

**Reference Number:** UHB 248  
**Version Number:** 3

**Date of Next Review:** 29/01/2028  
**Previous Trust/LHB Reference Number:** n/a

## **Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure**

### **Introduction and Aim**

Cardiff and Vale University Health Board (the UHB) will not tolerate and takes a stand against all forms of violence and aggression against its staff both in and outside of the workplace. This includes Gender-Based Violence, Domestic Abuse and Sexual Violence (this will be referred to as GBVDASV throughout this procedure).

GBVDASV can have a devastating impact on individuals and their families and the UHB is committed to raising awareness of these issues and providing guidance, support and safety for employees and their managers. Living a life that is free from harm and abuse is a fundamental right of every person.

The UHB has a duty of care for the health and wellbeing of their staff and an obligation under the Human Rights Act to protect the human rights of individuals and ensure they are not being violated. The UHB also has a responsibility under the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 to support and safeguard their staff who are affected by all forms of violence against women, domestic abuse and sexual violence. The UHB is committed to creating an environment where staff feel safe and supported to come to work.

**Gender-Based Violence (GBV)** refers to any type of harm perpetrated against a person or group based on their factual or perceived sex, gender, sexual orientation, and/or gender identity. It is rooted in an imbalance of power, with an intention to assert the superiority, and aims to humiliate or make people feel inferior or subordinate. This violence can be perpetrated by anyone and takes various forms, including physical, sexual, verbal, psychological and socio-economic.

**Domestic Abuse (DA)** encompasses a range of harmful behaviours between those who are or who have been intimate partners or family members.

The term includes various forms of abuse:

- Physical or sexual abuse
- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse, which affects a person's financial well-being
- Psychological, emotional, or other abuse
- Neglect
- Intimidation to control the victim
- Stalking

**Sexual Violence (SV)** is defined as any sexual activity or act that was unwanted and happened without consent. It affects people of all genders, sexual orientations and ages.

Importantly, GBVDASV refers to the above behaviours that can occur as a single incident or a repeated pattern.

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	2 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

## Objectives

- To provide reassurance to victims of GBVDASV, that the concern will be dealt with sympathetically, seriously and confidentially (as far as reasonably practical) with no fear of stigmatisation
- To enable staff to remain in a safe and supportive working environment
- To provide assistance and guidance to employees and managers in identifying and dealing with incidences of GBVDASV
- To support staff experiencing GBVDASV by providing information to specialist support services

## Scope

This procedure applies to all staff employed by the UHB. For the purpose of this procedure other individuals and groups including agency workers, bank workers, contractors, honorary contract holders, volunteers and trainees are treated as employees.

This procedure is relevant to both heterosexual and same sex couples and to male, female or those staff who identify as non-binary.

## Equality and Health Impact Assessment

An Equality and Health Impact Assessment has not been completed because this procedure has been written to support The Health and Wellbeing Policy. The Equality and Health Impact Assessment completed for that policy concluded there was a positive impact.

## Other relevant documents

Managing Attendance at Work Policy  
Special Leave Policy  
Employee Health & Wellbeing Policy  
Disciplinary Policy  
Equality, Inclusion and Human Rights Policy  
Health & Safety Policy  
Lone Worker Procedure  
Redeployment Procedure  
Section 5: Safeguarding Allegation/Concerns About Practitioners and Those in Positions of Trust Procedure  
Flexible Working Policy  
Mandatory Training Procedure

## Accountable Executive or Clinical Board Director

Executive Director of People Services

## Author(s)

Head of People Assurance and Experience  
People Services Advisor  
Unison Representative

## Disclaimer

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	3 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

If the review date of this document has passed, please ensure that the version you are using is the most up to date either by contacting the document author or the People Assurance and Experience team

<b>Summary of reviews/amendments</b>			
<b>Version Number</b>	<b>Date Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	21/01/2015	07/04/2015	List title and reference number of any documents that may be superseded Content previously included within the Domestic Abuse, Violence Against Women and Sexual Violence Policy. The revised policy is in the new shorter format and this procedure has been written in support of the new policy. Key changes as a result of the review include: Definitions updated Section on safeguarding children added DALCs removed

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	4 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

2	13/02/2020	13/02/2023	<p>Key changes include:</p> <ul style="list-style-type: none"> <li>• Name of the policy changed in line with legislation (Violence Against Women, Domestic Abuse and Sexual Violence Procedure (Domestic Abuse Procedure)).</li> <li>• New and more definitions on the variety of domestic abuse, violence against women or sexual violence</li> <li>• Definitions and examples added to an Appendix</li> <li>• More emphasis on the Safeguarding Team and the role of the IDVA</li> <li>• More Legislation and Law relating to the topic of domestic abuse, added to a Appendix</li> <li>• More external support networks</li> <li>• Indicators of abuse added to Appendix</li> <li>• A Guide to Providing a Safe Workplace in a checklist format and added to Appendix</li> <li>• Reference to Special leave incorporated</li> </ul>
---	------------	------------	--

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	5 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

3	29/01/2025	18.02.2025	<p>Key Changes include:</p> <ul style="list-style-type: none"> <li>• Name of Policy changed to Gender Based Violence, Domestic Abuse and Sexual Violence Procedure.</li> <li>• Definitions of GBVDASV included into Introduction</li> <li>• Further definitions of GBVDASV added to Appendix 1</li> <li>• Work adjustments included that management can put in place to support staff</li> <li>• Information included on the Health &amp; Safety department</li> <li>• Information included on the My Health Passport</li> <li>• Information on employee's not wanting to disclose GBVDASV</li> <li>• Possible indicators of GBVDASV included</li> <li>• Support networks updated in Appendix 2</li> <li>• Updated information on support for the disclosure of GBVDASV in table in Appendix 3</li> <li>• Updated Manager's responsibilities in 1.2</li> <li>• Included information on <u>Ynys Saff</u> (SARC)</li> <li>• Removed legislation in Appendix 2</li> <li>• Included generic statement on confidentiality for consistency across policies</li> </ul>
---	------------	------------	---

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	6 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

## **Contents**

1	Responsibilities	7
2	Disclosure of GBVDASV	9
3	Providing a Safe Working Environment	11
4	Dealing with Perpetrators	13
<b><u>Appendices</u></b>		
1	Definitions and Types of Abuse	14
2	Getting Further Information and Support	16
3	Support for the Disclosure of GBVDASV	20
4	A Guide to Providing a Safe Workplace Environment	22

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	7 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

<b>1</b>	<b>Responsibilities</b>
<b>1.1</b>	<p><b>Employees Responsibilities:</b></p> <p>Employees should take action to assist colleagues experiencing GBVDASV by behaving in a supportive manner and by encouraging disclosure to their line manager, so that the appropriate support can be put in place. If an employee suspects that a colleague is experiencing GBVDASV but does not want to approach them directly, they can talk to their line manager/appropriate manager, the People Services Team, the Safeguarding team or a Trade Union representative.</p> <p>Employees also have a responsibility to ensure that they complete their mandatory training module of Violence against women and ensure this is up to date.</p> <p>Employees who are experiencing or have experienced GBVDASV may choose to document this in their My Health Passport.</p>
<b>1.2</b>	<p><b>Managers Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• In knowing your staff, recognising possible signs of GBVDASV (possible signs of GBVDASV are listed in section 2.2</li> <li>• Initiating discussions with your staff, if you have concerns that they are experiencing GBVDASV</li> <li>• Approaching these conversations of the disclosure with extreme care, sensitivity and in a non-judgemental manner</li> <li>• Consider completing an Ask &amp; Act Domestic Abuse Referral (<a href="#">Domestic Abuse, Sexual Violence &amp; FGM (sharepoint.com)</a>)</li> <li>• Once the employee has disclosed GBVDASV, the Line manager or appropriate manager must contact the Safeguarding Team and People Services for further support</li> <li>• Link in with Safeguarding and complete Safeguarding Risk Assessment to mitigate any risk to the employee</li> <li>• If the employee consents, refer the employee to Occupational Health for further support</li> <li>• Consider what reasonable adjustments can be put in place to support the employee experiencing GBVDASV (a list of possible adjustments can be found in Section 3)</li> <li>• Consider if the employee requires time off (refer to the Special Leave Policy or Managing Attendance At Work Policy)</li> <li>• Identify further information on support services that the employee can access (listed in Appendix 2)</li> </ul>

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	8 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

	<ul style="list-style-type: none"> <li>Document discussions and actions put in place with the employee as well as documenting any incidents of abuse including any persistent telephone calls, texts, emails or visits to the workplace, and storing these records confidentially.</li> </ul> <p>Managers should know that it is not their role to fix the situation, be a counsellor or to be an expert of gender-based violence, domestic abuse and sexual violence. However, they can provide support to their staff experiencing GBVDASV by listening to their story, being non-judgemental, having an open-door policy and signposting to the appropriate support services.</p>
<b>1.3</b>	<p><b>Everyone:</b></p> <p>Children and Adults at risk living with GBVDASV may be suffering significant harm and this must be considered when discussing GBVDASV with a member of staff. All health employees have a statutory responsibility to safeguard children and adults at risk. Staff can seek advice from the UHB Safeguarding Team if they have any concerns that children may be at risk due to living in a domestic abuse environment. Information regarding the Safeguarding Team can be found in section 1.4 and Appendix 2.</p> <p>An exception to employee confidentiality may arise in circumstances of child protection or the protection of adults at risk from abuse. In these circumstances the manager must inform the employee that they are obliged to seek further advice from the UHB's Safeguarding Team, therefore complete confidentiality cannot be guaranteed in these situations.</p>
<b>1.4</b>	<p><b>Safeguarding:</b></p> <p>The UHB has a <b>Health Independent Domestic Violence Advisor (IDVA)</b> within the <b>Safeguarding Team</b> who can support all staff who disclose domestic abuse. Managers can use the IDVA for domestic abuse risk assessing, having difficult conversations and providing ongoing support.</p> <p>Other examples of support include:</p> <ul style="list-style-type: none"> <li>Risk Assessment</li> <li>Support to access emergency accommodation</li> <li>Safety measures in the home</li> <li>Safety advice/ planning including referrals to MARAC</li> <li>Support reporting and liaising with the police</li> <li>Support through criminal justice process</li> <li>Emotional support</li> <li>Referrals to other support agencies</li> <li>Safety planning within work</li> </ul> <p>Seeking Health IDVA support is voluntary. Employees can self-refer by calling <b>02920 748 748</b> Monday – Friday, 9-5pm or they can be referred by their managers / colleagues, with the employees consent via the Ask &amp; Act Domestic Abuse Referral (<a href="#">Domestic Abuse, Sexual Violence &amp; FGM (sharepoint.com)</a>)</p>



Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	9 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

	<p>Employees may prefer to access support outside the UHB – please see Appendix 2 for organisations that provide support around Gender Based Violence, Domestic Abuse and Sexual Violence. Many of the organisations have out of hours service and can be contacted if urgent advice is needed out of hours.</p> <p>Support for managers asking difficult questions and completing the Ask and Act Assessment can be found in Appendix 3.</p>
1.5	<p><b>Health &amp; Safety Department:</b></p> <p>Once the risk assessments have been completed with the Safeguarding team, the Safeguarding team would contact the Health and Safety team to discuss any personal safety risks that have been identified. The IDVA’s can link in with the Health and Safety team to request a lone worker device for the employee experiencing GBVDASV, following their risk assessment. The Health and Safety team would then liaise with the staff member who is experiencing GBVDASV to allocate the lone worker device and provide the necessary training on using the lone worker device, to the employee.</p> <p>The Violence Prevention Case Management Team within the Health and Safety department can support staff members who have been the victim of a violent and/or aggressive incident and provide personal safety advice, which may affect staff whilst at work or as a result of their work. The Violence Prevention Case Management Team will communicate with the victim and keep them up to date on any action and sanctions being applied.</p>
2	<p><b>Disclosure of GBVDASV</b></p> <p>If a manager suspects that an employee is experiencing a form of <b>Gender Based Violence, Domestic Abuse and Sexual Violence</b>, they should approach them about this to try to identify and implement the appropriate support. Alternatively, if an employee suspects a colleague is experiencing abuse then they must inform the appropriate manager.</p> <p>When approaching this subject with an employee it must be handled with extreme care, in a sensitive, empathetic and non-judgemental manner. In these circumstances even the slightest hint that their story is not believed, or they are in some way responsible for the situation, can drive the employee back into isolation.</p> <p>Research has shown that it can take a long time to break free of a violent relationship with abuse often increasing when a relationship ends. It should not be assumed that because the employee returns or stays in a violent relationship that the abuse is not severe or does not take place or that if they leave the relationship they’re now free from danger.</p> <p>Managers should be mindful that everyone is different and that employees experiencing <b>GBVDASV</b> may face additional issues in disclosing information because of their age, sex, transgender, sexual orientation, ethnic background, religion/ belief, disability, pregnancy or marriage/ civil partnership. For example, it could be very compromising for an employee who is from the LGBTQ+ community to admit to an</p>

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	10 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

	employer they have been abused by a partner as they may not want colleagues to be aware of their sexual orientation.
--	--

<b>2.1</b>	<p><b>Employees not wanting to disclose any information on GBVDASV to you:</b></p> <p>If an employee is displaying indicators of experiencing GBVDASV you should have an informal conversation with the employee to check in on their wellbeing and welfare. (Further advice for managers to support employees who are experiencing GBVDASV is listed in 1.2 / Appendix 4)</p> <p>If the employee chooses not to formally disclose any information to you during your informal discussion, you should make them aware of this policy, and let them know that you are available if they want to speak with you again and not pressurize or judge the employee for their decision. Managers should approach the conversation sensitively and make them aware that they can contact the Safeguarding department, People Services and their Trade Union if they wish to discuss anything further.</p> <p>There may be occasions when an employee has chosen not to formally disclose however, based on the informal conversation with the manager, the manager believes it is in the best interest of the employee and the UHB to disclose the matter in confidence, to Safeguarding. In this scenario, Safeguarding will then follow up as appropriate based on the individual circumstances.</p>
------------	--

<b>2.2</b>	<p><b>Possible indicators that a member of staff is experiencing GBVDASV may include some of the following:</b></p> <ul style="list-style-type: none"> <li>• Sudden changes in behaviour and/ or changes in the quality work performance for unexplained reasons</li> <li>• High absence rate</li> <li>• Partner exerting control; employee dropped off &amp; picked up from work, unable to do business trips / out of work events</li> <li>• Changes in the way an employee dresses. E.g. excessive clothing on a hot day</li> <li>• Being persistently late/ needing to leave early without explanation</li> <li>• Needing regular time off for appointments</li> <li>• Receipt of repeated upsetting calls or e-mails</li> <li>• Reluctance to turn off mobile phone at work</li> <li>• Increased hours being worked for no apparent reason</li> <li>• Unexplained injuries and bruising</li> <li>• May become quiet or withdrawn, isolating themselves from colleagues, including avoiding socialising on lunch breaks</li> <li>• Depressive symptoms including suicidal tendencies, low self-esteem self harm, fatigue, eating and sleeping disorders (drastic increase or decrease in weight loss) and anxiety</li> <li>• Alcohol or substance misuse</li> <li>• Obsession with time</li> <li>• Frequent and/or sudden or unexpected medical problems or sickness absences</li> </ul>
------------	--

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	11 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

	<p>It is important to note that some people can experience Gender Based Violence, Domestic Abuse and Sexual Violence but not show any sign of these indicators or that these indicators can be a sign of other issues.</p>
<b>2.3</b>	<b>Confidentiality</b>
	<p>Confidentiality covered by this Procedure will be maintained wherever possible and as far as reasonably practical, subject to legal and statutory safeguarding obligations, duties to protect other people. Therefore, complete confidentiality cannot be guaranteed in every situation. Details of investigations and complaints must only be disclosed on a 'need to know' basis. As well as statutory requirements, the 'need to know' may encompass sharing of anonymised information for defined purposes such as supervision, formal support, correct process or best practice. Unauthorised disclosure of confidential information may result in disciplinary action, as may any concerns about attempts to influence or intimidate a witness.</p> <p>Confidentiality obligations apply to anyone who is involved including the alleged perpetrator, the complainant, witnesses and line managers. The matter should not be discussed with anyone else other than on a 'need to know' basis and will normally be limited to the investigating officer, People and Culture colleagues directly involved, and where represented, Trade Union representatives. This does not mean that support should not or could not be sought by anyone who is involved, acknowledging that talking about the event may help some people or be essential to their wellbeing. However, this must be done adhering to the confidentiality obligations set out in this section.</p> <p>Anonymity and confidentiality are two concepts that are often used interchangeably, but they have distinct differences.</p> <ul style="list-style-type: none"> <li>• Anonymity refers to the state of being unknown or unidentified.</li> <li>• Confidentiality refers to the act of keeping information private and secure; sensitive information will not be disclosed to unauthorized individuals.</li> </ul> <p>Anonymity means one's identity is concealed; confidentiality means information is secure.</p>
<b>3</b>	<b>Providing a Safe Working Environment</b>
	<p>The responsibilities of the UHB, managers, employees and others are defined in the Health and Safety at Work Act 1974. Where an employee advises that they are experiencing or are at risk of gender-based violence, domestic abuse and sexual violence, a Safeguarding Risk Assessment should be undertaken to assess whether there is a threat to their personal safety during working hours.</p> <p>In all instances, the health and safety of the employee and other members of staff and patients / service users should be primary consideration when managing the situation. Managers should not put themselves in danger when supporting employees experiencing GBVDASV and they should also not put pressure on the victim to receive support, contact the police or try to leave their situation.</p>

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	12 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

	<p>Managers are not expected to be experts in the issues of Gender Based Violence, Domestic Abuse and Sexual Violence, as there are specialist organisations (Appendix 2) that managers can signpost employees experiencing GBVDASV to get professional help. If managers are in a situation where they are dealing with a member of staff experiencing GBVDASV they should contact the Safeguarding Team and People Services Team who can discuss support options.</p> <p>For further information on how to provide a safe working environment see Appendix 4.</p>
<b>3.1</b>	<p><b>Work Adjustments for Staff Experiencing GBVDASV</b></p> <p>Managers should be sympathetic in supporting staff experiencing GBVDASV and must explore options with staff where it is necessary for them to arrange appointments during the normal working day. We recognise that staff experiencing Gender Based Violence, Domestic Abuse and Sexual Violence is different for each individual and therefore adjustments should be tailored to the individual circumstances of the employee.</p> <p>Adjustments that managers can consider:</p> <ul style="list-style-type: none"> <li>• Discuss flexible working options to support the employee</li> <li>• Accommodate a change in start / finish times</li> <li>• It may be that the employee needs to work from an alternative site for a temporary period and therefore temporary redeployment can be considered</li> <li>• Lighter duties for a temporary period to make attending work more manageable for the employee</li> <li>• Put measures in place to ensure the employee does not work alone or in an isolated area</li> <li>• Ensure the safety of the employee by ensuring they are accompanied when walking to their car following their shift and support them to make alternative arrangements to travel safely to and from work</li> <li>• Discuss with the employee, if the employee wants to disclose and document that they are experiencing GBVDASV in their 'My health passport'</li> <li>• Change telephone numbers, divert phone calls and e- mails</li> <li>• Agree that an employee can use an assumed name at work</li> <li>• Establish up to date communication arrangements / appropriate next of kin details in the case of an employee not attending work.</li> </ul> <p>The UHB has a Special Leave Policy which allows managers to approve some paid or unpaid leave for employees who may need time off work to access legal or financial advice, to arrange child care or alternative accommodation and to seek medical advice. Managers should be flexible when supporting a member of staff who is experiencing GBVDASV and treat each instance sensitively and individually. Members of staff should not be expected to provide proof of their circumstances. Generally, up to 3 days may be granted for each required leave period with up to 10 days paid leave pro rata in any rolling 12-month period. Other types of leave may be taken to extend the period of absence.</p> <p>The UHB recognises that not everyone experiencing GBVDASV is faced with the same set of</p>

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	13 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

	<p>circumstances and therefore managers and staff are advised to contact the People Services Team or the Safeguarding Team for personalised guidance in how to best manage these options.</p>
<b>4</b>	<p><b>Dealing with Perpetrators</b></p> <p>The UHB recognises that abusive and violent behaviour is the responsibility of the perpetrator. Gender Based Violence, Domestic Abuse and Sexual Violence is a serious matter that can lead to criminal conviction and employees should be aware that conduct outside of work could lead to action being taken in line with the Disciplinary Policy and/ or the Section 5: Safeguarding Allegation/Concerns About Practitioners and Those in Positions of Trust Procedure.</p> <p>However, this does not mean that the UHB will not support any employee who discloses themselves or are disclosed as a perpetrator of GBVDASV and who is seeking help to address their behaviour. Organisations which can advise and support managers in dealing with perpetrators can be found in Appendix 2.</p> <p>In some situations, both the victim and perpetrator are employees of the UHB and there may be shared networks, friendships, professional relationships etc. In these cases, some managers may be unsure how to act towards either the colleague disclosing the abuse or the alleged perpetrator. Staff are reminded that such allegations should be taken seriously and that support and advice can be obtained through the People Services Team or the Safeguarding Team.</p>



Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	14 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

## Appendix 1 – DEFINITIONS AND TYPES OF ABUSE

**Coercive behaviour** is an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.

**Consent** - Consent in the context of sexual activity refers to the agreement by choice to participate, given freely and with the capacity to make that choice. It is a fundamental aspect of engaging in sexual activities, ensuring that all parties involved are willing participants. Without such consent, any sexual activity is considered non-consensual and may be classified as sexual assault or rape.

**Controlling behaviour** is a range of acts designed to make a person subordinate and/ or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of means needed for independence, resistance and escape and regulating their everyday behaviour.

**Domestic Abuse (DA)** encompasses a range of harmful behaviours between those who are or who have been intimate partners or family members.

The term includes various forms of abuse:

- Physical or sexual abuse
- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse, which affects a person's financial well-being
- Psychological, emotional, or other abuse
- Neglect
- Intimidation to control the victim
- Stalking

**Female genital mutilation (FGM)** is the collective term for a range of procedures which involve removal of partial or total removal of the external female genitalia for non-medical reasons.

**Forced marriage** is defined as marriage without consent of one or both parties and where duress is a factor.

**Gender-Based Violence (GBV)** refers to any type of harm perpetrated against a person or group based on their factual or perceived sex, gender, sexual orientation, and/or gender identity. It is rooted in an imbalance of power, with an intention to assert the superiority, and aims to humiliate or make people feel inferior or subordinate. This violence can be perpetrated by anyone and takes various forms, including physical, sexual, verbal, psychological and socio-economic.

**Honour based crimes** are violent crimes or other forms of abuse that are carried out in order to protect so-called 'honour' of a family or community.

**Human trafficking** is the trade of humans for the purpose of forced labour, sexual slavery or commercial sexual exploitation for the trafficker or others.

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	15 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

**Intimidation** – involves instilling fear or manipulating a person’s thoughts and actions. Abusers often employ intimidation tactics, including threats and violent acts, to control their victims. The abuser may also isolate the victim from support networks like friends and family, further increasing the victim’s vulnerability and dependence on the abuser.

**Power Imbalance** - where one partner seeks to assert control over the other. Abusers often aim to control their partners by undermining their self-esteem through emotional abuse, including tactics like belittling and manipulation. They tend to shift the blame for their abusive behavior onto others. When faced with confrontation, abusers may intensify their abuse or resort to violence. It’s a pattern of behavior that seeks to establish power over the partner.

**Sexual exploitation** is an act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

**Sexual Harassment** - refers to any unwelcome sexual behaviour that leads to an individual feeling distressed, intimidated, offended, or humiliated or is meant to make them feel that way.

**Sexual violence** is any sexual act, attempt to obtain sexual act, unwanted sexual comments or advances, or acts to traffic, or otherwise directed, against a person’s sexuality using coercion, by any person regardless of their relationship to the victim, in any setting, including but not limited to home and work.

**Stalking** is where the abuser persistently invades the victim’s personal space or privacy.

**Violence Against Women** is defined as any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	16 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

## Appendix 2 – GETTING FURTHER INFORMATION AND SUPPORT

There are many opportunities for additional support available within the UHB, which include:

<b>Occupational Health Department</b>	<p>The Occupational Health Service is a self-referral and management referral service which can be contacted on 029 2074 3264 (43264 internal) for UHW.</p> <p><a href="#">Cardiff &amp; Vale Occupational Health Service - Home (sharepoint.com)</a></p>
<b>Employee Wellbeing Service</b>	<p>The Employee Wellbeing Service is a self-referral service which can be contacted on 02921 844 465 internal: 44465</p> <p><a href="#">Make a Self Referral - Cardiff and Vale University Health Board (nhs.wales)</a></p>
<b>Violence Prevention Case Management Team</b>	<p>The <b>Violence Prevention Case Management Team</b> within the Health &amp; Safety department, provides support to staff who have been a victim of abuse / physical assault whilst at work and provides personal safety advice which may affect staff whilst at work or as a result of their work. The team also acts as a central point for Lone Worker Devices and advice around all aspects of work-related violence.</p> <p><a href="#">IMS 11 - Case Management (sharepoint.com)</a></p>
<b>Ynys Saff (SARC)</b>	<p>Ynys Saff is a client led service, offering victims of a sexual assault within the last 7 days, an opportunity to discuss the next step with or without police involvement, including a forensic examination with a Sexual Offences Examiner</p> <p>Regardless of whether or not an employee wishes to make a report of sexual assault to the police, they can still speak to Ynys Saff within the Sexual Assault Referral Centre (SARC).</p> <p>If the assault happened within 7 days they are encouraged to speak to Ynys Saff so that options, such as, a self-referral examination can be discussed. This would enable the employees to have their forensic evidence gathered (dependent on the type of assault that has occurred) in case they wish to make a report to the police in the future. Any samples and clothing taken as evidence, will be kept in the SARC for two years. Options to address any injuries sustained during the assault, or emergency sexual health needs (emergency contraception, or risk assessment for HIV etc.) are also available with the choice to not have forensic evidence taken. Support is provided by a dedicated Crisis Worker who will provide support whether the choice is forensic or not.</p> <p>If the assault occurred outside of the forensic window where DNA is unlikely to be</p>



Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	17 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

	<p>found (broadly 3 - 7 days, but can be shorter depending on the assault), then the New Pathways team can provide support and employees can self-refer to this service.</p> <p>Ynys Saff (SARC) can be contacted via 02920 335795.</p> <p><a href="http://wales.nhs.uk">Ynys Saff Sexual Assault Referral Centre, Cardiff &amp; Vale University Health Board (wales.nhs.uk)</a></p>
<b>The UHB Safeguarding Team</b>	<p>To support staff who are experiencing domestic abuse, sexual violence or violence against women the Safeguarding Team can be contacted on the following numbers:</p> <p>02921832001/002 (Monday to Friday 9am - 5pm)</p> <p><a href="#">Domestic Abuse, Sexual Violence &amp; FGM (sharepoint.com)</a></p>
<b>The UHB Security Team</b>	<p>The UHB security team can assist employees who are experiencing GBVDASV to be escorted to their car from their place of work, for their safety. To arrange this, managers would need to contact the UHB Security Desk: UHW Security extension: 48043 (Main 24/7 control room) / UHL Security Office: 25305</p>
<b>New Pathways</b>	<p>Support for victims and survivors of sexual violence. New Pathways can be contacted on: 01685 379310</p> <p><a href="mailto:enquiries@newpathways.org.uk">enquiries@newpathways.org.uk</a></p>

### External Support and Advice

Advice and Support Networks	Web Address
<p><b>Live Fear Free</b>            24/7 helpline for free advice and support on Domestic Abuse, Sexual Violence and Violence Against Women            Call: 0808 80 10 800            Email: <a href="mailto:info@livefearfreehelpline.wales">info@livefearfreehelpline.wales</a>            Text: 07860077333</p>	<p><a href="#">Live Fear Free helpline   GOV.WALES</a></p>

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	18 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

<p><b>Welsh Women’s Aid</b> Provides advice and support for women experiencing Domestic Abuse 24/7 free helpline: 0808 80 10 800</p>	<p><a href="http://welshwomensaid.org.uk">Home : Welsh Women's Aid (welshwomensaid.org.uk)</a></p>
<p><b>Refuge</b> 24/7 helpline which offers support to women who’ve experienced gender based violence Call: 0808 2000 247</p>	<p><a href="#">Gender-based violence services - Refuge</a></p>
<p><b>RISE</b> Support and advocacy for abused women, children and young people (11-25) operating a 24hr crisis service including emergency safe accommodation. 24/7 support line: 029 2046 0566</p>	<p><a href="http://rise-cardiff.cymru">Rise Cardiff – Specialist VAWDASV services (rise-cardiff.cymru)</a></p>
<p><b>Dyn Wales</b> Advice for Heterosexual, Gay, Bisexual and Trans men who are experiencing Domestic abuse from a partner. 0808 801 0321 Email: Dyn@saferwales.com Call: 0808 80 10 321</p>	<p><a href="http://dewis.wales">Safer Wales Dyn Project (dewis.wales)</a></p>
<p><b>Respect</b> Provides support and advice to male and female perpetrators of domestic abuse Email: info@respect.org.uk Call: 0808 8024040 Helpline for male victims of domestic abuse: 0808 8010327</p>	<p><a href="#">Respect   Home</a></p>
<p><b>Galop</b> A national LGBT+ Violence and Abuse helpline Supports LGBT+ victims of any type of violence and abuse including hate crimes Email: help@galop.org.uk Call: 0800 999 5428</p>	<p><a href="#">Galop - the LGBT+ anti-abuse charity</a></p>
<p><b>Karma Nirvana</b> Supporting victims of honour-based abuse and forced marriage within the UK. Call: 0800 5999 247</p>	<p><a href="#">About – Karma Nirvana</a></p>
<p><b>Vale Domestic Abuse Services (VDAS)</b> Providing support to women and children within the Vale of Glamorgan who have experienced – or are experiencing domestic violence, sexual violence or any other form of violence against women Email: info@valedas.org Call: 01446 744755 (Monday – Friday 9am-5pm)</p>	<p><a href="http://valedas.org">Home - Vale Domestic Abuse Services (valedas.org)</a></p>

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	19 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

<p><b>BAWSO</b>  Provides support to Black Minority Ethnic (BME) and migrant victims of Domestic Abuse, Sexual Violence, Female Genital Mutilation, Forced Marriage, Honour Based Violence, Modern Slavery and Human Trafficking.  Call: 02920 644633  Email: <a href="mailto:info@bawso.org.uk">info@bawso.org.uk</a></p>	<p><a href="#">Bawso   Supporting ethnic minorities affected by violence and exploitation</a></p>
<p><b>Safer Wales</b>  An independent charity based in Cardiff who provide support and advice to victims of domestic violence, rape, sexual abuse, exploitation and hate crime.  Call: 029 2022 0033</p>	<p><a href="#">Cymru Ddiogelach - Safer Wales</a></p>

**In cases where there is reason for immediate concern over a member of staff's safety then you must not hesitate to contact 999.**

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	20 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

### Appendix 3 - SUPPORT FOR THE DISCLOSURE OF GBVDASV

Do	Don't
<ul style="list-style-type: none"> <li>Ensure any discussion with the employee takes place in private with no disruptions</li> </ul>	<ul style="list-style-type: none"> <li>Seek proof of any abuse disclosed</li> </ul>
<ul style="list-style-type: none"> <li>Make employees aware of the support networks available to them (Appendix 2)</li> </ul>	<ul style="list-style-type: none"> <li>Think you need to be an expert – there is a lot of support available for you and your employee</li> </ul>
<ul style="list-style-type: none"> <li>Offer members of staff the opportunity to discuss their situation with someone they may feel more comfortable with e.g. someone of the same gender or age</li> </ul>	<ul style="list-style-type: none"> <li>Be judgmental to the employee's situation or pressure the member of staff to leave their situation, seek support or contact the police</li> </ul>
<ul style="list-style-type: none"> <li>Be respectful, sympathetic and non-judgmental</li> </ul>	<ul style="list-style-type: none"> <li>Try and contact the perpetrator or put yourself in any danger</li> </ul>
<ul style="list-style-type: none"> <li>Realise that employees experiencing GBVDASV may not feel comfortable to formally disclose their circumstances, therefore ensure that the employee knows that you are there for them, when they wish to discuss further with you.</li> </ul>	<ul style="list-style-type: none"> <li>Pressurize the employee to make a disclosure or contact the Police</li> </ul>
<ul style="list-style-type: none"> <li>Once an employee has disclosed that they are experiencing GBVDASV, reassure that this information will remain confidential, as far as reasonably practical. However, depending on the circumstances it may be necessary to raise concerns with the Safeguarding Team e.g. when children or adults at risk are involved.</li> </ul>	<ul style="list-style-type: none"> <li>Don't promise to the employee that the information they provide won't be disclosed any further, as depending on the circumstances it may be necessary to raise concerns with the Safeguarding Team.</li> </ul>

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	21 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

The following questions are used as a domestic abuse screening tool in clinical settings as part of the **Ask and Act assessment**. Managers are encouraged to use the same questions when dealing with members of staff who they think may be experiencing domestic abuse:

- Do you ever feel frightened or anxious of your partner or other people at home?
- Do you feel things are getting worse or out of control?
- Do you feel isolated from family and friends?
- Would it help if you were able to talk this through with someone in confidence?

If the answer to these questions is YES, offer to pass this information on to the Health Independent Domestic Violence Advisor (IDVA) who will be able to support your team member

Remember: Avoid victim blaming. It is important that managers are able to provide a non-judgemental and supportive environment. Respecting the employee's boundaries and privacy is essential.

More information on the 'Ask and Act' assessment is available on the [Domestic Abuse, Sexual Violence & FGM \(sharepoint.com\)](#)

Document Title: Supporting Staff Experiencing: Gender Based Violence, Domestic Abuse and Sexual Violence Procedure	22 of 22	Approval Date:29 Jan 2025
Reference Number: 248		Next Review Date:29 Jan 2028
Version Number: 3		Date of Publication:
Approved By: EPSG		

Before taking any further action it is important to agree with the employee what to tell colleagues and how they should respond if the alleged perpetrator telephones, emails or visits the workplace. The following options **MUST** be discussed with the member of staff beforehand, as in some cases these changes can raise suspicions with the perpetrator and create even more danger.

### **A CHECKLIST FOR PROVIDING A SAFE WORKING ENVIRONMENT**

Have you considered ...?

**In cases where there is reason for immediate concern over a member of staff's safety then you must not hesitate to contact 999.**

Seeking advice from People Services or Safeguarding	Yes	No
Completing the Safeguarding Risk Assessment	Yes	No
Alerting security staff/ main reception that the alleged perpetrator is not allowed access to the building, unless the alleged perpetrator is attending the UHB for healthcare purposes	Yes	No
Reminding all staff reception/ switchboard staff that they must not give away information about employees	Yes	No
Offering temporary or permanent change of workplace/ working patterns/ hours. (This could be as simple as changing the office layout or the area where an employee travels, working in the community)	Yes	No
Diverting phone calls / emails / Blocking the perpetrator on email	Yes	No
Changing specific duties e.g. not expecting employee to answer the main phone	Yes	No
Arrangements getting to and from work safely – e.g Different parking permits, different working routes to work, organize a security escort via the security department so that the employee is escorted walking to their car from their place of work.	Yes	No
Storing the employee's personal information and who can access it	Yes	No
Keeping a record of any incidents of abuse, and meetings with the member of staff	Yes	No
Reviewing the employee's emergency contact/ significant other	Yes	No
Establishing up-to-date communication arrangements in the case of an employee not attending work. This could include a neighbour or family member.	Yes	No
Maintaining communication throughout the member of staff's absence	Yes	No
Maintain their own personal safety plan	Yes	No
The appropriateness of using a Lone Worker Device	Yes	No