# Domestic Abuse – Protecting and Supporting staff and students

## 

## Guidance for managers, personal tutors and staff

Note: As no two cases of domestic abuse are the same, the University recognises that this guidance cannot cover every eventuality. The law, policy and procedure, and sources of help and support may change over time, and this guidance will be updated regularly to reflect this. If you have any queries, feedback or suggestions, please contact the Equality and Inclusion Unit (EIU) at [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk).

If you would like a copy of this guidance in another format, please contact EIU.

## Contents

[**Introduction** 3](#_Toc68776929)

[A definition of domestic abuse 3](#_Toc68776930)

[Information and advice for those in need 4](#_Toc68776931)

[In an emergency 5](#_Toc68776932)

[**For Managers** 5](#_Toc68776933)

[Longer term support 5](#_Toc68776934)

[Guidance, policies and information 6](#_Toc68776935)

[Training 6](#_Toc68776936)

[Support for staff working from home 7](#_Toc68776937)

[**For Supervisors, Personal Tutors or anybody supporting students** 8](#_Toc68776938)

[Longer Term Support 8](#_Toc68776939)

[Guidance, policies and information 8](#_Toc68776940)

[Training 9](#_Toc68776941)

[Support for students working from home 9](#_Toc68776942)

**APPENDIX: Domestic Abuse – Support for those potentially at risk of harm including useful contacts**

This guidance document contains advice and information for staff and students who are experiencing or are at risk of domestic abuse. It contains a comprehensive list of organisations who can provide support and advice and their contact details.

## Introduction

It is estimated that one quarter of women and one sixth of men are victims of domestic abuse at some point in their lives. Domestic abuse can affect people from all backgrounds, genders and sexualities, both as victims and perpetrators. The University recognises that staff and students can be affected by domestic abuse, and this will have an impact on their safety, wellbeing, and ability to work or study.

This document is for all staff, including managers, personal tutors, and supervisors. It aims to give guidance on how to support staff and students who are experiencing, or who are at risk of, domestic abuse. As a responsible institution, the University is committed to offering support by:

* Ensuring our campus and University buildings offer a safe environment for all staff, students and visitors in keeping with our value of inclusivity
* Putting in place measures to support staff and students at risk
* Signposting to relevant and appropriate further information and specialist support

The University will give support to staff or students who make it known that they are experiencing domestic abuse, and work to minimise the risk to their safety on campus. We will also seek to offer support to staff and students working or studying from home if they make it known to us that they are experiencing domestic abuse. Any disclosures, advice or support given will be treated as confidential as far as possible, unless it is necessary to share information in the interests of supporting and/or protecting the individual.

## A definition of domestic abuse

Domestic abuse can be defined as ‘Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or have been intimate partners or family members, regardless of gender or sexuality’. Domestic abuse can also be perpetrated by anybody who lives with the victim, such as a flatmate, or anyone else who visits regularly. It is important to remember that domestic abuse is much wider than physical violence.

More detailed definition and information on the legislation regarding domestic abuse can be found on the Crown Prosecution Service website [cps.gov.uk/crime-info/domestic-abuse](https://www.cps.gov.uk/crime-info/domestic-abuse)

## Information and advice for those in need

The University has produced guidance for students and staff who are at risk of harm which can be found in the appendix to this document. The guidance gives information on where individuals can go for help if they are in immediate danger of harm, both on and off campus. It also gives details of organisations who can provide a wide range of non-emergency advice and support. If a student or staff member approaches you for help, you can use the information in the guidance to signpost them to appropriate support.

Staff can use this information in the following situations:

* A colleague or student informs any staff member, including managers, HR, personal tutors or supervisors, that they are suffering domestic abuse
* A member of staff suspects that a colleague or student is suffering domestic abuse
* During a crisis situation when a colleague or student is suffering domestic abuse and feels that they cannot safely return to their home or lodgings
* A situation where a perpetrator is on campus and acting in a threatening manner

## In an emergency

If an individual is being harmed, or in immediate danger of being harmed, you should call 999. If the emergency is taking place on campus, you can also contact Security on 0113 3432222.

The University will, through its Security Services and, where necessary, with the Students’ Union (LUU), provide places of safety and offer appropriate support in case of an emergency on campus for staff and students. It will also take into consideration wider safeguarding concerns around the safety of colleagues, children and other dependants on campus.

# For Managers

### Longer term support

The University can put in place a range of measures to support staff who are experiencing or who have experienced domestic abuse to maintain their studies or employment.

These could include (but are not limited to):

* A change of working hours (temporary or permanent)
* Temporary adjustment of duties
* Change to physical work
* Time off for relevant appointments (eg, solicitor, childcare, social services)
* Car parking provision (eg, a temporary car parking permit)
* Referral to specialist advice (eg, counselling, legal advice)

If an member of staff needs to be absent from work, the length and type(s) of the absence, and plans for returning to work should be agreed with the individual through collaboration with their line manager / supporting colleague, HR, and a trade union representative (if requested). All relevant details will be kept confidential as far as possible. Information would only be shared in exceptional circumstances, for instance if individual is danger of harming themselves or others.

### Guidance, policies and information

Domestic abuse can affect the psychological wellbeing of those experiencing it, which will have a negative effect on performance at work. To help manage these situations in a supportive way, HR have developed a range of policies and documents which are published on their website [hr.leeds.ac.uk/policies](https://hr.leeds.ac.uk/policies)**.** These include:

* Policy on compassionate leave
* Performance management procedures
* Policy on leave for carers and time off for domestic reasons
* Flexible working policy
* Policy on the management of work related stress
* Support staff sickness absence policy
* Academic and academic related (professional and managerial) staff sickness absence
* Guidelines to support the return to work process
* Guidance on supporting mental health for staff (includes a flowchart on steps for managers responding to mental health concerns)
* Coping with traumatic events – what to expect (available from Staff Counselling and Psychological Support Service

Managers should make sure that they are familiar with these policies when supporting staff and students experiencing domestic abuse.

### Training

Training and workshops are available to help all staff to recognise that a colleague or student is having difficulties, including domestic abuse, which are having a negative impact on their health and wellbeing. Provision is currently being delivered online, and includes:

* Supporting Others’ Resilience and Wellbeing
* Understanding and managing anxiety and panic
* Working with stress and emotion
* Working with change and uncertainty
* Active approaches to worry

New courses and workshops are regularly being offered, so please check the OD & PL website for information on what is currently available [peopledevelopment.leeds.ac.uk/training-and-events/](https://peopledevelopment.leeds.ac.uk/training-and-events/)

These sessions are designed to help colleagues offer empathetic support, guidance and signposting. More specialised advice is available via the organisations and helplines listed in the appendix.

### Support for staff working from home

Many staff work from home, and this could place them at greater risk of harm. If you are aware, or if you believe that a staff member is at risk of abuse, you should keep in touch with them as far as possible and check on their welfare through video or phone calls, emails and text messages.

## For Supervisors, Personal Tutors or anybody supporting students

### Longer Term Support

The University can put in place a range of measures to support students who are experiencing or who have experienced domestic abuse to maintain their studies or employment.

Support measures could include (but are not limited to):

* A change of residence (temporary or permanent)
* A change of study arrangements (temporary or permanent)
* Supporting a mitigating circumstances application
* Support to attend relevant appointments
* Car parking provision (eg, a temporary car parking permit)
* Referral to specialist advice (eg, counselling, legal advice)

If a student needs to be absent from the University, the length and type(s) of the absence, and plans for returning to study should be agreed with them through collaboration with the personal tutor, School, and student support staff. All relevant details will be kept confidential as far as possible.

### Guidance, policies and information

Domestic abuse can affect the psychological wellbeing of those experiencing it, which will have a negative effect on performance at study.

Staff supporting students experiencing domestic abuse can find additional information on dealing with attendance, absences and mitigating circumstances on the Student Support website [students.leeds.ac.uk/info/100003/wellbeing\_and\_health](https://students.leeds.ac.uk/info/100003/wellbeing_and_health)**.**

### Training

Training and workshops are available to help all staff to recognise that a student is having difficulties, including domestic abuse, which are having a negative impact on their health and wellbeing. Provision is currently being delivered online, and includes:

* Supporting Others’ Resilience and Wellbeing
* Understanding and managing anxiety and panic
* Working with stress and emotion
* Working with change and uncertainty
* Active approaches to worry

New courses and workshops are regularly being offered, so please check the OD & PL website for information on what is currently available [peopledevelopment.leeds.ac.uk/training-and-events/](https://peopledevelopment.leeds.ac.uk/training-and-events/)

These sessions are designed to help colleagues offer empathetic support, guidance and signposting. More specialised advice is available via the organisations and helplines listed in the appendix.

### Support for students working from home

Many students work from home, and this could place them at greater risk of harm. If you are aware, or if you believe that a student is at risk of abuse, you should keep in touch with them as far as possible and check on their welfare through video or phone calls, emails and text messages.

# APPENDIX – Support for those potentially at risk of harm

### If you are in immediate danger, please call 999.

If you are in danger on campus, you can contact Security:

Emergencies only: 0113 3432222

Non-emergencies: 0113 3435494/5

If you are at risk of harm away from campus, you can contact:

Leeds Domestic Violence Service 24 hour helpline: 0113 2460401

Email: [administration@leedswomensaid.org.uk](mailto:administration@leedswomensaid.org.uk)

Website: [ldvs.uk](https://ldvs.uk/)

National Centre for Domestic Violence 24 hour helpline: 0800 9702070

Email: [office@ncdv.org.uk](mailto:office@ncdv.org.uk)

Website: [ncdv.org.uk](https://www.ncdv.org.uk/)

These organisations support anyone experiencing domestic violence and abuse, regardless of their identities and backgrounds.

## What is domestic abuse?

It is estimated that one quarter of women and one sixth of men are victims of domestic abuse at some point in their lives. Domestic abuse can affect people from all backgrounds, genders and sexualities, both as victims and perpetrators. The University recognises that staff and students can be affected by domestic abuse, and this will have an impact on their safety, wellbeing, and ability to work or study.

Domestic abuse is wider than physical violence. It includes emotional and psychological abuse. It also covers a range of intimidating, controlling or coercive behaviour. For instance, if somebody you live with takes control of your finances or property (including your mobile phone), stops you from meeting or contacting your friends or family, or tries to stop you from going out, this is domestic abuse.

Domestic abuse can be from your partner or ex partner, family members, anyone you live with or who regularly visits or stays at your home.

If you are experiencing or have been threatened with domestic abuse, it is never your fault and you are entitled to help and support. If you report domestic abuse to the University, you will be believed.

## How the University can help and support you

The University can support students and staff in their studies or working arrangements if you tell them that you are at risk. You can speak in confidence to your personal tutor, supervisor or manager. If you are a student, this support can include (but is not limited to):

* A change of residence (temporary or permanent)
* A change of study arrangements (temporary or permanent)
* Support via the Student Counselling and Wellbeing service [students.leeds.ac.uk/info/100001/counselling\_and\_wellbeing](https://students.leeds.ac.uk/info/100001/counselling_and_wellbeing)
* Referral to specialist advice such as counselling or legal advice
* Support in attending any relevant appointments
* Support in a mitigating circumstances application
* Support from Leeds University Union [luu.org.uk/help-support/](https://www.luu.org.uk/help-support/)

If you are a member of staff, support from your manager/supervisor can include (but is not limited to):

* Support via the Staff Counselling and Psychological Support Service [wsh.leeds.ac.uk/staff-counselling](https://wsh.leeds.ac.uk/staff-counselling)
* Changes in working arrangements/locations
* Access to car parking on campus
* Support in the sickness and/or other absence processes
* Referral to specialist advice
* Support in attending any relevant appointments

## Other support available

Other organisations which can provide non-emergency advice and information include:

**Basis** – [basisyorkshire.org.uk/](https://basisyorkshire.org.uk/) - support for women and young people suffering sexual violence, including boys  
**Behind Closed Doors –** [behind-closed-doors.org.uk](http://www.behind-closed-doors.org.uk/)  
**Galop UK** – [galop.org.uk](http://www.galop.org.uk/) – support for LGBT people experiencing domestic abuse  
**Karma Nirvana** – [karmanirvana.org.uk](http://www.karmanirvana.org.uk/) – support for people at risk of forced marriage or honour based violence  
**Leeds City Council Safeguarding** – [leedssafeguardingadults.org.uk/](https://leedssafeguardingadults.org.uk/)  
**Leeds Women’s Aid** – [leedswomensaid.co.uk/](https://leedswomensaid.co.uk/)  
**Living Without Abuse** – [lwa.org.uk](http://www.lwa.org.uk/)  
**Mankind Initiative** – [mankind.org.uk/](http://www.mankind.org.uk/) - support for men suffering domestic abuse

**National Stalking Helpline** – [stalkinghelpline.org](http://www.stalkinghelpline.org/)

**Rape Crisis -** [rapecrisis.org.uk/](https://rapecrisis.org.uk/)

**Refuge** - [nationaldahelpline.org.uk](https://www.nationaldahelpline.org.uk) – for women and children suffering domestic abuse  
**Respect** – [respect.uk.net/pages/29-helplines](https://www.respect.uk.net/pages/29-helplines) - support for men suffering domestic abuse and also help for perpetrators of abuse  
**Respect not Fear** – [respectnotfear.co.uk/](http://www.respectnotfear.co.uk/) - for young people suffering abuse. Includes advice on what an unhealthy relationship looks like.  
**Rights of Women** – [rightsofwomen.org.uk](http://www.rightsofwomen.org.uk/) – provide legal advice for women

**Scope** - [Finding emergency housing | Disability charity Scope UK](https://www.scope.org.uk/advice-and-support/how-to-find-emergency-housing-if-you-feel-unsafe/) – information for disabled people suffering abuse who need to leave their home.

**Surviving Economic Abuse** – [survivingeconomicabuse.org/i-need-help/#\_blank](https://survivingeconomicabuse.org/i-need-help/#_blank) –support for people whose finances are at risk from their partners in any way  
**Support After Rape & Sexual Violence Leeds (women and girls)** - [supportafterrapeLeeds.org.uk](http://www.supportafterrapeleeds.org.uk/)  
**The Hideout** – [thehideout.org.uk](http://www.thehideout.org.uk/) – information on the effects of domestic abuse on children

**Women’s Aid -** [womensaid.org.uk/](https://www.womensaid.org.uk/) **Information is also provided for people with disabilities suffering domestic abuse** <https://www.womensaid.org.uk/the-survivors-handbook/the-survivors-handbook-disabled-women/>

**Women’s Counselling & Therapy Service** – [womenstherapyleeds.org.uk/](http://www.womenstherapyleeds.org.uk/)