

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL

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AMENDMENT RECORD SHEET

Remove and destroy old pages. Insert new pages as indicated.

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1.0 Introduction

Armagh City, Banbridge and Craigavon Borough Council is committed to the principle that Domestic Abuse and Sexual Violence is unacceptable behaviour, that such abuse and violence will not be condoned, and everyone has the right to live free from fear and abuse.

This Policy aims to support employees who have been affected by, or are at risk of, domestic and/or sexual violence, to ensure Armagh City, Banbridge and Craigavon Borough Council can fulfil its duty of care to its employees and help create a safe and supportive workplace for all.

The implementation of this Policy will create a working environment that promotes the view that domestic abuse and violence against people is unacceptable, where Elected Members, employees, casual workers, agency workers, contractors and volunteers understand their role and responsibilities to address the occurrence of domestic abuse, its effects on the workplace and where all Council personnel feel supported and equipped with the skills to do so.

For the purposes of this Policy the term 'employee' includes employees, Elected Members, volunteers, agency workers, casual workers, and contracted services.

For the purpose of this Policy the term 'workplace' means 'working from any Council location or any location in the course of their work duties' (which includes 'home working') and the Policy applies to those 'working from anywhere'.

2.0 Aim/Purpose

The aim of the policy is to make the workplace a safe and supportive environment for all employees, elected members, volunteers, agency workers, casual workers, and contracted services of Council who are affected by domestic abuse and sexual violence.

The purpose of the policy is to offer support to our employees in addressing problems arising from domestic abuse sympathetically and in confidence (as far as possible), mitigate the risk of harm of our employees in the workplace, signpost employees to external support agencies who can carry on support beyond the workplace and to recognise and respond effectively to cases of domestic abuse among our workforce, as appropriate and to challenge behaviours and attitudes through awareness raising.

3.0 Scope

This Policy applies to all employees, Elected Members, casual workers, agency workers, volunteers, contractors, and those using our facilities irrespective of their function, remit or role.

Armagh City, Banbridge and Craigavon Borough Council acknowledges that while it is mainly women who experience domestic abuse, this policy applies equally to men and people of other genders including transgender, who need advice or support and those in same sex relationships. In support of this, it is the Council's Policy that anyone who

is experiencing or has been affected by Domestic Abuse and Sexual Violence can raise the issue, in the knowledge that we will treat the matter effectively, sympathetically and within statutory limitations.

The Council recognises that domestic abuse is not confined to the home and that it is likely it will impact upon the employee in the workplace. The Council recognises its duty to keep Elected Members, and employees safe within the workplace and would encourage employees to disclose to a line manager or “Safe Place Advocate” (see paragraph 9. Providing Support for Employees) if they have any concerns about their safety in the workplace or travelling to and from any workplace. Armagh City, Banbridge and Craigavon Borough Council will take all reasonable steps to address these concerns.

The Council recognises that home and work issues cannot always be separated, and that domestic abuse can impact greatly on the working life of employees and can result in:

- A deterioration in employee performance
- Increased and unexplained absenteeism.
- Poor timekeeping etc.

These could potentially threaten job security and prospects where the cause of these behaviours is unknown to the employer.

There is an expectation that all Council personnel will work in partnership as they apply this policy and Council will ensure that Elected Members and employees are provided with the tools and knowledge to equip them to respond to and support anyone suffering domestic abuse and deal with situations that may cause them concern.

Whilst women experience and report higher incidences of violence and abusive behaviour within their family and relationships, other people can be affected and hurt by domestic abuse too.

4.0 Policy Detail

Domestic Abuse and Sexual Violence is a pattern of behaviour that is characterised by the exercise of control and the misuse of power by one person over another within an intimate or family relationship. It is usually frequent and persistent. While domestic abuse most commonly refers to that perpetrated against a partner, it includes violence against ex-partners, and violence by any other person who has a close or family relationship with the victim, including parents, children, siblings. It also includes honour-based violence.

Domestic abuse does not just refer to physical violence but also to sexual, emotional, and psychological, online, and financial abuse; it is, in many cases, made up of a combination of different forms of abuse.

For the purposes of this Policy, Domestic Abuse and Sexual Violence (Domestic Abuse) is defined as any “threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member.’ (Definition taken from the DOJ & DHSSPS “Stopping Domestic and Sexual Violence and Abuse in Northern Ireland” Strategy document March 2016).

4.1 Confidentiality

Whilst employees experiencing domestic abuse normally have the right to complete confidentiality, in circumstances where there are safeguarding concerns for children or adults who may be at risk of harm, the appropriate protection services may need to be involved. It is likely that complete confidentiality cannot be guaranteed in these situations. For example, where a risk to children or an adult is identified, then the Council may have a duty to inform Social Services or the Police. Where this arises, consent is not required, and the employee will be informed.

4.2 Right to Privacy

The Council respects an employee's right to keep private the fact that they have experienced domestic abuse within the statutory limitations.

5. Roles and Responsibilities

5.1 Council

The Council will consider the following actions where applicable and where the work of the Council and services to citizens/service users will not be compromised by their implementation.

The Council will make every effort to assist an employee experiencing domestic abuse. If an employee needs to take leave from work due to domestic abuse, the nature and length of the leave will be determined by the individual's situation through collaboration with the employee and their line manager subject to balancing both service needs and the needs of the individual.

In this context managers and supervisors are encouraged to provide a sympathetic response to requests for special paid or unpaid leave; flexible working and other revised working arrangements as a result of domestic abuse, for example flexibility in working hours or time off when required to enable the employee to seek protection, go to court, look for new housing, enter counselling, arrange childcare etc.

The Council will consider the requirement for a change of working arrangements on a short-term or long-term basis, as necessary. (For example, moving the employee away from the reception area or from working in a ground-floor office which is visible from the street if required; redeployment or relocation, changing shift patterns, changing hours).

The Council will also consider changes to arrangements for the payment of salary, if requested (including a salary advance, for example, if needed to acquire alternative accommodation).

Armagh City, Banbridge and Craigavon Borough Council recognises that people experiencing Domestic Abuse & Sexual Violence are at increasing risk when they attempt to leave an abusive partner. They may become vulnerable going to and coming from work, or while they are at work as the perpetrator knows where they can be located. This can give rise to health and safety issues including the risk of abuse and harm occurring in the workplace.

Employers have a duty of care under the Health and Safety at Work (NI) Order 1978 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees. The Management of Health and Safety at Work Regulations (NI) 1992 also requires employers to assess the risks of violence to employees and make arrangement for their health and safety by effective planning, organisation, and control.

The Council will make support available to employees involved in domestic abuse through line managers in conjunction with services available via the HR&OD Department which may include occupational health, counselling services and the network of “Safe Place Advocates” (see associated DASV Procedures)

The Council has set in place a procedure for designating certain staff members to be “Safe Place Advocates”. These employees will be available as the first point of contact for employees experiencing domestic abuse. They will receive training in responding to disclosures of domestic abuse, information about relevant agencies that offer support, and information on current legislation, reports, publications, and events to do with domestic abuse. The Safe Place Advocates for domestic abuse will be drawn from a range of areas/locations within the Council but will include staff from Human Resources and trade union representatives. The names and contact numbers for all Safe Place Advocates will be available to all employees.

The role of the “Safe Place Advocates” is to:

- Be available and approachable to employees experiencing domestic violence.
- Listen, reassure, and support individuals.
- Keep information confidential (subject to the requirements of child and adult protection).
- Respond in a sensitive and non-judgmental manner.
- Discuss the specific steps that can be taken to help the employee stay safe in the workplace.
- Ensure the employee is aware of the options available to them.
- Encourage the employee to seek the advice of other relevant agencies.
- To raise awareness that the workplace is a Safe Place for everyone, including employees for whom there is additional policy support.
- To embed the Safe Place message in company culture, identifying opportunities where there may be ongoing Corporate Social Responsibility projects which could provide opportunities to highlight Safe Place.

The Council recognises that victims of domestic abuse may have performance problems such as absenteeism or lower productivity. When addressing performance and safety issues the Council will make reasonable efforts to consider all aspects of the employee’s situation and/or safety problems and aim to assist the employee in seeking professional help. The Council will address health and safety concerns in the workplace and will signpost to external agencies to carry on support beyond the remit of the workplace. The Council will commit to collaborative working with external agencies (if desired by employee) to provide a joined-up approach to supporting the employee, inside and outside the workplace.

Visible Resources that Provide Support:

The Council will provide contact details for a range of organisations, which can offer support to employees living with domestic abuse. These will be found in the Safeguarding Portal on the Council intranet, highly visible locations as well as in private locations, so that they can be picked up discretely by employees. Safe Place cards will be left in discrete but accessible locations.

5.2 Employees

All employees of Council have a responsibility to:

- Accept prime responsibility for their personal safety and that of their colleagues.
- Familiarise themselves with and follow this policy and bring to the attention of their managers any concerns which they have relating to personal safety.
- Participate in training that has been made available to them on domestic violence.
- To ensure that no personal information relating to colleagues is shared without authority.

5.3 Managers

While this policy applies to all employees of the Council, it is line managers, in consultation with “Safe Place Advocates” and when necessary, the Human Resources Department, who will play a key role in supporting its implementation in practice.

The role of the line manager can be summarised as follows:

- Be aware that employees who are experiencing domestic violence/abuse may demonstrate poor punctuality, attendance, work performance and productivity and should take steps to try and establish this prior to instigating any formal Council procedures. Details of possible signs/indicators that someone is experiencing domestic abuse are contained in Appendix 1.
- Where domestic abuse is suspected or known, managers should contact Human Resources Department for advice before any discussion with the employee takes place, if it is possible to do so.
- Where it is alleged that an employee is committing abuse during work time or using work resources, the manager will discuss this as a matter of urgency with Human Resources Department.
- Managers will ensure that a risk assessment is carried that will provide a plan to address any security or safety concerns in the workplace.
- Managers will keep a confidential record of any discussions and of any action taken. This will be kept with the knowledge and consent of the employee concerned, who will be able to access it.
- Managers will review the security of personal information held on employees and ensure that it is retained in a lockable filing cabinet or cupboard and disposed of securely when it is no longer required.
- Managers will use discretion to facilitate time off for appointments, counselling, re-housing, court attendances etc.
- Managers will consider redeployment if necessary, regarding location of work.
- Managers will consider changes to working hours, shift patterns or flexible working arrangements.
- Managers will offer support through Health & Wellbeing or Employee Counselling or assist with referral to specialist agencies for on-going help or support.

- Managers will take advice from the HR & OD Department regarding issues of employment.
- Managers will ensure rehabilitative return and support under Council's Managing Attendance Policy where appropriate.
- Managers will consider the provision of any relevant training that might provide additional support to employees, e.g., assertiveness training for confidence building.

5.4 Perpetrators Who Are Employees

With regard to perpetrators of domestic abuse, if relevant to the Council, we will undertake to do the following:

- Reserve the right to invoke the disciplinary procedure against any employee who perpetrates violence, including domestic abuse and who uses the Council's time, property or other resources to abuse a partner or family member or to aid another to do so. The Council will establish the facts of the case before considering if disciplinary action is justified.
- Reserve the right, to invoke disciplinary procedures as appropriate against any employee where an allegation of Domestic Abuse is being dealt with through the Criminal Justice System, concurrent to the Criminal Justice process, or, allow the Criminal Justice process to run as an alternative to any Council disciplinary procedures.
- Require an employee who has a Non-Molestation Order or Occupation Order in place against them, to declare this to the Council and where appropriate Council will provide support measures to enable compliance with such orders.
- Take action, as appropriate, to minimise the potential for a perpetrator to use their position or resources to find out the whereabouts, or other details, of their partner or ex-partner.
- Consider requests for time off to attend appropriate interventions when perpetrators are seeking help to address their abusive behaviour.
- In cases where both the perpetrator of Domestic Abuse and Sexual Violence and the victim are both employed by the Council, Council may take action to ensure that both the victim and perpetrator do not come into contact in the workplace.

6.0 Related Policies

The Policy provides assurance that the welfare of children and adults at risk is paramount. The Policy has also been produced to support employees by providing information and guidance to increase confidence in what they do. Council has developed this Policy in line with the following legislation and good practice guidelines.

Legislation:

- Crime and Disorder Act 1998
- Section 75 NI Act 1998
- Human Rights Act 1998
- Immigration and Asylum Act 1999

- Mental Capacity Act 2005
- The Safeguarding Vulnerable Groups (NI) Order 2007
- Domestic Violence, Crime and Victims Act 2004 (as amended)
- Female Genital Mutilation Act 2003
- Human Trafficking and Exploitation (Criminal Justice and Support for Victims) Act (Northern Ireland) 2015
- Health and Safety at Work (NI) Order 1978
- The Management of Health and Safety at Work Regulations (NI) 1992
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (NI) 1997
- Health and Safety (Consultation with Employees) Regulations 1996
- Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2021

For further information on Domestic Abuse and Safeguarding legislation including specific criminal offences please visit www.opsi.gov.uk.

In addition, Council has framed this Policy within the following human rights and values:

- Article 2 The Right to Life
- Article 3 Freedom from Torture (including humiliation and degrading treatment)
- Article 8 Right to Family Life (one that sustains the individual)
- Article 14 Prohibition of discrimination

Good Practice Guidelines:

- Department of Health (NI) - Adult Safeguarding Policy
- Adult Safeguarding: Prevention and Protection in Partnership
- Cooperating To Safeguard Children and Young People in Northern Ireland
- DOJ & DHSSPS 'Stopping Domestic Violence and Abuse Strategy'
- Safeguarding Board for Northern Ireland – Policy & Procedures

This Policy operates in parallel to, and is supported by, the following Council policies on:

- Learning and Development
- Corporate Health & Safety
- Corporate Complaints
- Data Protection
- Records Management
- Risk Management
- Code of Conduct
- Safeguarding – Children and Adults

Appendix 1 Indicators of Domestic Abuse

Signs that an individual is experiencing domestic abuse can include:

- Poor timekeeping without explanation
- High absenteeism rate without explanation
- Uncharacteristic anxiety, depression or problems with concentration
- Uncharacteristic deterioration in the quality of work performance
- The receipt of repeated upsetting calls/faxes/e-mails /text messages
- Individual being a victim of vandalism or threats
- Obsession with time
- Needing regular time off for appointments
- Inappropriate or excessive clothing
- Repeated injuries, or unexplained bruising or explanations that do not match the injuries displayed
- Increased hours being worked for no apparent reason
- Prevented from seeing children or fear of not seeing children
- Limited money / access to money
- Restricted work / social life

Please note that this is not an exhaustive checklist, some victims may display no signs of violence or abuse. Individuals experiencing domestic abuse suffer a broad range of physical and emotional consequences.

Additionally, it is essential to understand that any of the above may arise from a range of circumstances, of which domestic abuse may or may not be one.

Appendix 2 Non-traditional Victims of Domestic Violence/Abuse

Whilst women experience and report higher incidences of violence and abusive behaviour within their family and relationships, other people can be affected and hurt by domestic abuse too.

It is important to consider when articulating and promoting your support to victims that non-traditional victims may be present in the workplace. For example, those who are in a same sex relationship and/or those who are male. It is important to be sensitive and supportive in different ways to help all victims feel comfortable speaking to their colleagues and managers about their relationship in the workplace.

Remember that those who are in a same-sex relationship may face a fear of discrimination or actual discrimination and exclusion on a daily basis because of their sexual orientation. They may be reluctant to come out to colleagues and if they do we should be sensitive about who is informed of the details of their relationship.

Often, an abusive same sex partner takes advantage of homophobia to manipulate a partner to keep the abuse a secret and/or threatens to 'out' them to family, friends and work colleagues. Same sex attracted victims may also fear that most support services are designed for heterosexual people. It is important that they have access to appropriate support services for lesbian, gay and bi-sexual people.

For male victims whether heterosexual or same sex attracted, coming forward to talk about abuse in a relationship and ask for help and support is difficult to do. Men access support in very different ways to women and often can be further isolated in an abusive relationship due to the myths about maleness meaning strength and self-sufficiency etc. It is difficult in the workplace to acknowledge they are experiencing abuse. Many men worry that they will be mocked or treated with disbelief. There are many support services for heterosexual and same sex attracted men, it is important that they have access to appropriate support services and can provide this information to all employees to communicate your openness and thoughtfulness in this regard.

It is important that all employees who are trained to support victims of domestic abuse in the workplace have received appropriate guidance and training in issues pertaining to non-traditional victims of domestic abuse.

Appendix 3 Section 75 Equality Screening

Policy Equality Scoping

Policy Title: Domestic Abuse and Sexual Violence

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

New Policy

The proposed Domestic Abuse & Sexual Violence Policy focuses on supporting employees who have been affected by, or are at risk of, domestic and/or sexual violence and abuse, and by creating a workplace policy and associated support mechanisms, Council can fulfil its duty of care to its employees and help create a safe and supportive workplace for all.

Intended aims/outcomes. What is the policy trying to achieve?

The aim of the policy is to make the workplace a safe and supportive environment for all employees, elected members, volunteers, agency workers, casual workers, and contracted services of Council who are affected by domestic abuse and sexual violence.

The intended outcomes of the policy is to

- offer support to our employees in addressing problems arising from domestic abuse sympathetically and in confidence (as far as possible),
- mitigate the risk of harm of our employees in the workplace,
- signpost employees to external support agencies who can carry on support beyond the workplace and
- to recognise and respond effectively to cases of domestic abuse among our workforce, as appropriate and to challenge behaviours and attitudes through awareness raising.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

The policy has been developed to support and ensure Council compliance with legislative requirements and existing processes, procedures & policies currently in place across the Council, in relation to Safeguarding, Health and Safety, Health & Wellbeing and the Department of Health and the Department of Justice NI 'Stopping Domestic and Sexual Violence and Abuse Strategy', published in March 2016. This does not affect the discretion available to Council to amend the policy.

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

This plan does not distinguish between any Section 75 categories/groups nor rural and urban areas. It is council wide that's purpose is to promote safe experiences and support for all staff and also where relevant citizens within the Borough regardless of background, beliefs, opinion, orientation or disability. All staff including those working in rural areas will be afforded the same opportunities as those in urban areas
This Policy aims to prevent Domestic Abuse occurring to staff and to promote safe work processes to ensure that protection and support mechanisms are implemented/available for anyone when Domestic Abuse has occurred.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

| | |
|--|--|
| Who initiated or wrote policy? Gary Scott Safeguarding Coordinator | Who is responsible for implementation? Council is responsible for implementation and Gary Scott Safeguarding Coordinator |
|--|--|

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

Council's development of a Domestic Abuse & Sexual Violence Policy demonstrates its commitment to mitigate the risk of harm of anyone, proactively supporting staff or members of the public who are victims of or witnesses to Domestic Abuse, and positively impacts on relationships with partner agencies and Political Groups. Minimal financial impact through training provision

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

The policy is applicable to all Council Staff regardless of role and position.

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Health and Safety Policies, Safeguarding Children and Adults at Risk, Training and Development, Complaints, Records Management (Data Protection) and Code of Conduct
Legislative requirements place an obligation on Council in having have a duty of care to ensure as far as is reasonably practicable, the health and safety at work of their staff, through assessment of any risks of violence and to make arrangements for their health and safety by effective planning, organisation and control. Staff should be trained and any referrals or complaints recorded/processed and secured securely. Where relevant staff would be subject to appropriate code of conduct/disciplinary process.

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

| Section 75 category | Evidence |
|----------------------------|--|
| Religious belief | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff. There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Political opinion | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Racial group | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff There is no evidence/information that the policy has a negative impact on any Section 75 category. |

| | |
|-------------------------|--|
| Age | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Marital status | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Sexual orientation | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Men and women generally | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Disability | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff There is no evidence/information that the policy has a negative impact on any Section 75 category. |
| Dependants | Policy is equally applicable to and reflective of the whole workforce and provides equality of opportunity for all staff There is no evidence/information that the policy has a negative impact on any Section 75 category. |

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

| Section 75 category | Needs, experiences and priorities |
|----------------------------|--|
| Religious belief | No evidence of needs, experiences, or priorities particular to this policy. |
| Political opinion | No evidence of needs, experiences, or priorities particular to this policy. |
| Racial group | <p>Council strives to make the workplace a safe and supportive environment for all regardless of ethnicity.</p> <p>Effective workplace Domestic Abuse and Sexual Violence practices & activities will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm in the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to Domestic Abuse through signposting employees to internal support and also external support agencies who can carry on support beyond the workplace. • Protect those, subject to Domestic Abuse, when this is required through support services and statutory interventions |
| Age | <p>Council strives to make the workplace a safe and supportive environment for all regardless of age.</p> <p>Effective workplace Domestic Abuse and Sexual Violence practice and activities will:</p> |

| | |
|-------------------------|--|
| | <ul style="list-style-type: none"> • Mitigate the risk of harm in the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to Domestic Abuse through signposting employees to internal support and also external support agencies who can carry on support beyond the workplace; • Protect those, subject to Domestic Abuse, when this is required through support services and statutory interventions |
| Marital status | <p>Council strives to make the workplace a safe and supportive environment for all regardless of marital status.</p> <p>Effective workplace Domestic Abuse and Sexual Violence practices will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm in the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to Domestic Abuse through signposting employees to internal support and also external support agencies who can carry on support beyond the workplace; • Protect those, subject to Domestic Abuse, when this is required through support services and statutory interventions |
| Sexual orientation | <p>Council strives to make the workplace a safe and supportive environment for all regardless of sexual orientation.</p> <p>Effective workplace Domestic Abuse and Sexual Violence practices will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm in the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to Domestic Abuse through signposting employees to internal support and also external support agencies who can carry on support beyond the workplace; • Protect those, subject to Domestic Abuse, when this is required through support services and statutory interventions |
| Men and women generally | <p>Council strives to make the workplace a safe and supportive environment for all regardless of gender.</p> <p>Effective workplace Domestic Abuse and Sexual Violence practices will:</p> <ul style="list-style-type: none"> • Mitigate the risk of harm in the workplace through early identification of risk and timely appropriate intervention • Support and promote the welfare and wellbeing of those subject to Domestic Abuse through signposting employees to internal support and also external support agencies who can carry on support beyond the workplace; • Protect those, subject to Domestic Abuse, when this is required through support services and statutory interventions |
| Disability | <p>Council strives to make the workplace a safe and supportive environment for all regardless of disability.</p> <p>Effective workplace Domestic Abuse and Sexual Violence practice & activities will:</p> |

| | |
|------------|--|
| | <ul style="list-style-type: none"> Mitigate the risk of harm in the workplace through early identification of risk and timely appropriate intervention Support and promote the welfare and wellbeing of those subject to Domestic Abuse through signposting employees to internal support and also external support agencies who can carry on support beyond the workplace; Protect those, subject to Domestic Abuse, when this is required through support services and statutory interventions |
| Dependants | <p>Council strives to make the workplace a safe and supportive environment for all regardless of and this includes people with dependants.</p> <ul style="list-style-type: none"> Effective workplace Domestic Abuse and Sexual Violence practice & activities will: Mitigate the risk of harm in the workplace through early identification of risk and timely appropriate intervention Support and promote the welfare and wellbeing of those subject to Domestic Abuse through signposting employees to internal support and also external support agencies who can carry on support beyond the workplace; Protect those, subject to Domestic Abuse, when this is required through support services and statutory interventions |

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

| Category | Policy Impact | Level of impact (Major/minor/none) |
|-------------------------|-------------------------------------|------------------------------------|
| Religious belief | | None |
| Political opinion | | None |
| Racial group | Prevention and Protection from harm | Major Positive Impact |
| Age | Prevention and Protection from harm | Major Positive Impact |
| Marital status | Prevention and Protection from harm | Major Positive Impact |
| Sexual orientation | Prevention and Protection from harm | Major Positive Impact |
| Men and women generally | Prevention and Protection from harm | Major Positive Impact |
| Disability | Prevention and Protection from harm | Major Positive Impact |
| Dependants | Prevention and Protection from harm | Major Positive Impact |

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

| Category | If yes, provide details | If no, provide reasons |
|------------------|-------------------------|------------------------|
| Religious belief | N/A | |

| | | |
|-------------------------|---|--|
| Political opinion | N/A | |
| Racial group | Council recognises that this Domestic Abuse and Sexual Violence Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to domestic abuse and sexual violence. We aspire to have safe and respectful workplace for all. | |
| Age | Council recognises that this Domestic Abuse and Sexual Violence Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to domestic abuse and sexual violence. We aspire to have safe and respectful workplace for all. | |
| Marital status | Council recognises that this Domestic Abuse and Sexual Violence Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to domestic abuse and sexual violence. We aspire to have safe and respectful workplace for all. | |
| Sexual orientation | Council recognises that this Domestic Abuse and Sexual Violence Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to domestic abuse and sexual violence. We aspire to have safe and respectful workplace for all. | |
| Men and women generally | Council recognises that this Domestic Abuse and Sexual Violence Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to domestic abuse and sexual violence. We aspire to have safe and respectful workplace for all. | |
| Disability | Council recognises that this Domestic Abuse and Sexual Violence Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, casual workers, agency workers, volunteers, contracted services and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to domestic abuse and sexual violence. We aspire to have safe and respectful workplace for all. | |
| Dependents | Council recognises that this Domestic Abuse and Sexual Violence Policy must be owned at all levels within the organisation and, as such, this Policy is addressed to all elected members, employees, | |

| | | |
|--|--|--|
| | casual workers, agency workers, volunteers, contracted services and the general public. It provides a clear statement of the Council's responsibilities towards those people subject to domestic abuse and sexual violence. We aspire to have safe and respectful workplace for all. | |
|--|--|--|

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

| Category | Details of Policy Impact | Level of impact (major/minor/none) |
|-------------------|--------------------------|------------------------------------|
| Religious belief | | None |
| Political opinion | | None |
| Racial group | | None |

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

| Category | If yes, provide details | If no, provide reasons |
|-------------------|-------------------------|------------------------|
| Religious belief | | None |
| Political opinion | | None |
| Racial group | | None |

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

None - this policy aims to support all regardless of Section 75 Category.

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

This policy aims to provide safe and respectful experiences for all and is inclusive of those with disability and aims to provide safe and respectful experiences for all.

Is there an opportunity for the policy to encourage participation by disabled people in public life?

Not Applicable

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

No impact has been identified and there are no mitigating measures in relation to the implementation of this Policy. The Policy does not require an EQIA as it aims to provide safe and respectful experiences for all and create robust support processes and robust referral systems when protection services are required for those subject to Domestic Abuse.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated, or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

Not Applicable

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Not Applicable

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

| Priority criterion | Rating (1-3) |
|--|--------------|
| Effect on equality of opportunity and good relations | N/A |
| Social need | N/A |
| Effect on people’s daily lives | N/A |

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

N/A

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission’s guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every four years, or sooner as necessary, to ensure that it remains up-to-date with legislative advancements etc.

This Policy will be accompanied by tailored operating procedures that will outline standards required for appropriate practice in relation to Domestic Abuse.

Quality Assurance visits will be undertaken periodically to ensure compliance with Policy and relevant procedures.

The impact of the policy would be monitored through feedback from the Safeguarding Steering Group, Human Resources, Safe Place Advocates, Safeguarding Designated Safeguarding Officers and department managers across the organisation regarding the effectiveness and suitability of operating procedures.

This policy will be implemented via a series of briefings, training modules in accordance with the needs of relevant departments.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

| | | |
|-----------------|---|-----------------|
| Screened by | Position/Job title | Date |
| Gary Scott | Safeguarding Coordinator | 19 October 2022 |
| Approved by | Position/Job Title | Date |
| Martina McNulty | Head of Department: Strategy & Performance | 19 October 2022 |

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

Appendix 4 Rural Needs Impact Assessment (RNIA)

SECTION 1

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority: Armagh City, Banbridge & Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Domestic Violence

1C Please indicate which category the activity specified in Section 1B above relates to:

- | | |
|-----------------------------|--------------------------|
| Developing a | Policy |
| Adopting a | <i>Choose an item.</i> |
| Implementing a | <i>Choose an item.</i> |
| Revising a | <i>Choose an item.</i> |
| Designing a Public Service | <input type="checkbox"/> |
| Delivering a Public Service | <input type="checkbox"/> |

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Domestic Abuse & Sexual Violence Policy

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

The aim of the policy is to make the workplace a safe and supportive environment for all employees, Elected members, volunteers, agency workers, casual workers, and contracted services of Council who are affected by domestic abuse and sexual violence.

The objective of the policy is to offer support to our employees in addressing problems arising from domestic abuse sympathetically and in confidence (as far as possible), mitigate the risk of harm of our employees in the workplace, signpost employees to external support agencies who can carry on support beyond the workplace and to recognise and respond effectively to cases of domestic abuse among our workforce, as appropriate and to challenge behaviours and attitudes through awareness raising.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

- Population Settlements of less than 5,000 (Default definition)
- Other Definition (Provide details and the rationale below)
- A definition of 'rural' is not applicable

Details of alternative definition of 'rural' used

N/A

Rationale for using alternative definition of 'rural'.

N/A

Reasons why a definition of 'rural' is not applicable.

N/A

SECTION 2
Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes No If response is No go to 2E

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

- Rural Businesses
- Rural Tourism
- Rural Housing
- Jobs or Employment in Rural Areas
- Education or Training in Rural Areas
- Broadband or Mobile Communications in Rural Areas
- Transport Services or Infrastructure in Rural Areas
- Health or Social Care Services in Rural Areas
- Poverty in Rural Areas
- Deprivation in Rural Areas
- Rural Crime or Community Safety
- Rural Development
- Agri-Environment
- Other (Please state)

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

This Policy does not distinguish between rural and urban areas. It is Council wide practice that's purpose is to promote safe experiences and support for all within the workplace and district. All people in rural areas will be also afforded the same opportunities to avail of Safe Place as those in urban area.

SECTION 3

Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No If response is No go to 3E

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

- Consultation with Rural Stakeholders
- Consultation with Other organisations
- Published Statistics
- Research Papers
- Surveys or Questionnaires
- Other Publications
- Other Methods or Information Sources (include details in Question 3C below)

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

The Council's Policy Department have provided information in relation to the social and economic needs of people within the Armagh Banbridge & Craigavon area.

This sets out information including that related to population, multiple deprivation, access to services, economy, income and transport, housing, crime, and health and wellbeing.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

This plan is a council wide service that's purpose is to promote safe experiences and Support for all staff with the Council workplace and where relevant citizens within the district. This plan does not distinguish between rural and urban areas.

As stated, the Policy Department have provided information in relation to the social and economic needs of people within the Armagh City Banbridge and Craigavon Borough. This sets out information including that related to population, multiple deprivation, access to services, economy, income and transport, housing, crime, and health and wellbeing.

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

SECTION 4

Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

This plan does not distinguish between rural and urban areas. It is a council wide service that's purpose is to promote safe experiences and support for all staff within the Council and where relevant all citizens within the district. All staff and citizens including those in rural areas will be afforded the same opportunities including the use of Safe Place (for support & signposting for anyone needing advice or experiencing Domestic Abuse) as those in urban areas. Drive time assessment demonstrates that a 10 km buffer ensures suitable accessibility access for all within each DEA within the district to Safe Place.

SECTION 5

Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes No If response is No go to 5C

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section 5A was YES go to 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has NOT been influenced by the rural needs identified.

This plan does not distinguish between rural and urban areas. It is council wide that's purpose is to promote safe experiences and support for all staff and also where relevant citizens within he district. All staff including those working in rural areas will be afforded the same opportunities as those in urban areas.

SECTION 6

Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled.

Rural Needs Impact Assessment undertaken by: (Gary Scott)

Position: (Safeguarding Co-Ordinator)

Department / Directorate: (Strategy & Performance)

Signature: Gary Scott

Date: 19/10/2022

Rural Needs Impact Assessment approved by: (Martina McNulty)

Position: (Head of Strategy & Performance)

Department / Directorate: (Strategy & Performance)

Signature: Martina McNulty

Date: 19/10/2022