

Domestic Violence Policy and Guidance



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Policy

Aims

Leeds City Council is committed to promoting zero tolerance of domestic violence. It is essential therefore that the working environment promotes the view that domestic violence is unacceptable and will not be tolerated.

Domestic violence is best understood as a pattern of behaviour characterised by the misuse of power and control which commonly includes physical, psychological, emotional and sexual abuse and has a very high social and financial impact on society.

The majority of domestic violence incidents and the most serious and repeated acts are committed by men against women. It is, however, important to recognise that domestic violence also occurs in other circumstances, for example, same sex relationships, women against men and from other family members.

Domestic violence is not just an issue for agencies providing services directly to the public as it affects all sections of society. Within the Leeds City Council workforce, there may be those who have experienced violence in their personal or professional lives and those who may be perpetrators of violence.

This policy is part of a much wider plan, both city-wide and nationally, to address domestic violence and contributes to delivering the Leeds Domestic Violence Strategy.

Key Principles

The key principles of this Policy are:

- To recognise that domestic violence is a serious social and criminal issue leading to significant human and financial consequences for individuals, families, communities and organisations.
- To provide support through Leeds City Council's Employee Assistance Programme and other relevant agencies to those who have experienced domestic violence in their personal or professional lives or those who are perpetrators of domestic violence.
- To develop effective responses that will help to reduce the level and minimise the impact of domestic violence on Leeds City Council employees.

Application

- All employees will be made aware of the policy, procedure and guidance through publicity or training.
- Managers will use the procedure and guidance to support individuals who are experiencing domestic violence.

Scope

The Policy and Procedure;

- Applies to all employees of Leeds City Council with the exception of staff who are specifically covered by separate policies, for example (but not limited to) teachers employed in schools, all staff of locally managed schools, and those employed by Education Leeds
- Should be considered in conjunction with the Managing Attendance Policy, Procedure and Guidance.

Responsibility for Reviewing this document

It will be the responsibility of the Chief Officer, HR to formally review this policy and procedure one year after the policy and procedure has been signed off following the Council's negotiating and consultation processes. Thereafter it shall be reviewed every three years, although reviews at other times may be necessary in the light of changes to legislation, Council policy and the Council's contribution to the Leeds Domestic Violence Strategy.

Further Guidance

Anyone using this policy should also refer to the further guidance. Where appropriate the Guidance will direct the reader to relevant Council Policies and Procedures.

Procedure

Roles and Responsibilities

Directors/Chief Officers will have overall responsibility for ensuring that the policy is implemented in their Directorates/Services. The responsibilities borne by line managers and employees are tabulated below:

Line Managers

- Ensure that a copy of this policy and guidance is available to every employee.
- Where domestic violence is identified, respond appropriately and effectively.
- Maximise safety for all employees carrying out their duties.
- Ensure confidentiality in maintaining records and discussing support,
- Consider and discuss the range of supportive measures available from the Council, with employees and domestic violence contact officers.
- Encourage and support individuals to access Leeds City Council's Domestic Violence Contact Officers and Care First.
- Be aware of what appropriate services and policies are available.
- If it becomes known that a Council employee has committed an act of domestic violence, appropriate measures must be taken, which may include disciplinary action. (Advice should always be sought from the local HR Service before considering disciplinary action).
- Act with integrity and be accountable for your actions.

All Employees

- Have a duty to follow the policy and procedure and if they do not understand anything, they should speak to their manager, local HR service, trade union or a contact officer.
- As far as possible, be supportive and non-judgemental towards colleagues.
- Maintain confidentiality – do not discuss sensitive information about colleagues.
- Report any incidents of pestering/harassment which you become aware of at work by a perpetrator. (See P6, Responding Appropriately to Employees who Perpetrate Domestic Violence).

Leeds City Council Domestic Violence Contact Officers

- Be familiar with the policy and procedure and attend the appropriate training.
- Be available and approachable for those employees experiencing domestic violence.
- Listen, reassure and support employees who contact you.
- Keep any information confidential, within the boundaries outlined in the guidance.
- Respond in a sensitive, non-judgmental manner.
- Ensure that any employee who is experiencing domestic violence is aware of the options available to them to help them to make informed choices.
- Encourage the employee to seek the advice of other relevant agencies.

Employees Who Are Victims of Domestic Violence

If you are the victim of domestic violence, you may feel that you are unable to talk to anyone about your situation. You may be afraid or worried about the consequences that this might have on you, your family, your home, your job or your income. You do not have to keep this to yourself; there is help and support available. You will find contact details and more information about the confidential support that is available to you, either through Leeds City Council or independently, in Appendices 1 to 10 of the Guidance. Alternatively you may prefer to talk to your manager or your local HR service in confidence.

Employees Who Are Perpetrators of Domestic Violence

If you are a perpetrator of domestic violence, there is help available to you. Details can be found in Appendices 5, 6 and 7.

Identifying a Domestic Violence Situation

It can be difficult for an employee who experiences domestic violence to tell people at work about their situation, or to approach their manager with their problems. It is possible that the manager will become aware of the situation through associated issues identified in the managing attendance process or through performance review. As with other welfare issues, identifying that an employee is experiencing difficulties at an early stage can lead to the appropriate help being offered. This in turn could mean that the employee is able to deal with their situation far more effectively.

Responding Appropriately to Victims of Domestic Violence

Managers' need to develop a sensitive and non-judgmental approach when dealing with employees who are experiencing domestic violence. This can include;

- taking the employee at face value and offering time to listen to them;
- ensuring that any discussion about the employee's situation takes place in private, clearly stating the extent and boundaries of confidentiality, (see section on Confidentiality in the guidance);
- understanding that the employee may not wish to approach their line manager and might opt to involve others, such as a colleague, a trade union representative or a domestic violence contact officer. It may be appropriate to offer the option of speaking to another colleague or someone from the local HR team who will be able to advise the employee and/or their line manager of what measures can be taken;
- being aware that there may be additional issues faced by the employee because of, for example, their age, gender, sexual orientation, ethnic background, disability, religion or belief. Managers are not expected to understand all the cultural or emotional differences in each case but are obliged to treat people equally and with respect in responding to any additional needs. If you need specific advice in relation to any of the above contact your local HR service or the Equality Team. (See Appendix 4);
- being non-judgmental - the employee may need some time to decide what to do and may try many different options over a period of time. Research has shown that it can

take several years to break free of a violent relationship and you should, for example, not assume that because an individual returns or stays in a violent relationship, that the violence was not severe, did not take place, or that they did not want it to stop;

- being aware of what support is available and exploring these options with the employee. (A list of support agencies for women, children and men can be found in the appendices). If the employee does not want you to contact other agencies, you must respect their wishes.

Responding Appropriately to Employees who Perpetrate Domestic Violence

Harassment and intimidation by a Council employee, whether of a partner or ex partner who works for the Council or not, will be viewed seriously and may lead to disciplinary action being taken.

Conduct outside of work (whether or not it leads to a criminal conviction) can also lead to disciplinary action being taken against an employee because of the impact it may have on the employee's suitability to carry out their role and/or because it undermines public confidence in the Council. Where appropriate, there will be an investigation of the facts as far as possible, and a decision made as to whether the conduct is sufficiently serious to warrant disciplinary action being taken.

Factors that will be considered are:

- the nature of the conduct and the nature of the employee's work;
- the extent to which the employee's role involves contact with other employees or the general public;
- whether the employee poses a risk to other members of staff or the public, and;
- the status of the employee.

If any of the circumstances set out in the above paragraphs are brought to a manager's attention, advice should be sought in the first instance from the local HR service or a domestic violence contact officer (see Appendix 1 of guidance).



Domestic Violence - Guidance

Definition of Domestic Violence

For the purpose of this guidance the following definition applies:

“Domestic violence is the physical, emotional, sexual or psychological abuse of one person by another in a personal or family relationship.

The overwhelming majority of the cases of domestic violence and the most severe and chronic incidents are perpetrated by men against women partners or ex-partners, however, it can also be women against men or same sex couples. Children are often indirectly or directly affected by domestic violence.

The violence often escalates and can have far reaching consequences on the lives of victims and their families.

Violence is universal; women and men from all backgrounds can experience violence, equally men and women from any background can be violent.”

Health, Safety and Well-being

Managers have a duty to maintain a secure environment for all staff. The council has developed a Violence at Work policy and guidance for managers to deal with incidents where an employee is verbally abused or threatened, or physically assaulted in the course of their duties.

The interventions outlined in the Violence at Work policy will apply to most situations of violence in the workplace, however, managers may have to consider additional factors if these relate to domestic violence. For example, it may involve a violent partner or ex-partner visiting the workplace, making abusive phone calls, sending e-mails, or intimidating and harassing the employee. Managers will also need to consider the implications for staff working from home.

Where there are issues such as these, the manager should consider the following preventative and supportive measures:

- Supporting the employee to establish a personal safety plan. (Information about safety strategies can be found at Appendix 10).
- Improving security measures on entry to buildings, for example, changing key pad numbers or ensuring no access is available to unauthorised visitors.
- Reminding employees, including those on reception and switchboard not to divulge personal information about employees, such as addresses, telephone numbers or shift patterns.
- Offering temporary or permanent changes in work place; work times and patterns that will minimise an employee’s risk both at work and during their journeys to and from work. This could include relocating the individual within

the office to ensure that the employee is not visible from reception points or ground floor windows.

- Offering a change in specific duties, such as not requiring the employee to answer phones or work in reception area, or in exceptional circumstances, redeployment to another post if an alternative option is not available.
- Agreeing how to make colleagues aware of how to respond if the perpetrator rings or calls at the workplace. Providing colleagues with a description of the perpetrator and other relevant details such as car registration numbers. These steps will help to heighten awareness of security in the workplace.

If there is the need for such discussions with colleagues, in agreement with the employee, the manager should remind staff that the information about the domestic violence situation is confidential, and that any unauthorised breach of this could lead to disciplinary action being taken against them.

- Ensuring systems for recording employee whereabouts during the day are adequate, and where work requires visits outside the office, considering how risks can be minimised. This could include a change in working duties, ensuring the employee is accompanied by a colleague, and that a mobile phone is carried by the employee.
- Recording any incidents of violence in the workplace, including persistent phone calls, e-mails or visits to the employee by their partner/ex-partner. A record should also be kept of any witnesses to these incidents as these records may be used in any criminal proceedings or civil action against the alleged perpetrator.

If it is known that an alleged perpetrator is impinging on the health and safety of a member of staff, legal action can be taken and advice should be sought from Leeds City Council's Legal and Democratic Services.

When considering preventative and supportive measures the manager may be required to take account of whether these are operationally appropriate, however, ensuring the safety of employees should be of primary consideration throughout this process.

High Risk of Serious Harm

If you are concerned that an employee is at high risk of serious physical harm, you should seek their consent to refer them to their local police Domestic Violence Co-ordinator. (See Appendix 7 for contact details). The Domestic Violence Co-ordinator will consider undertaking a risk assessment and decide whether to refer the employee to a MARAC (Multi-Agency Risk Assessment Conference). MARACs are monthly multi agency meetings that take place in each of the three police divisions of Leeds, and aim to increase protection to high risk victims of domestic violence through a broad range of supportive interventions.

In cases where the employee refuses to give consent to a referral, and where you consider them to be at high risk, you should nevertheless contact the police Domestic Violence Co-ordinator to discuss the best options available. You should inform the employee of your actions and of any outcomes.

If someone is in immediate danger, advise them to call the police on 999

Confidentiality

If an employee discloses to their manager that they are experiencing domestic violence, the manager should reassure them that they will keep this information confidential as far as possible. One of the exceptions to this is where child protection issues arise, for instance, if an employee gives information that suggests a young person or child is at risk from abuse, whether physical, emotional, sexual or from neglect. In these circumstances, the manager should inform the employee that they will seek further advice from an appropriate agency, for example, Children's Services, and that they may have to pass information on to these bodies. Information and advice on child protection issues can be obtained from Children's Services and/or the Child Protection Co-ordinator. (See Appendix 7).

Disclosure

If the employee discloses information about their domestic violence situation to colleagues, the manager should remind these members of staff that this information is confidential and that any unauthorised disclosure could lead to disciplinary action being taken against them.

The consequences of breaching this duty of confidentiality could have serious effects for the employee experiencing domestic violence, potentially increasing their vulnerability and reducing their safety. It could exacerbate the domestic violence and impact on the employee's family, their working arrangements and social activity. Statistics have shown that the risk of more serious assaults, permanent injury and murder takes place when a woman decides to leave home, or immediately after. It is important therefore, not to underestimate the danger or assume that the fear of violence is exaggerated.

Recording Information

Any discussions that take place about domestic violence, and any actions agreed should be documented to provide as full a picture as possible. These records need to be clear and accurate, and where possible provide dates, times and locations as they may be used to provide evidence in any potential legal action within the criminal or civil justice system or in any internal review.

As required by the Data Protection Act, 1998, any records should be kept in a locked cabinet; protected by a password if stored on computer, and recorded by codes if used for statistical purposes, to maintain anonymity.

Special Leave

In cases of domestic difficulty the local conditions of service has provision to allow both paid and unpaid leave at the discretion of the line manager. When an employee has disclosed that they are experiencing domestic violence, the manager should consider favourably requests for reasonable time off with pay. Reasons for requests may include:

- appointments with support agencies, for example Women's Aid or counselling;
- arranging re-housing;
- meetings with solicitors; and
- making alternative childcare arrangements, including meetings with schools.

Employees are entitled to special leave with pay to attend hearings as a witness in either the civil or criminal courts if they have been called under a witness order or summons. Additionally, if there are circumstances where the employee is attending court and is seeking an injunction or order in cases of violence or harassment, time-off with pay should be considered.

Managers should record absences or applications for special leave in accordance with normal Council procedures. Where a special leave request is made, the form should be forwarded to the HR team for authorisation, giving the reason as 'domestic circumstances' before it is then sent to payroll services for entering onto SAP.

Other Supportive Measures

Individuals leaving a violent partner may face considerable financial hardship or have concerns about finding suitable accommodation for themselves and their family. Advice should be sought from the local HR service about what appropriate measures can be taken to help employees in these circumstances. For example, making a referral to Leeds City Credit Union for confidential and sympathetic financial advice and assistance. Such referrals can be made regardless of whether the employee is an existing member of the Credit Union. (See Appendix 7)

Additional free advice and support is also available from the Consumer Credit Counselling Service. More information can be found in Appendix 7.

If the employee has disclosed that their partner has access to their finances or is exerting economic pressure upon them, payroll services could be approached to change the method of salary payment.

Help is available from the Leeds Sanctuary Scheme to employees who are encountering domestic violence or hate crime, who wish to stay in their own home. Further information about this can be found in Appendix 9.

Managers should also consider other supportive measures, for example:

- making a referral to Care First, the Council's employee assistance provider who will be able to offer confidential advice and support. (More information about Care First can be found in Appendix 2);
- referring the employee to a Trade Union who will also offer support; or,
- considering any request from an employee who is experiencing domestic violence, for a temporary variation to their normal working hours, in accordance with the Council's flexible working option.

If there is an adverse impact on the employee's health, or the employee is being monitored as part of the managing attendance process, it may be appropriate to make a referral to Occupational Health for further advice. Reference should be made to the Managing Attendance Policy.

There may be instances when an employee seeking support may not have English as a first language. Suitable arrangements would therefore need to be made to provide interpretation for people who use British Sign Language or other Community Languages. Advice can be sought and, where appropriate, interpreters can be booked through Leeds Sign Language Interpreting Service and Central Interpretation and Translation Unit. (See appendix 4)

Leeds City Council Employees – Domestic Violence Contacts

Domestic Violence Contact Officers are based within Leeds City Council and are selected from the workforce to provide a confidential support service to employees experiencing domestic violence. Each Contact Officer is trained on issues related to domestic violence, including information on appropriate support agencies.

Below is a list of the names of the Contact Officers and the telephone numbers they can be contacted on.

Kuldeep Bajwa	Tel: 24 78077
Sharon Butterfield	Tel: 37 60120
Jayne Conboy	Tel: 24 77897
Caroline Dickenson	Tel: 22 43838
Khizar Hayat	Tel: 24 74610
Carolyn James	Tel: 39 51267
Pauline Jenkins	Tel: 24 75175
Paul Leahy	Tel: 24 78693
Anne McMaster	Tel: 24 74191
Matthew Orton	Tel: 39 50214
Beverley Rice	Tel: 24 78287
Karen Stirk	Tel: 24 75264
Harjit Tanda	Tel: 24 74583
Manjit Virdee	Tel: 39 51407

Care First – Leeds City Council’s Employee Assistance Provider

Leeds City Council recognises the importance of providing support for employees who are affected by domestic violence.

The Council's Employee Assistance Provider, Care First, operates an independent, professional 24 hour telephone based information and counselling service which is provided free to Leeds City Council employees and their immediate family (living in the same household, or a student).

Employees and managers can use the service to discuss, in confidence, areas that are affecting their personal or work lives. By contacting the Employee Assistance Provider the employee can discuss their concerns and explore the best way in which they can be supported in dealing with the situation. The employee does not have to disclose their identity, and they can use the service at any time to obtain information and guidance on a range of subjects.

These include:

- emotional support for individuals affected by domestic violence
- supporting individuals in crisis
- supporting groups of employees affected by a traumatic incident
- financial and legal advice
- managing sickness absence and the return to work
- managing poor performance
- managing inappropriate behaviour

To discuss these or any other issues with a qualified counsellor, in confidence, call Care First which is available 24 hours a day, 7 days a week on **freephone 0800 174 319**

Leeds Inter-Agency Project (Women and Violence)

The Leeds Inter-Agency Project (Women and Violence) was established in 1990 to develop a multi-agency approach to improve the safety of women and their children experiencing violence from men they know.

Key areas of work:

- co-ordinate and work with other organisations to deliver the Leeds Domestic Violence Strategy and city wide action plan
- produce information, posters and leaflets and a guide to safety and support services for women, children and young people affected by domestic violence
- provide free courses on domestic violence
- produce a number of useful publications and resources on issues such as:
 - disabled women and domestic violence
 - personal safety strategies
 - guidance on monitoring domestic violence
 - model good practice guidelines for front line staff
 - model domestic violence policy for agencies

If you are an agency worker and need advice about domestic violence, or for further information contact LIAP at

Leeds Inter-Agency Project (Women and Violence)
Community Safety
PO Box 612
Leeds
LS2 7WH

Telephone: **0113 3952140** (8.30am - 5pm Mon to Fri) E-mail:
liap@leeds.gov.uk
www.liap.org.uk

LIAP does not provide a direct service to women and does not have a public helpline.

Interpretation services

Leeds Sign Language Interpreting Service

Provides British Sign Language interpreters

Telephone: 0113 2469990 (8.30am - 5pm Mon to Thur, 8.30 – 4pm Fri)

Website: www.leedsdeafandblind.org.uk/services/services_Islis.asp

Central Interpretation and Translation Unit

Provides translation and interpreters for over 30 languages

Telephone: 0113 2149010 (9am – 5pm Mon to Thur, 9am - 4.30pm Fri)

Equality Team

Promote and integrate equality and diversity into all the work undertaken by the Council and across Leeds by providing advice, guidance and support.

Telephone: 01132 47 4190 (9am – 5pm Mon to Fri)

Text phone: 01132 24 3589

Fax: 01132 47 4768

Email: equalityteam@leeds.gov.uk

Homelessness, Advice and Prevention

For help with housing.

Telephone: 0113 247 6919 (8.30am to 4pm Mon to Thur, 9.30am to 4pm Fri)

Website: www.leeds.gov.uk/Housing/Housing_Advice/page.aspx

The following services are available to women

Leeds Women's Aid

Support, information and safe housing for women with or without children.

Telephone: 0113 246 0401 (8am to midnight, 7 days a week)

Text phone: 0113 380 4800

Website: www.womensaid.org.uk

Sahara Black Women's Refuge

Advice, support, information and safe accommodation for black women experiencing violence.

Telephone: 0113 230 5087 (9am – 5pm Mon to Fri)

Text phone: 0113 234 3094

HALT (Help, Advice and the Law Team)

Legal advice on injunctions, police, solicitors etc, and support for women through the court system, including attending court. Helpline open Monday – Friday

Telephone/text phone: 0113 243 2632 (10am – 4pm Mon to Fri)

Website: www.halt.org.uk

Jewish Women's Aid

Support and information for Jewish women experiencing domestic violence.

Telephone 0800 591 203 (9am – 5pm Mon to Fri)

Website www.jwa.org.uk

Behind Closed Doors

Practical and emotional support for women experiencing violence living in Otley, Aireborough and surrounding areas.

Telephone 0800 328 2430 (8.30am – 4.30pm Mon to Thur, 8.30am – 3.30pm Fri)

Website www.behind-closed-doors.org.uk

(See also Respect and STOP Projects listed in services available to both men and women).

The following services are available to men

MALE

Helpline for men experiencing violence.

Telephone: 0845 0646800 (10am – 4pm Mon to Thur)

Telephone: 0808 8010327

Website: www.mensadvice.org.uk

(See also Respect and STOP Projects listed in services available to both men and women).

The following services are available to both women and men.

National Domestic Violence Helpline

Women and men can ring the national helpline 24 hours a day for support and advice.

Telephone: 0808 2000 247 (24 hours)
Website: www.refuge.org.uk

Broken Rainbow

Supporting: lesbian; gay; bisexual and transgender people who experience domestic violence.

National helpline: 0845 260 4460 (9am - 1pm and 2pm - 5pm Mon to Fri)
Text phone: 0207 231 3884
Website: www.broken-rainbow.org.uk

Leeds Crisis Centre

Short-term counselling and support service for people of all ages. Punjabi, Hindi, Urdu and English spoken.

Telephone: 0113 275 5898 (10am – 10.30pm 7 days a week)
Text phone: 0113 274 8880 (10am – 10.30pm 7 days a week)

Respect

A telephone service for perpetrators and victims who are looking for information and advice to stop their abusive or violent behaviour towards their partners.

Telephone: 0845 122 8609 (10am – 1pm and 2pm – 5pm Mon, Tue, Wed and Fri)
Text phone: 020 8748 9093
Website: www.respect.uk.net

STAR: Surviving Trauma after Rape

A confidential counselling and support service for adult women and men who have recently been raped or sexually assaulted.

Telephone/text phone: 01924 298954 (9am – 5pm Mon to Fri)
Website: www.starproject.co.uk

The Samaritans

Confidential advice and information

Telephone: 0113 245 6789 – (24 hours)

Website: www.samaritans.org.uk

STOP Project

Work with perpetrators of domestic violence to re-educate them regarding their abusive and/or violent behaviour

Telephone: 0113 244 6007 (9am – 4pm Mon to Fri)

Website: www.stop-project.org.uk

West Yorkshire Police - Domestic Violence Co-ordinators **For immediate help in an emergency call the Police 999**

Domestic Violence Co-ordinators offer advice and information about what the police can do to help, without asking for your name and address.

Telephone **0845 6060 606** (8am – 8pm Mon to Sat) and ask for the Domestic Violence Contact in your area.

Children's Services, Leeds City Council

If you know or suspect any child is at risk through domestic abuse contact Children's Services Call Centre

Telephone: 0845 1254 113 (9am – 5pm Mon to Fri)

Text phone: 0845 1271 113

Website: www.leeds.gov.uk/Health_and_social_care/page.aspx

Area Child Protection Register

For information and advice on child protection issues.

Telephone: 0113 247 8653 (8.30am – 5pm Mon to Fri)

Victim Support

National telephone support line: 0845 3030 900 (9am – 9pm Mon to Fri, 9am – 7pm Sat to Sun, 9am – 5pm Bank Holidays. Lines extended to 1am following Crimewatch programme)

Website: www.victimsupport.org.uk

Leeds City Credit Union

For confidential and sympathetic financial advice and assistance. Referrals can be made regardless of whether the employee is an existing member of the Credit Union.

Telephone: 0113 214 5252 (9am – 5pm Mon to Fri)

Website: www.leedscitycreditunion.co.uk

Consumer Credit Counselling Service

For free independent counselling to help you solve your debt problem, avoid bankruptcy and learn to handle money.

Telephone: 0800 138 1111 (8am - 8pm Mon to Fri)

Website: www.cccs.co.uk

The following services are available to children and young people

The Hideout

A website that provides information and advice for children and young people living with domestic violence.

Website: www.thehideout.org.uk

The Market Place

Young person's counselling service for young people 13 – 25

Telephone: 0113 246 1659 (10am – 6pm Mon, 11am – 7pm Tues, 10am – 7pm Wed and Thurs, 10am – 4pm Fri, 11am – 3pm Sat)

Website: www.kududesign.co.uk/marketplace/indexy.html

NSPCC Child Protection Helpline

Free phone: 0808 800 5000 (9am – 5pm Mon to Fri)

Website: www.nspcc.org.uk

Childline

Free helpline for children and young people

Telephone: 0800 1111 (24 hours)

Website: www.childline.org.uk

**If someone is in immediate danger, advise them to call
the West Yorkshire police Domestic Violence co-ordinator
on**

0845 6060606 (8am – 8pm Mon to Sat)

Leeds Sanctuary Scheme

The key aim of Sanctuary is to provide additional security measures to residents who live in fear of crime and are likely to declare themselves homeless without assistance. The level of additional security provided ranges from additional door locks and window locks through to the installation of a "Panic Room".

The scheme is available to anyone who is threatened with homelessness including victims of:

- domestic violence
- anti social behaviour
- multiple burglaries
- hate crime

If you believe that you or an employee is at risk of homelessness and that additional security measures may prevent this, you/they may be eligible for the Sanctuary scheme.

Your local Domestic Violence Co-ordinator will be able to assess you or your employee for suitability and then apply for the most appropriate Sanctuary package.

West Yorkshire Police - Domestic Violence Co-ordinators

Telephone **0845 6060 606** and ask for the Domestic Violence Co-ordinator in your area.

Safety Strategies

How to be Prepared to Leave Urgently

For the safety of you and your children, there may come a time when you are forced to leave your home urgently. It is useful, therefore, to try to be prepared. The following checklist of what you may need, could help:

- keep a list of important contact numbers
- have mobile phones charged
- keep important documents together
- try to have some money available
- have a bag prepared with a change of clothes, toiletries, toys – hidden or at someone else's house.

Increasing Safety in the Longer Term

If you are separated from an abusive partner or even whilst still living together, there are ways in which you can feel safer and better supported. These are to:

- inform family/friends
- ask neighbours to call the police in the event of them being aware of an incident
- inform colleagues at work
- inform those who take care of the children and name who can collect them
- report and explain all injuries to health workers
- secure your home
- explain the situation to the children; talk honestly with them

It is important to consider any potential risks involved in safety planning to keep you and your children safe at all times.

For more detailed information see the Women's Aid Survivor's Handbook at www.womensaid.org.uk/survivors_handbook

NB Details of all the agencies, and information provided was correct at Dec 2007. These will be updated as part of the review process.