



Nottinghamshire
County Council

School Employee Domestic Violence and Abuse Policy

Free from Fear

**Everyone has the right
to live Free from fear**

Developed in Partnership with Education
Personnel and the recognised Trade Unions

There is HELP available

September 2005

School Employee Domestic Violence and Abuse Policy

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It is important that Head Teachers and Governing Bodies are familiar with the contents and provisions of this policy and guidance in order that where appropriate support arrangements can be put in place for staff. The Governing Body should determine what action it needs to take which may be either:

- agree whether or not to adopt the recommended policy
- refer to the (relevant) committee for further discussion

The Governing Body should notify the LEA of the action taken. Where this is to refer to the relevant Committee for further discussion the Governing Body should subsequently confirm to the LEA whether or not the document has been adopted as recommended.

Should, exceptionally, a Governing Body seek to amend this recommended document, they will need to consult/negotiate any changes collectively with all of the secretaries of the recognised trade unions and confirm any subsequent amendments with the LEA. Governing Bodies are strongly recommended to seek advice from the Education Personnel Group in these circumstances.

Where can I find the Policy?

On the Education Department Wired Intranet site (also see the Corporate Information Page on the Intranet).

- In the Manual of Personnel Guidance
- On the County Council's public website:
www.nottinghamshire.gov.uk/schoolemployeedomesticviolencepolicy

- By contacting the Education Personnel Group
- By contacting your Trade Union (Unison, GMB, NUT, NASUWT, NAHT, ATL or SHA).

What does the Policy consist of?

- Policy Statement
- Appendix 1 – Information for School Employees
- Appendix 2 – Guidance for Head Teachers and other school managers
- Monitoring Form

Why should the Governing Body adopt a policy on Domestic Violence?

- To demonstrate the Governing Body's commitment to, and support for employees experiencing domestic violence.
- To raise awareness of domestic violence, what forms it can take and its likely effects on employees of the school.
- To contribute to the health and wellbeing of all employees in order that they can enjoy fulfilling lives both at work and home.
- To increase the awareness of Head Teachers, school managers and governors in recognising that an employee may be experiencing domestic violence and to provide advice about appropriate action to take.

- To offer clear and consistent advice to employees experiencing domestic violence.
- To establish and publicise support for employees who may be experiencing domestic violence.

How should I respond to enquiries?

- Enquiries may be made by employees who are experiencing domestic violence themselves; from school managers in relation to a member of their staff; or from an advocate of an employee (e.g. counsellor, support agency, friend or trade union representative).
- Ensure the enquirer has access to the relevant sections of the policy.
- Provide appropriate advice and information based on the nature of the enquiry (please read the appendices to the policy for further information).
- Ensure you complete and return the monitoring form for each enquiry (*Please photocopy form at end of document*).
- If you are not directly responsible for the employee who may be based at your school (DSO or centrally employed staff), it may be appropriate to offer some initial guidance or support and then refer the individual to their own departmental personnel team indicated below.

What if I have any questions?

- Please contact your Education Personnel Group contact point: Marian Beaumont (0115) 97 72551
- For staff working in school but employed by other County Council departments, the appropriate contact points are:

Chief Execs/Resources

Sarah Tinsley 0115 97 73850

Culture and Community

Avneet Nahal 0115 97 74429

Environment

Jenny Vowells 0115 97 73559

Social Services

Sara Tucker 0115 97 73892

Policy Statement

Domestic Violence and Abuse Policy Guidance for Schools – Awareness and Support in School

**Every three days in England and Wales,
a woman is killed by her partner
or former partner**

British Crime Survey 2003

Statement of Intent

The Governing Body condemns domestic violence and recognises it is both a crime and unacceptable. It is committed to the welfare of its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse. It also seeks to raise awareness of domestic violence and develop a workplace culture where domestic violence is recognised as unacceptable.

Definition

The term "domestic violence" usually refers to violence and abuse (physical, sexual, emotional and/or financial) perpetrated within current or former relationships for the purpose of gaining power and control over someone. Compared with men, women are more likely to experience domestic violence at some point in their lives, more likely to experience repeated victimisation, more likely to be injured and to seek medical help, more likely to

experience frightening threats and more likely to be frightened (Home Office Research Study No.192, 1998). However, the Governing Body recognises that violence and abuse is experienced within a range of different types of relationships for example men to men, women to men, women to women and children to parents. The advice given in these guidelines is therefore applicable whatever the nature of the relationship.

The Governing Body also recognises that domestic violence exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability. However, we are aware that because of various types of discrimination, these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence.

Whilst it may seem that domestic violence is a personal matter and nothing to do with a person's employer, the Governing Body understand that for those experiencing it, domestic violence will affect their whole lives, including work and job performance.

Aims

The aims of this policy are:

- ❖ To demonstrate the Governing Body's commitment to, and support for employees experiencing domestic violence.
- ❖ To raise awareness of domestic violence, what forms it can take and its likely effects on employees of the school.

- ❖ To contribute to the health and wellbeing of all employees in order that they can enjoy fulfilling lives both at work and home.
- ❖ To increase the awareness of Head Teachers, school managers and governors in recognising that an employee may be experiencing domestic violence and to provide advice about appropriate action to take.
- ❖ To offer clear and consistent advice to employees experiencing domestic violence.
- ❖ To establish and publicise support for employees who may be experiencing domestic violence.

The following Appendices give further advice and are aimed specifically at employees (Appendix 1) or Head Teachers and other managers (Appendix 2).

Appendix 1

Information for all School Employees

Education Department

School Employee Domestic Violence and Abuse Policy – Awareness and Support in School

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a woman is killed by her partner
or former partner**

British Crime Survey 2003

Statement of Intent

The Governing Body condemns domestic violence and recognises it is both a crime and unacceptable. It is committed to the welfare of all its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse. It also seeks to raise awareness of domestic violence and develop a workplace culture where domestic violence is recognised as unacceptable. A full copy of the School's Employee Domestic Violence and Abuse Policy is available from the Head Teacher or can be obtained from the Education Personnel Group. It is also available for reference on the Education Department 'Wired' intranet site or via the County Council's intranet or public web site.

What is Domestic Violence?

The term "domestic violence" usually refers to violence and abuse (physical, sexual, emotional and/or financial) perpetrated within current or former relationships for the purpose of gaining power and control over someone. Most domestic violence is experienced by women and children and perpetrated by men. However, it is recognised that violence and abuse can be experienced within a range of different types of relationships for example men to men, women to men, women to women and children to parents. The advice given in these guidelines is therefore applicable whatever the nature of the relationship.

The Governing Body also recognises that domestic violence exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability. However, various types of discrimination can mean that these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence.

Whilst it may seem that domestic violence is a personal matter and nothing to do with a person's employer, the Governing Body understands that for those experiencing it, domestic violence will affect their whole lives, including work and job performance.

If you are abused who can you turn to?

If you are being abused by someone you live with or have had a relationship with, there are things you can do. There are individuals and organisations that can give

you practical and emotional support, both inside and outside school. You can talk to your Head Teacher, your line manager, education department personnel officer, or your trade union representative for advice and guidance.

Some Useful Numbers:

Education Personnel Group –

Marian Beaumont	0115 97 72551
Chris Fields	0115 97 73529
Barbara Winter	0115 97 73618
Pat Sheldon-Smith	0115 97 73275

If you feel able, talk to your Head Teacher, line manager or your contact point in the Education Personnel Group for advice.

Advice is available on a range of issues which may help you such as: special leave; possible changes to working arrangements; further advice about contacts to help you. If necessary staff within the Education Personnel Group can liaise with your Head Teacher for you.

Employee Counsellors/Advice –

Employee Counsellor	
Sharon Lindow	0115 97 74919

Advice

Linny Beaumont – Domestic Violence Policy Officer	0115 97 72040
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Trade Unions

Ask to speak to a representative regarding this policy .

Unison	0115 981 0405
GMB	0115 960 7171
NASUWT	0115 976 7180
NUT	01773 810041
SHA	0115 937 6950
NAHT	01623 842683
ATL	0115 928 6269

What can you expect from the school and/or Nottinghamshire County Council?

Confidentiality and Child Protection Concerns

The Governing Body recognises that confidentiality is essential for an employee who is experiencing domestic violence. In most circumstances whatever you tell your Head Teacher or line manager will remain confidential and will not be revealed to anyone without your permission.

However if you give information which leads your Head Teacher or line manager to believe that a child has suffered or is at risk of suffering harm, they will have a responsibility to inform the Social Services department about this and will aim to seek your agreement to do so. The school has rigorous child protection procedures to follow which may involve external agencies such as the Police or Social Services. Your Head Teacher or line manager may pass on their concerns without your agreement if they remain concerned about a child's welfare. Your Head Teacher or line manager will discuss this with the Child Protection Officer and/or the Education Personnel Group before doing this.

The Social Services Department of the County Council is also a source of support you should be aware of. Staff in Social Services recognise that living with domestic violence is frightening for adults and children. Social Services will want to support you in protecting your children and will work with you to see if there is any help they can offer before things get worse. You may also therefore contact a

Social Services Duty Social Worker for further advice. (See later section, sources of help and advice).

Support

The Head Teacher and the Governing Body are concerned about your health, safety and welfare and will therefore respond in an effective, confidential and sympathetic manner to any employee disclosing s/he is experiencing domestic violence.

Time Off

You may need time off from school to attend counselling sessions or court hearings or to make alternative living arrangements. Governing bodies have discretionary powers to grant up to 5 days leave of absence in any one year for urgent, personal reasons. Any employee suffering domestic violence will be eligible to request time off in accordance with these leave provisions. All requests will be treated confidentially and sympathetically.

Initially requests for time off should be raised with your Head Teacher but, if you prefer, you may initially contact the Education Personnel Group or your trade union representative for advice.

Counselling

Confidential counselling is available to all staff on a free and confidential basis through the Nottinghamshire County Council Employee Counsellor who can be contacted on 0115 97 74919. Please note that this number has a confidential answering service when the call cannot be answered.

Adapting Working Arrangements

A change in working hours, work location, or other temporary measures for protecting your safety may be possible. Full consideration will be given to security arrangements for you, such as screening of telephone calls and not giving information about your work arrangements to callers. In certain circumstances it may be possible to consider redeployment from your existing job on a temporary basis, if this is practical.

The Governing Body recognises that domestic violence may have a negative impact on your performance at work. You will not be discriminated against because of domestic violence, however, it is important that you discuss any problems and needs immediately with your Head Teacher, line manager, personnel contact point and/or your trade union representative, in order that support and guidance may be offered.

Money

It is possible for the school to consider ways in which it can help with financial issues, for example, changing the method by which you receive your salary or issuing an advance of pay. This is a matter for individual schools and governing bodies to consider on an individual basis. Any financial requests should be made initially through your Head Teacher so this can be discussed with the Education Personnel Group. Please note that your trade union may also be able to assist with emergency financial support and you should contact them directly or through the Education Personnel Group.

Further Sources of help and advice

Emergency Services (Fire, Police, Ambulance) If you need to call out the police to a domestic violence crime	999
Nottinghamshire Social Services Emergency Duty Team (out of hours)	0115 844 7333
24 Hour Freephone Domestic Violence Helpline Offers support, access to emergency accommodation/refuge and other support services, information and advice on matters such as housing, solicitors, finance etc or just someone to talk to. Subscribes to language line (instant interpretation service). Also available via textphone (for people who are deaf or hard of hearing) between 9am-5pm Mon-Fri	0808 800 0340 0808 800 0341
Women's Aid Advice Centre Drop-In (wheelchair accessible) Support, advice and information for women on domestic violence and related issues 30 Chaucer Street, Nottingham. Mon-Fri 10am-4pm	
Roshni Asian Women's Aid (<i>refuge and outreach services</i>)	0115 924 2864
Umuada (primarily for African Caribbean women) (<i>refuge and outreach services</i>)	0115 979 4141
Mansfield and Ashfield Women's Aid (<i>refuge and outreach services</i>)	01623 420 652
Newark Women's Aid (<i>refuge and outreach services</i>)	01636 679 687
Bassetlaw Women's Aid (<i>refuge, drop-in and outreach services</i>)	01909 533 610
Midlands Women's Aid (<i>refuge and outreach services</i>)	0115 925 7647
Leicestershire Women's Aid Helpline	0116 224 0090
Imaani (Quick access housing for African Caribbean and Asian women under 30)	0115 847 0335
Nottingham Rape Crisis Centre (<i>Helpline and counselling</i>)	0115 941 0440
Shelter – Help With Housing	0115 911 0990
Nottingham Law Centre – For Advice on immigration issues	0115 978 7813
Women's Counselling Service	0115 947 0230
Notts Coalition of Disabled People	0115 947 5531
Nottingham Lesbian and Gay Switchboard (open Mon-Fri 7.00pm-10.00pm ansaphone all other times)	0115 934 8485
Teacher Support Line Confidential support 24 hours a day/365 days per year.	08000 562561

Children and Young People	
Childline - national freephone helpline	0800 1111
Nottingham Childline	0115 924 2544
NSPCC - national freephone helpline. Confidential service for anyone concerned about children at risk including children themselves.	0800 800 500
Nottingham NSPCC	0115 9475531
Careline – a national confidential counselling line for children, young people and adults	0208 514 1177
Local Social Services Numbers	
Ashfield 01623 405300	
Bassetlaw 01909 535602 (Adults) 01777 716161 (children)	
Broxtowe 0115 9175800	
Gedling 0115 8546000	
Mansfield 01623 433433	
Newark 01636 654654 (Adults) 01636 682700 (children)	
Rushcliffe 0115 9141500	
Nottingham City Social Services	0115 915 5500

Web Sites

There are also a number of web sites providing information on a range of domestic violence related issues and services. The addresses provided below are a useful starting point - all include links to other useful sites. However, please note that if an abuser knows how to read your computer's history or cache file they may be able to see information you have viewed recently on the internet. The sites detailed below give instructions for clearing your computer's history or emptying your cache file. However, you will not be able to completely hide your tracks. Many browser types have features that display recently visited sites. The safest way to find information on the internet would be at a local library, friend's house or at work.

www.womensaid.org.uk

Women's Aid Federation England - for information about services available, your legal rights, campaigns etc

www.lgbt-dv.org

A web site developed for survivors of same sex abuse.

www.ndvf.co.uk

Nottinghamshire Domestic Violence Forum - useful links, information and projects housed by NDVF including:

Tri - information and resources for working with men on domestic violence (including information about services for men).

Educator Project - Work with young people on domestic violence.

www.teachersupport.info

Provides information about how teachers may access support and advice. Website for Teacher Support Network and telephone support available 24 hours per day/365 days per year with free confidential support and counselling 08000 562 561.

Crisis Planning

There may be a time when you have to leave your home in a hurry. It is helpful if you have already thought about how you would do it and have a plan ready to help you feel more in control. The following checklist provides some ideas.

Find somewhere you can quickly and easily use a telephone – at work, a neighbour, a relative?

Carry with you a list of telephone numbers of friends, relatives and emergency numbers.

Try to save some money for bus or taxi fares if needed.

Keep an extra set of keys for your home or car with someone you trust in case you need to leave immediately.

Keep the items you will need and some clothes in a bag packed ready. Keep it somewhere where you can quickly get hold of it.

Checklist:

- National Insurance Number
- NHS Number
- Passport
- Driving Licence
- Cheque Book
- Credit Cards
- Building Society Book
- Income Support Book
- Child Benefit Book
- Birth Certificates (you and children)
- Insurance Papers

- Marriage Certificate
- Divorce Papers
- Address Book
- Diary
- Keys
- Medication
- Rent Book
- Details of Telephone, Gas, Electricity, Accounts etc.
- Car Documents
- Change of Clothes
- Toys
- Jewellery
- Photographs/Sentimental Items
- Mobile phone

More detailed information can be obtained from the 24 hour freephone domestic violence helpline 0808 800 0340.

Appendix 2

Guidance for Head Teachers, Governing Bodies and other School Line Managers

Education Department

School Employee Domestic Violence and Abuse Policy – Awareness and Support in School

**Every three days in England and Wales,
a woman is killed by her partner
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British Crime Survey 2003

Statement of Intent

The Governing Body condemns domestic violence and recognises it is both a crime and unacceptable. The LEA has agreed this policy with all of the recognised trade unions for all school employees. In adopting this policy the Governing Body is committed to the welfare of all its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse. It also seeks to raise awareness of domestic violence and develop a workplace culture where domestic violence is recognised as unacceptable.

A full copy of the School Employee Domestic Violence and Abuse Policy, which should be readily available in school

for staff to access, can also be obtained from the Education Personnel Group and is available for reference on the Education Department 'Wired' intranet site or via the County Council's intranet or public web site.

This document, which incorporates Appendix 1 "Information for all School Employees" should be publicised and made available to all staff.

Definition

The term "domestic violence" usually refers to violence and abuse (physical, sexual, emotional and/or financial) perpetrated within current or former relationships for the purpose of gaining power and control over someone. Most domestic violence is experienced by women and children and perpetrated by men. However, it is recognised that violence and abuse can be experienced within a range of different types of relationships for example men to men, women to men, women to women and children to parents. The advice given in these guidelines is therefore applicable whatever the nature of the relationship.

The Governing Body recognises that domestic violence exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability. However, various types of discrimination can mean that these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence.

Whilst it may seem that domestic violence is a personal matter and nothing to do

with a person's employer the Governing Body understands that for those experiencing it, domestic violence will affect their whole lives, including work and job performance.

Recognising that an employee may need help

It is not always easy to recognise that an employee is experiencing domestic violence and may require some assistance. Certain indicators such as a sudden change in behaviour, depression, inability to concentrate, obvious injuries or regular but unexpected absence from work may be indicative of a variety of problems, of which domestic violence may be one.

Warning Signs

- Comes to work repeatedly with injuries.
- Unusual number of calls from home and strong reaction to the calls.
- Late for work and needing to leave early.
- Secretive about home life.
- Frequent absenteeism.
- Emotional reactions such as tearful, angry, depressed, nervous, confused.
- Partner exerts unusual amount of control over their life.
- Partner makes demands over their work schedule.
- May be extremely passive or aggressive.

- May seem chronically depressed or depressed in cycles.
- May isolate themselves at work.

These are just a few characteristics. Different people will react in different ways. A more important sign is when an individual behaves in a way that is unusual for her or him.

The role of the Head Teacher or line manager

As a head teacher you have a responsibility for the health and safety of all staff employed at your school. Almost one third of all women will experience domestic violence at some point in their lives and some of these will be your employees. One in ten women are experiencing domestic violence today.

As head teacher it is important that you respond positively to an employee disclosing a problem with domestic violence. Discussing this issue will have taken a great deal of courage and your response may be a crucial factor in determining whether an employee seeks help.

There are a number of ways you can be helpful:

- Try to develop an understanding and supportive climate within the school working environment.
- Make yourself approachable – give employees the opportunity to talk to you confidentially, both formally, through any regular one to one sessions you have, or informally.

- Make relevant literature generally available, such as the Nottinghamshire Domestic Violence Forum Information Card and the publicity for the Schools' Employee Domestic Violence and Abuse Policy (extra copies may be made available from the Education Personnel Group).
- Display any publicity information prominently.
- Look out for warning signs of domestic abuse and ensure information is available, do not however, pressure an employee to disclose information to you.
- Remember you are not an expert in this area, an understanding approach and offer of basic information is all that is required.
- Be aware that no advice is better than bad advice.
- Do not pressure a victim to leave the relationship, the nature of domestic abuse is that the victim will often stay within the relationship or return to it. Respect their decision.

Confidentiality and Child Protection Concerns

Confidentiality is essential for an employee who is experiencing domestic violence. It is important that the employee knows that whatever they tell you will remain confidential and will not be revealed to anyone without their permission. In some cases where a violent or abusive partner has discovered their partner has confided in someone, this has resulted in more violence and even death.

The only exception to this may be where it

is necessary to invoke the school's child protection procedures where, for example, it is revealed that children are also being abused. In this case you have a duty to report this. The employee may then find the matter is taken out of their hands and it is therefore essential that you make the employee aware of your obligations in this area at a very early stage, so that they can decide exactly how much they wish to reveal. In all cases it is important not to lose sight of the fact that the employee is experiencing domestic violence and to ensure that the situation does not become centred solely around her/his child(ren). Where this situation occurs you should immediately discuss your concerns with the Child Protection Officer and/or the Education Personnel Group.

Allowing time off work

An employee who is experiencing domestic violence will almost certainly need to take time off work to attend counselling sessions, court hearings or to make alternative living arrangements, etc. Conditions of service allow the governing body to approve absence with pay in cases of compassionate leave and urgent domestic business under the special leave provisions. Please remember that a refusal to allow time off may often add to the anxiety of the employee concerned. Head teachers should respond positively and sympathetically to requests for reasonable time off under these circumstances. See the Manual of Personnel Guidance Annual Leave and Leave of Absence Section for details. Your Personnel Group contact point can give you further advice about allowing time off work.

Adapting working arrangements

Employers owe a duty of care to their employees. It may be that the most effective way a head teacher can help an employee is to consider a change in their working arrangements, probably temporarily, but possibly on a permanent basis. Perhaps s/he is being harassed by telephone calls from the abuser, in which case a colleague or answering machine could screen calls. This may not always be straightforward in a school situation and will need some careful thought and planning. At particular times s/he may need to be more flexible about starting/finishing times and lunch breaks to avoid unwelcome visits; a temporary relocation of workplace may be considered. Whatever the needs, it is important for head teachers to consider all options carefully and be as flexible as possible in the circumstances. Further support and advice is available from your Personnel Group contact point.

It should be recognised that domestic violence will probably have a negative impact on the performance of the employee concerned and it is important that the employee is supported and positive consideration is given to measures to temporarily alleviate work pressures. In certain exceptional circumstances the employee may be considered for redeployment and if this is the case you should contact the Education Personnel Group for advice.

It is important to ensure that any action taken complies with the wishes of the employee concerned and that s/he does not feel blamed or punished in any way. To minimise the potential for conflict in the workplace, any changes to working

arrangements should be communicated in an appropriate way to other colleagues whilst maintaining confidentiality.

As indicated above, you can get further advice about the possibilities of changes to working arrangements from your Education Personnel Group contact point.

Finance

An employee experiencing domestic violence may request an advance of pay in an emergency situation or might also wish to request a change in the method of paying their salary. Both of these are possibilities and will be a matter for individual schools and governing bodies to consider on an individual basis. This should be discussed with and arranged through the Education Personnel Group. Individual requests made on this basis should be considered sympathetically.

Please note that trade unions may also be able to assist individual members with emergency financial support. Employees should be encouraged to contact their trade union for advice on this.

Dealing with perpetrators of domestic violence

In some cases the abuser may actually harass an employee at the workplace. In these circumstances both the victim and her/his colleagues may be at risk. If this person has no legitimate reason to be in school he/she is trespassing and may be escorted from the premises. Do not agree to pass on messages from a perpetrator of domestic violence or disclose the address or whereabouts of an employee who has fled violence. In extreme cases, the Legal

Services Team can provide advice on dealing with these situations.

Inevitably there will also be occasions where employees themselves are perpetrators of domestic violence. Creating an organisational culture in which domestic violence is unacceptable may help to influence perpetrators behaviour.

Where the perpetration of domestic violence conflicts with the job role, head teachers should seek guidance from their Education Personnel Group contact point. In some cases this could put at risk the continued employment of the perpetrator.

Monitoring Form

The Education Department is required to confidentially and anonymously monitor the application of this policy in schools. Please co-operate with this by photocopying and completing the enclosed Monitoring Form.

Sources of help and advice

Appendix 1 “Information for all school Employees” should be publicised and made available to all staff. It includes details about a range of organisations and contact points.

The Women's Aid Advice Centre provides advice and information to agencies/staff dealing with domestic violence. The contact telephone number is 01 15 947 5257 (number for agency use only).

Emergency Services (Fire, Police, Ambulance) If you need to call out the police to a domestic violence crime	999
Nottinghamshire Social Services Emergency Duty Team (out of hours)	0115 844 7333
24 Hour Freephone Domestic Violence Helpline Offers support, access to emergency accommodation/refuge and other support services, information and advice on matters such as housing, solicitors, finance etc or just someone to talk to. Subscribes to language line (instant interpretation service).	0808 800 0340
Also available via textphone (for people who are deaf or hard of hearing) between 9am-5pm Mon-Fri	0808 800 0341
Teacher Support Line Free confidential support and counselling 24 hours a day	08000 562561
Women's Aid Advice Centre Drop-In (wheelchair accessible) Support, advice and information for women on domestic violence and related issues 30 Chaucer Street, Nottingham. Mon-Fri 10am-4pm	
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Newark Women's Aid (<i>refuge and outreach services</i>)	01636 679 687
Bassetlaw Women's Aid (<i>refuge, drop-in and outreach services</i>)	01909 533 610
Midlands Women's Aid (<i>refuge and outreach services</i>)	0115 925 7647
Leicestershire Women's Aid Helpline	0116 224 0090
Imaani (Quick access housing for African Caribbean and Asian women under 30)	0115 847 0335
Nottingham Rape Crisis Centre	0115 941 0440
Shelter – Help With Housing	0115 911 0990
Nottingham Law Centre – For Advice on immigration issues	0115 978 7813
Women's Counselling Service	0115 947 0230
Notts Coalition of Disabled People	0115 947 5531
Nottingham Lesbian and Gay Switchboard (open Mon-Fri 7.00pm-10.00pm ansaphone all other times)	0115 934 8485

Children and Young People	
Childline - national freephone helpline	0800 1111
Nottingham Childline	0115 924 2544
NSPCC - national freephone helpline. Confidential service for anyone concerned about children at risk including children themselves.	0800 800 500
Nottingham NSPCC	0115 9475531
Careline – a national confidential counselling line for children, young people and adults	0208 514 1177
Local Social Services Numbers	
Ashfield 01623 405300	
Bassetlaw 01909 535602 (Adults) 01777 716161 (children)	
Broxtowe 0115 9175800	
Gedling 0115 8546000	
Mansfield 01623 433433	
Newark 01636 654654 (Adults) 01636 682700 (children)	
Rushcliffe 0115 9141500	
Nottingham City Social Services	0115 915 5500
Nottinghamshire County Council Employee Counsellor offers all Education Department staff a free and confidential counselling service	0115 977 4919

Web Sites

There are also a number of web sites providing information on a range of domestic violence related issues and services. The addresses provided below are a useful starting point - all include links to other useful sites. It would be useful to remind employees that abusers may be able to see information which has been viewed on the internet. The sites detailed below give instructions for clearing computer histories or emptying cache files. However, many browser types have features that display recently visited sites that cannot be cleared. The safest way for an individual to find information on the internet would be at a local library, friend's house or at work. Please ensure that employees are able to access the internet for this purpose if they wish.

www.womensaid.org.uk

Women's Aid Federation England - for information about services available, your legal rights,

www.lgbt-dv.org

A web site developed for survivors of same sex abuse.

www.ndvf.co.uk

Nottinghamshire Domestic Violence Forum - useful links, information and projects housed by NDVF including:

Tri - information and resources for working with men on domestic violence (including information about services for men).

Educator Project - Work with young people on domestic violence.

www.teachersupport.info

Provides information about how teachers may access free confidential counselling, support and advice 24 hours a day/365 days per year.

Nottinghamshire County Council Education Department
School Employee Domestic Violence and Abuse Policy

Monitoring Form

Please complete a monitoring form each time you give domestic violence related advice or support

Please make sure you give this information clearly on both sides of the form

- Please give your contact details and the date
- Write details of the employee's department
- State "YES" if the employee didn't give their details
- State "YES" if you have given the employee advice or support before using the domestic violence and abuse policy and if someone else has referred the employee to you
- Underline or circle the equal opportunities monitoring information
- Underline or circle the location(s) of the incident(s) and action taken
- Give details of which agency the employee was referred to, if any

Please send the completed form to the **Domestic Violence Policy Officer, Regeneration Learning Skills and Employment Division, County Hall**. Mark the envelope **Confidential**. Or you can send it by e-mail to sarahjo.lee@nottscc.gov.uk

Completed by (please mark):

Personnel	<input type="checkbox"/>	Head Teacher	<input type="checkbox"/>	Deputy Head Teacher	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	Other Teacher	<input type="checkbox"/>		
Trade Union Rep	<input type="checkbox"/>	Manager	<input type="checkbox"/>		

Your Name: _____ Phone Number: _____

Your dept/TU: _____ Date: _____

Employee's department (if different) _____

Please answer
yes or no

Employee did not give any details/anonymous enquiry
Have you given the employee advice or support
before using the Employee Domestic Violence Policy?
Did someone else refer the employee to you?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

How many times have
you given advice?

Employee details and action taken

Please UNDERLINE or CIRCLE the appropriate Categories

Female / Male

Disabled – yes/no

Ethnic categories

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic minority group
British	White and Black Caribbean	Indian	Caribbean	Chinese
Irish	White and Black African	Pakistani	African	Other
Other	White and Asian Other	Bangladeshi Other	Other	

Age reference codes

Age Range	16-24	25-34	35-44	45-54	55-65	65+

Location of Incident

Home	Workplace or course of duty	Near work premises	Travelling to/from work	Not given/unknown	Other

Action Taken

Paid time off during working day	1	Redeployment	8
Unpaid time off during working day	2	Advance of pay	9
Paid Special leave	3	Changed method of salary payment	10
Unpaid Special leave	4	Referral to other agency (give details)	11
Relocated employee	5	Other (give details)	12
Changed duties	6	Unknown	13
Temporary negotiated hours	7		

Give details of which agency or agencies the employee was referred to, if any. (Give more details of any action taken, if needed)

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There is **HELP** available



Contacting us

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