



# Domestic Abuse: Protecting and Supporting Staff and Students

Guidance for managers, personal tutors, supervisors and staff

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## **Important note**

The University recognises that this guidance may not cover every eventuality, and that related policies/legislation/processes and sources of advice/assistance will change. We will update the guidance regularly to help ensure it remains relevant and useful, and welcome any feedback. Please forward comments and suggestions to the Equality Policy Unit (EPU) at [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)

Please also contact EPU if you require this document in an alternatively published format.

**Equality Policy Unit**  
**University of Leeds**  
**April 2020**

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## 1. Introduction

It is estimated that 1.9m adults aged between 16-59 in the UK, experience some form of domestic abuse each year. This guidance has been developed in response to these incidences of domestic abuse<sup>1</sup>, reflecting the likelihood that this trend may be mirrored across University communities. It is one of a suite of guidance documents rooted in our health and wellbeing strategy, which aims to provide support for staff and students experiencing a range of challenging issues – including domestic abuse – that may impact on their health and ability to work or study.

As a responsible institution we are committed to playing our part in helping to address domestic abuse and offering timely support to our colleagues and students who are affected by it. We can do this by:

- ensuring our campus and University buildings offer a safe environment for all staff, students and visitors in keeping in with our value of inclusivity
- putting in place measures to support staff or students who have experienced or are experiencing domestic abuse
- signposting to relevant and appropriate further information and specialist support.

This guidance is available to all staff, students, partner organisations, and visitors of the University. It is for:

- 1) Staff and students who are affected by domestic abuse themselves
- 2) Managers, colleagues and peers of staff or students affected by domestic abuse
- 3) Staff who interact with students who may be affected by domestic abuse.

## 2. A definition of domestic abuse

For purposes of this guidance, domestic abuse is 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

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<sup>1</sup> Statistically; 1 in 4 women and 1 in 6 men are affected by domestic abuse. 75% of people enduring violence are targeted at work, through social media, site visits, phone calls and a myriad of other ways (information from the [Corporate Alliance](#) organisation).

gender or sexuality”. It also encompasses a range of intimidating, controlling or coercive behaviours used by one person to maintain control over another person to damaging effect physically, emotionally and/or psychologically<sup>2</sup>.

Domestic abuse can be experienced by people of all ethnicities, ages, abilities, socio-economic backgrounds, status, religions or beliefs, and sexualities.

### **3. The University of Leeds’ objectives**

The University will give support to employees and students who make it known to us that they are experiencing domestic abuse, and work to minimise the risk to their safety while at work, on campus, and leaving/arriving at their place of work. We will provide a confidential place for individuals to disclose and seek help and support. This guidance will be actively promoted to our colleagues and students.

### **4. Domestic abuse information and advice**

The University will provide reference points for information, hosted on our HR and Student Education Service websites but easily accessible via a number of routes. This will include a link to the [Living Without Abuse](#) homepage with national contact details for emergency situations (with ‘Quick Exit’ button).

Information will signpost to support that is available in the following situations:

- a colleague or student informs a manager/HR manager/personal tutor/supervisor 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.

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<sup>2</sup> The [Statutory Guidance Framework on Controlling or Coercive Behaviour in an Intimate or Family Relationship](#) gives more details.

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#### **4.1 For colleagues: adjustments to work tasks/work locations, flexible working time and paid leave**

The University will provide assistance to an employee experiencing domestic abuse; adjustments that may be considered include, but are not limited to:

- change of working hours (temporary or permanent)
- temporary adjustment of duties
- change to physical work
- time off to attend relevant appointments (eg, solicitor, childcare arrangements, social services)
- car parking provision (eg, a temporary car parking permit)
- referral to specialist advice (eg, counselling, legal advice).

If an employee needs to be absent from work, the length and type(s) of the absence and plans for return to work will be agreed with the person 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.** The University is not able to provide a blanket guarantee that the information will not be shared at all, as it may be necessary to do so in the interests of supporting and/or protecting the individual.

#### **4.2 For students: adjustments to study, study and residential locations**

The University will provide assistance to a student experiencing domestic abuse and this will be based on the particular circumstances. Adjustments that may be considered include (but are not limited to):

- change of residence (temporary or permanent)
- change of study arrangements (temporary or permanent)
- supporting a mitigating circumstances application
- support to attend relevant appointments
- referral to specialist advice (eg, counselling, legal advice)
- car parking provision (eg, a temporary car parking permit).

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

**confidential**, however, the University is not able to provide a blanket guarantee that the information will not be shared at all, as it may be necessary to do so in the interests of supporting and/or protecting the individual.

### **4.3 Safety planning**

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

## **5. Guidance, policies and information for managers, personal tutors, supervisors and staff**

Domestic abuse can impact on the psychological wellbeing of those experiencing it which, in turn, can have a negative effect on performance at work and/or studying. To help manage this in a supportive way, there are several policies and guidance documents available on the [HR website](#) that managers/personal tutors/supervisors supporting staff experiencing domestic abuse should make themselves familiar with:

- 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](#))

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Colleagues helping to support a student who is suffering domestic abuse will find guidelines on dealing with attendance, absences and mitigating circumstances on the [Student Support](#) website.

## **6. Training for managers, personal tutors, supervisors and staff**

There are a number of training provisions available that will help equip managers/personal tutors/supervisors to recognise that a colleague or student may be experiencing difficulties that are having a negative impact on their health and wellbeing – domestic abuse, for example – and enable them to offer support.

These are the current training provisions but, as new courses are regularly being developed and offered, please also check the [OD&PL website](#)

- Supporting students: Responding to students in distress/crisis
- Supporting students: Mental health awareness
- Supporting students: Being mentally healthy
- Personal resilience for professional competence: working with stress and emotion
- Personal resilience for professional competence: supporting people in distress
- Receiving and responding to disclosures of domestic abuse, sexual violence, and harassment – first responder training for staff

**It is important to be aware that training offered by the University is designed to help colleagues offer empathetic support, guidance and sign-posting. Specialist advice is available via specific agencies (see Section 7).**



## 7. Useful contact details/specialist domestic abuse support

### 7.1 University of Leeds

#### *Internal Support for Staff*

- Line manager, [local HR team](#), the [Equality Policy Unit](#)
- Trade Unions: the three official campus trade unions: [UCU](#), [UNISON](#) and [Unite](#)
- [Staff Counselling and Psychological Support Service](#) (SCPSS)

#### *Internal Support for Students*

- Personal tutor, [Student Services Centre](#) and School or Faculty office
- [Student Counselling and Wellbeing](#)
- [www.luu.org.uk/student-help-support/](http://www.luu.org.uk/student-help-support/)

#### *University of Leeds Security*

(0113) 343 2222 (emergencies only)

(0113) 343 5494/5 (non-emergencies)

Email: [security@leeds.ac.uk](mailto:security@leeds.ac.uk)

### 7.2 External support – Local: All victims

#### [Basis](#) (formerly Genesis) – 0113 243 0036

Outreach support for women working in the sex industry, young women involved in or at risk of sexual exploitation, women who have experienced sexual exploitation historically.

#### [Behind Closed Doors](#) – 0113 222 4562

A charity supporting people suffering from domestic abuse in Leeds

#### [GIPSIL](#) – 0113 248 1301

Housing and related support and advice for 16-25 year olds, especially in North East Leeds area.

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[Leeds City Council Safeguarding](#) – **0113 222 4401** (Adult Social Care)

Includes information for adults, young people and children being abused or neglected.

[Leeds Domestic Violence Service](#) (LDVS) – **0113 246 0401**

Advice and Outreach support for women and men, and access to emergency accommodation for women and children.

[The Market Place](#) – **0113 246 1659**

Drop-in and 1:1 support for 13-25 year olds.

[SARSVL](#) – **0808 802 3344**

Helpline and face-to-face appointments for Support After Rape & Sexual Violence Leeds (women and girls).

[Women's Counselling & Therapy Service](#) – **0113 245 5725**

Individual and group psychotherapy for women in Leeds who are on a low income.

### **7.3 External support – National: All victims**

[Living Without Abuse](#) – **0808 2000 247**

Provides a wide range of support and advice, with a free National Helpline available 24-hours, seven days a week.

[National Centre for Domestic Violence](#) – 0800 970 2070

Provides access to free injunctions and is available 24 hours, seven days a week.

[Respect](#) – 0808 802 4040

National helpline for anyone (woman or man) concerned about their abusive behaviour towards their partner or ex-partner

[Rights of Women](#) – **020 7251 6577**

Aims to provide women with legal advice and information they need to understand and use the law and their legal rights, and works to improve the law for women and increase women's access to justice. Helpline for women only is available Mondays 11am-1pm, Tuesdays and Wednesdays 2pm-4pm and 7pm-9pm, Thursdays 7pm-9pm and Fridays 12pm-2pm.

## [The Corporate Alliance](#)

The only charitable organisation working on a business-to-business platform to advise companies in addressing and mitigating the risk domestic abuse poses to their company and employees.

### **7.4 External support: Male victims**

#### [Blast](#)

Information and support for young men and boys in West Yorkshire being (or at risk of being) sexually exploited

#### [Mankind Initiative](#) – **01823 334244**

Helpline for men across the UK suffering from domestic abuse by their current or former wife or partner (including same-sex partner). Available Monday to Friday 10am-4pm and 7pm-9pm.

#### [Men's Advice Line](#) – **0808 801 0327**

National helpline for male victims of domestic abuse, available Monday to Friday 10am-1pm and 2pm-5pm.

### **7.5 External support: LGBT+ victims**

#### [Broken Rainbow](#) – **0300 999 5428**

Helpline for lesbian, gay, bisexual and transgender victims of domestic abuse is and is available Monday 2pm-8pm, Wednesday 10am-5pm and Thursday 2pm-8pm.

#### [Galop UK](#) – 0800 999 5428

The LGBT+ anti-violence charity (national) encompassing hate crime, sexual violence and domestic abuse.

### **7.6 External support: Stalking and Harassment**

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## 7.6 Stalking and harassment

[National Stalking Helpline](#) – 0300 636 0300

The national helpline for victims of stalking and harassment is available Monday to Friday 9.30am-4pm, except on Wednesday when it is available 1pm-4pm.

## 7.7 External support: Forced marriage and honour-based abuse

[Forced Marriage](#) – **020 7008 0151** or **00 44 20 7008 0151** from abroad

The Forced Marriage Unit helpline is available 24 hours a day, seven days a week.

[Karma Nirvana](#) – **0800 5999 247**

Support for all victims of honour-based abuse and forced marriage.

## 7.8 Legal support for injunctions

[National Centre for Domestic Violence](#) – 0800 970 2070

Provides a free, fast emergency injunction service to survivors of domestic abuse regardless of their financial circumstances, race, gender or sexual orientation.

## 7.9 Support for perpetrators

It is recognised that perpetrators of domestic abuse and violence may wish to seek help voluntarily. For more information on help available, contact [Respect](#) or call 0808 802 4040.

## 7.10 Additional on-line support and advice

[The Hideout](#)

A space to help young people and to understand domestic abuse, and how to take positive action if it's happening to them.

## Respect not Fear

A site aimed at young people experiencing domestic violence, whether they are the victims, perpetrators of domestic violence or know someone who is.

## DASH

The Domestic Abuse, Stalking and Honour-Based Violence (DASH 2009) Risk Identification, Assessment and Management Model was implemented across all police services in the UK in 2009. It introduced a common checklist for police services/partner agencies for identifying, assessing and managing risk. There is also a risk checklist for victims of domestic abuse, stalking and honour based violence. This is called the **Victim-DASH** and further screening questions on stalking, adapted for victims to use.

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## Appendix 1 – web addresses (alphabetical order)

Basis – [www.basisyorkshire.org.uk](http://www.basisyorkshire.org.uk)

Behind Closed Doors – [www.behind-closed-doors.org.uk](http://www.behind-closed-doors.org.uk)

Blast – <https://basisyorkshire.org.uk/resources/>

Broken Rainbow – [www.brokenrainbow.org.uk](http://www.brokenrainbow.org.uk)

DASH - Domestic Abuse, Stalking and Honour-Based Violence – [www.dashriskchecklist.co.uk](http://www.dashriskchecklist.co.uk)

Forced Marriage – [www.fco.gov.uk](http://www.fco.gov.uk)

Galop UK – [www.galop.org.uk](http://www.galop.org.uk)

HR – <http://hr.leeds.ac.uk/>

Karma Nirvana – [www.karmanirvana.org.uk](http://www.karmanirvana.org.uk)

Leeds City Council Safeguarding – <https://tinyurl.com/stjwyej>

Leeds Domestic Violence Service – <https://ldvs.uk/>

Leeds Domestic Violence Service – <https://ldvs.uk/>

Living Without Abuse – [www.lwa.org.uk](http://www.lwa.org.uk)

Mankind Initiative – [www.mankind.org.uk/](http://www.mankind.org.uk/)

Men's Advice Line – [www.mensadvice.org.uk](http://www.mensadvice.org.uk)

National Centre for Domestic Violence – [www.ncdv.org.uk/](http://www.ncdv.org.uk/)

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

Respect – [www.respect.org.uk](http://www.respect.org.uk)

Respect – [www.respectphoneline.org.uk](http://www.respectphoneline.org.uk)

Respect not Fear – [www.respectnotfear.co.uk/](http://www.respectnotfear.co.uk/)

Rights of Women – [www.rightsofwomen.org.uk](http://www.rightsofwomen.org.uk)

Staff Counselling and Psychological Support Services – <https://tinyurl.com/tf8xn8r>

Student Services Centre Counter – <https://tinyurl.com/tu5dn9y>

Support After Rape & Sexual Violence Leeds (women and girls) –  
[www.supportafterrapeLeeds.org.uk](http://www.supportafterrapeLeeds.org.uk)

The Corporate Alliance – <http://thecorporatealliance.co.uk>

The Hideout – [www.thehideout.org.uk](http://www.thehideout.org.uk)

The Market Place – [www.themarketplaceleeds.org.uk](http://www.themarketplaceleeds.org.uk)

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