



Domestic abuse Workplace support checklist

This checklist should be considered **every** time a manager is presented with a disclosure of domestic abuse from a member of staff. It is important to ensure the manager has considered all areas in which the organisation could support, safeguard and help the employee.

Name of employee:

Reported to:

Date:

Emergency contact:

**Key organisational contact
moving forward:**
(details to be given to employee)

Safe contact details:
(employee)

1. Getting started

Task:

Ensure that discussions with the employee take place in private and that as far as possible you respect their confidence (whilst remaining mindful of your organisation's safeguarding policies).

Suggest that you go somewhere quiet and comfortable, away from the office/desk if possible.

Explain the need to document discussions.

As employers there is a duty of care for the health, safety and wellbeing of employees, and as such, the employer has a responsibility to record a disclosure, whilst being in a strong position to create a safe and supportive workplace environment.

Action/notes:

2. Risk, safety and support in the workplace

Task:

What methods of **support** have been discussed and explored **regarding the workplace?**

- Refer to your workplace policy and guidance to ensure you have explored all options.

Ask the employee if there are any specific support measures they may wish to explore.

- What do you feel could help you while at work?
- In what way can I (and others) help you?
- What do you feel would help you keep safe?

Has a **risk assessment** been done?

If so, which one(s)?

What was the outcome/what are the main risk factors?

If not, have you supported the employee in getting a risk assessment from a domestic abuse support service?

Action/notes:

How will you respond **if the abuser contacts the workplace?**

What measures or plans have been put in place?

Has a **safety plan** been discussed and drawn up regarding the home?

If safe to do so, give the employee a copy of the HDAP Safety Plan Leaflet: **2481526 Domestic Abuse safety plan DL leaflet (hants.gov.uk)**

Other things to consider include:

- Are there any children in the home? What are their ages?
 - Do you have any concerns about your children's/other people's/household members safety?
 - What have you tried in the past to protect yourself (and your children)?
 - Did any of these strategies help?
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3. Support options outside of the workplace

Task:

Inform the employee about local **support services**, including:

- Police
- Local domestic abuse services
- Employee support
- Help/advice lines

It may be useful to offer help in contacting agencies if the employee would feel more comfortable that way.

Discuss whether the employee should see occupational health, a GP or other professional for **medical attention**?

Has a report/referral been made to:

- The police
- A domestic abuse support service
- Other support agency?

Which agencies will be involved?

Has the employee consented to this?

Normally consent should be obtained from the employee unless, in your professional judgement, there is a risk of serious harm or murder.

Action/notes:

4. Additional information and review

Task:

Is the person completing this form the employee's line manager?

If not, consideration should be given to informing the line manager.

Explain to the employee the **importance of keeping their manager informed**. This is because there may be health and safety issues which need to be addressed, and there may also be implications for the employee's performance at work which the line manager needs to be aware of.

When will the employee's situation **next be reviewed**?

What arrangements have you made about frequency of contact or updates around actions taken?

What is the best/safest method of contact?

Action/notes:

Discussion notes/additional information: