual violence includes sexual exploitation, sexual harassment, or threats of violence of a sexual nature. It is important to note that emotional abuse and coercive control are common within all forms of abuse.

## **Violence against women, domestic abuse and sexual violence – Home Office**

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. (For example, this can include abuse and violence perpetrated by sons, daughters, grand-parents or any other person who has a close or blood relationship with the victim).

The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

**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.

**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.

### **• Violence against women – United Nations**

Any act of gender –based violence that results in, or is likely to result in physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life.

### **• Sexual Violence – United Nations**

Any sexual act, attempt to obtain a sexual act, unwanted sexual comments or advances, or acts to traffic, or otherwise directed against a person's sexuality using coercion, by any person regardless of their relationship to the victim, in any setting.

## **APPENDIX 4**

### **NATIONAL TRAINING FRAMEWORK – GROUPS**

**Group 1** – aimed at all public service professionals to ensure all staff working with the Public Service will have a basic understanding and awareness of what violence against women, domestic abused and sexual violence is, how to recognise it and what help is available.

**Group 2** – aimed at professionals who are likely to be in jobs where this is an issue for their client group. It will ensure individuals in appropriate roles can recognise the signs that someone is being abused, be able to talk to that person sensitively (if appropriate) and offer options and services to them quickly and efficiently ('Ask and Act').

**Group 3** – aimed at individuals in roles which require them to do more than 'Ask and Act' and those who perform a 'Champion' role. It will ensure a proportion of those working in the Public Service will be able to support colleagues as they make difficult decisions in relation to these issues, offer services to all family members affected and act as a champion with their organisation.

**Group 4** – aimed at professionals whose client group is specifically those affected by violence against women, domestic abuse and sexual violence. It will ensure such professionals will be professional, expert and appropriately qualified.

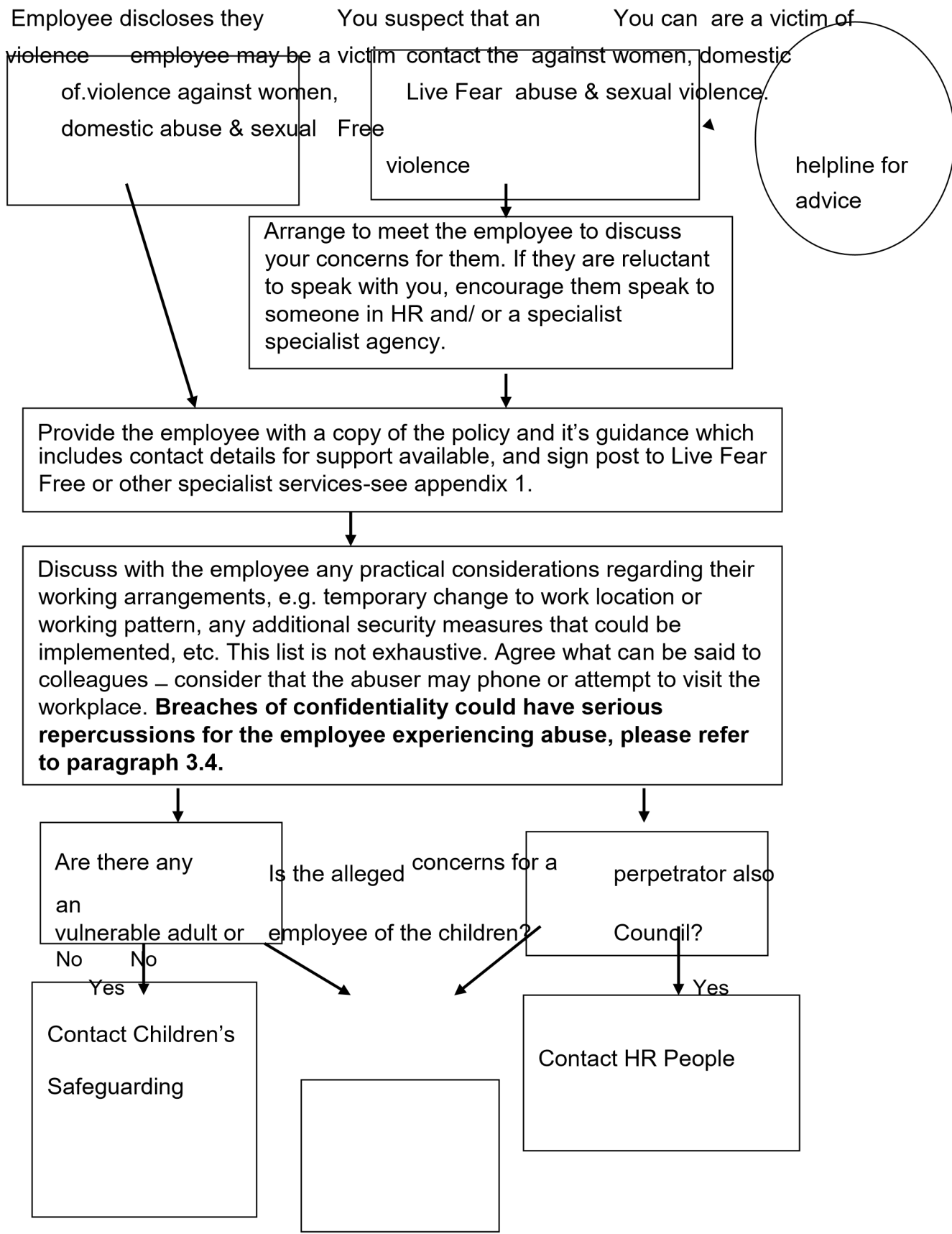
**Group 5** – aimed at service managers working in the violence against women, domestic abuse and sexual violence sector. It will enhance professional standards and support the delivery and leadership of service which are the highest quality.

**Group 6** – aimed at strategic leaders who have a responsibility to foster a culture and infrastructure in which such issues are acknowledged as affecting the workforce, the client group and friends / family. The training is via a series of short films which can be used to shape strategic direction, share within teams and improve knowledge.

## **Appendix 5**

### **WHAT SHOULD MANAGERS DO?**

- 1. Ensure that you are familiar with the Violence against Women, Domestic Abuse, and Sexual Violence Policy and its guidance.**
- 2. Undertake the E-Learning module regarding Violence Against Women, Domestic Abuse and Sexual Violence**



on 2053

6490 or Adult Safeguarding

MASH on

20338439

**circumstances may change)**

No action

required **(but**

**be aware**

Services on 2087 2222 MASH

– as a disciplinary

investigation may need

to be initiated