

Policy and Sustainability Committee

10:00am, Tuesday, 29 March 2022

Domestic Abuse Policy

Executive/routine Wards Council Commitments	Routine All
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1. Recommendations

The Committee is recommended to:

- 1.1 Consider and approve the recommendations in the report in respect of the Council's revised Domestic Abuse Policy and approach to training.
- 1.2 Note that the proposed Domestic Abuse Policy, Training Matrix and Guidance has been formally endorsed by Edinburgh's Equally Safe Committee.

Richard Carr

Interim Executive Director, Corporate Services

Contact: Katy Miller, Service Director HR

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Domestic Abuse Policy

2. Executive Summary

- 2.1 To approve the revised Council's Domestic Abuse Policy.
- 2.2 To note the content of the Manager Guidance and Training Matrix and approve the development of a pathway for awareness raising, education, on-going learning and a culture shift in how we address domestic abuse as a workplace issue.
- 2.3 To approve the development of a reporting and recording system that meets our Data Protection (GDPR), Child and Adult Protection responsibilities and ensures effective records management.

3. Background

- 3.1 Council implemented a Domestic Abuse Policy in February 2011.
- 3.2 In 2015, the Council approved a multi-agency Domestic Abuse Policy for supporting both victims/survivors and perpetrators in the city. The Domestic Abuse Strategy and Improvement Plan, was agreed by Council in 2017. This improvement plan highlighted the need for the employer's response to be proportionate and in line with the strategy including:
 - a common purpose and approach to domestic abuse;
 - written policies and procedures covering responses to domestic abuse and engaging with multi-agency systems;
 - policies and procedures which hold perpetrators to account;
 - a clear definition of the additional needs of the LGBT+; BAME community and male victims;
 - regular training at every level of the organisation; and
 - the accreditation of domestic abuse trainers by Safe Lives
- 3.4 In 2019 the Scottish Government implemented the Domestic Abuse Scotland Act 2018 and the 2019 Domestic Abuse Policy was implemented.
- 3.5 In May 2021 Service Director HR commissioned a review of the current Domestic Abuse Policy to ensure we meet our employer commitments under the Equally Safe Strategy; the Domestic Abuse Strategy and Improvement Plan and which addressed the full recommendations of the Independent Inquiry and Culture Review.

4. Main report

- 4.1 We are committed to developing a workplace culture that recognises that some employees will be experiencing domestic abuse and that the workplace should be a place of safety and one that recognises that perpetrators of domestic abuse are responsible for their behaviour and for addressing this.
- 4.2 Through this Domestic Abuse Policy and associated learning options we aim to create a safer workplace and send out a strong message that domestic abuse is never acceptable, is not a private matter and that perpetrators will be held accountable and responsible for their actions either within or out with work.
- 4.3 This new Policy ensures that every employee who is experiencing or has experienced domestic abuse can raise the issue knowing that we will treat the matter effectively, sympathetically and confidentially as appropriate.
- 4.4 The Policy also covers the approach we will take where there are concerns that an employee may be the perpetrator of domestic abuse.
- 4.5 This Policy and toolkit has been endorsed by the Equally Safe Edinburgh Committee, which is a partnership between organisations which work to put into practice the Scottish Government's and the Conventions of Scottish Local Authorities (CoSLA) Equally Safe Strategy across Edinburgh.
- 4.6 In addition to the development of the Policy a pathway for learning is being created to ensure the right people have the right training to support and deal with domestic abuse effectively and in line with best practice. This includes the requirement for mandatory training for all colleagues and elected members.
- 4.7 The training matrix is attached at Appendix 2.
- 4.8 The Policy addresses related recommendations from the Independent Inquiry
 - 9.1.3 - all allegations in relation to CEC employees of a sexual nature, domestic abuse, physical violence, harassment or stalking (whether occurring during the course of work hours or on CEC premises or not) must be escalated to the CEC's Monitoring Officer prior to the appointment of any investigator, whether internal or external; and a record should be kept of all such allegations for an appropriate period of time, subject to GDPR considerations, to allow for identification of patterns of behaviour ;
 - 9.1.6 – (the Inquiry) staff training and understanding within the CF Department and the wider-CEC surrounding domestic abuse, coercive control, the 2019 PDA, the 2019 WBP and other employee and service user welfare policies needs to be improved. Appropriate training and education are paramount in ensuring an effective safeguarding culture for employees and service user.

9.1.7 - all employees of the CEC with line management responsibilities should be required to partake in mandatory training on domestic abuse, Line manager training will be designed and delivered post Committee approval of the revised Domestic Abuse Policy. Cost implications to design/deliver the training. See 9.1.6. City of Edinburgh Council – 10 February 2022 coercive control and how to appropriately deal with those individuals making complaints of a potentially criminal nature; and such training should be refreshed annually, with records kept of such training. The CEC should look to an external service provider with appropriate expertise to design and / or deliver the training

9.1.10 - a CEC policy should be created which stipulates that relationships between CEC staff members must be disclosed if they involve an individual with line management responsibilities. This policy should also include the steps to be taken if a situation involving allegations of a sexual nature, domestic abuse or those relating to physical violence, harassment, or stalking, within or outwith the working day or CEC workplace, arises between employees who are, or were, involved in a relationship

9.1.11 - the current CEC domestic abuse policy, the 2019 PDA, requires to be revised to state explicitly that it covers situations with CEC employees The Council's current Domestic Abuse Policy has been revised to address all recommendations. This will be taken to Policy & Sustainability Committee in March 2022. City of Edinburgh Council – 10 February 2022 which arise outside the workplace and / or outwith work hours.

9.1.12 - (the Inquiry) there must be a formal system in place at the CEC for recording disclosures by employees, service users or others relating to allegations of sexual or physical violence, harassment or stalking by CEC employees (whether occurring during the course of work hours or on CEC premises or not).

5. Next Steps

- 5.1 The Policy will be launched in June 2022 with a communications campaign.
- 5.2 Level 1 Domestic Abuse Training for all staff is now available on MyLearningHub, alternative arrangements will be made to ensure staff with no intranet access can receive level one training from our accredited Domestic Abuse Trainers.
- 5.3 A Pathway for learning covering all the training needs identified in the Training Matrix at Appendix 2.
- 5.4 The triaging of cases with clear guidance on when to involve the Monitoring Officer is in development, in the interim the HR Case Team will engage with our subject matter experts for specific guidance on any cases which arise.

- 5.5 Cases will be recorded by the Human Resources Case Team who will hold records in line with our current GDPR and Records Management responsibilities.

6. Financial impact

- 6.1 The financial impact in respect of the implementation and roll out of the Policy will be related to internal resource time/cost to deliver the learning modules, including facilitated workshops and for all colleagues to complete the training. It is proposed that these can be delivered by the accredited internal domestic abuse trainers.

7. Stakeholder/Community Impact

- 7.1 Extensive stakeholder engagement with external (subject matter expert) organisations, trade unions and colleagues.
- 7.2 The undernoted external organisations and internal stakeholders were engaged:
- Scottish Women's Aid
 - Shakti Women's Aid
 - AMINA
 - LGBT Youth Scotland
 - Stonewall
 - CEC Domestic Abuse Services Team
 - CEC Quality Assurance and Compliance Team
 - CEC Domestic Abuse Accredited Trainers
 - Equally Safe,
 - NHS
 - The Scottish Government
 - Employers Initiative on Domestic Abuse
 - Safe Lives – Department of Health
 - CIPD
 - Equality and Human Rights Commission
 - Galop LGBT Consortium
 - TUC Education
 - UNISON UK
- 7.3 The trade unions have been consulted on the policy and the learning pathway and have confirmed the policy as a Local Collective Agreement.
- 7.4 Equally Safe have written to the Chief Executive and formally endorsed the policy

8. Background reading/external references

- 8.1 [Independent Inquiry Report Arising Out of Allegations Concerning the Conduct of the Late Sean Bell](#)
- 8.2 [Independent Review into Whistleblowing and Organisational](#)

9. Appendices

Appendix 1. Workplace Domestic Abuse Policy

Appendix 2. Training Matrix

Appendix 3. Equally Safe Endorsement

Domestic Abuse Policy

The Council (we) recognise that domestic abuse is a cruel and complex human rights issue which can affect anyone, leaving physical and emotional scars that can last a lifetime. Every case of domestic abuse disclosure will be taken seriously, and all individuals will be assisted to access the support that they need.

Domestic Abuse is gender-based abuse. The majority of domestic murder victims are women, killed by men. However, men also experience domestic abuse and domestic abuse also occurs in same-sex relationships. Disabled women are almost twice as likely as non-disabled women to be affected by domestic abuse, and some people in ethnic minority groups can be at additional risk. Furthermore, evidence suggests that transgender people may also be at particularly high risk of domestic abuse.

Throughout this policy and within the Guidance and Toolkit we refer to ‘women’, please note that this includes both cis and trans women.

All colleagues who experience abuse will be offered support, regardless of their sex/gender identity and the type of abuse. We will not make assumptions about what someone might be experiencing or the sex/ gender identity of the perpetrator.

By increasing awareness of the signs of domestic abuse, and providing a safe and supportive working environment, we can help individuals experiencing domestic abuse to increase their safety and to make changes in their home or work life to help them to adjust positively to their circumstances and construct lives free from abuse, violence and fear.

We will attempt to assist perpetrators to address the consequences of their violence on others, although this will be dependent on their cooperation and consent and make them aware of the potential impact on their employment within the Council.

Author	Review	Scope
Human Resources	The policy will be reviewed primarily as a result of changes to legislation or statute; Government Policy; COSLA policy; or as a result of changes agreed through Trade Union Consultation.	The Domestic Abuse Policy applies to all Council colleagues, agency workers, consultants and contractors working for the Council.
Purpose	Local collective agreement	
<p>We have a duty of care to all colleagues and this extends to those who experience domestic abuse, and also to perpetrators. The purpose of this policy is to:</p> <ul style="list-style-type: none"> • provide information, support, and guidance for you if you approach us for help if you're a victim or a survivor of domestic abuse; • provide managers with essential learning about domestic abuse; • provide guidance and training for managers on how to engage appropriately with victims and perpetrators; • enable our managers and HR colleagues to use trauma informed responses and how to appropriately engage with domestic abuse cases; • ensure our employment practices do not position us in a category where we indirectly support the abuser or the impact on the victim/survivor • ensure our employers response reflects our Equally Safe commitments; <p>https://www.equallysafeatwork.scot/resources/ESAW-standards-framework.pdf</p> <ul style="list-style-type: none"> • help all colleagues understand the signs of domestic abuse and what help and support is available; • encourage perpetrators to address their behaviour and acknowledge the impact of their actions on others; • support perpetrators who want to address their behaviour; and • consider the impact on the contract of employment if you are a perpetrator. 	<p>This policy is a local collective agreement between the Council and the recognised trades unions.</p> <p>Both parties have agreed to work together to make sure that this policy continues as a local collective agreement.</p> <p>Any changes to this statement will be made by agreement. If we cannot reach agreement on changes, then both parties reserve the right to end this local collective agreement by giving four months' notice in writing. If this happens, then the terms of the local agreement will cease to apply to existing and future colleagues.</p>	

1. What is domestic abuse

The City of Edinburgh Council, COSLA, The Scottish Government, and the United Nations define domestic abuse as:

"Domestic abuse (as gender-based abuse), can be perpetrated by partners or ex-partners and can include physical abuse (assault and physical attack involving a range of behaviour), sexual abuse (acts which degrade and humiliate women and are perpetrated against their will, including rape) and mental and emotional abuse (such as threats, verbal abuse, racial abuse, withholding money and other types of controlling behaviour such as isolation from family or friends)."

Domestic abuse forms a pattern of abusive and controlling behaviour. It is rarely confined to a one-off incident and it usually escalates in frequency and severity over time, particularly if the victim tries to exercise their independence, leave and/or challenge the perpetrator's control. Women are at the greatest risk of murder when they leave or attempt to leave their abusive partner. Over two women a week are murdered in the UK by their current or ex-partner.

Gendered Based Abuse (GBA)

When considering domestic abuse as Gendered Based Abuse (GBA), it's important to recognise that it's abuse and violence that is directed at an 'individual' based on their biological sex or gender identity.

In the context of domestic abuse, GBA is abuse and violence used against women, men, and the LGBT+ community to assert and reproduce gender roles and norms. Basically, meaning that GBA can happen equally to a person of either sex or gender identity, and is used to reinforce conformity to gendered roles.

Domestic abuse is intentional and purposeful. Anyone can be affected by domestic abuse irrespective of their sex, gender identity, sexuality, ethnicity or social standing.

"Gender-based abuse and violence is deeply rooted in gender inequality and continues to be one of the most notable human rights violations within all societies." (Equally Safe)

We recognise that colleagues from marginalised groups will face additional issues that relate specifically to them, particularly colleagues from the LGBT+, BAME, disabled, and older adults' groups.

2. Recognise and understand domestic abuse

The most effective response we can have to domestic abuse is to be aware and to be proactive.

It's not always easy to detect when an employee is experiencing domestic abuse. Domestic abuse is often associated with physical and sexual violence, but it will also be emotional and/or psychological, i.e. coercive control.

As an aware and proactive employer, we will create a supportive atmosphere for colleagues enabling them to feel comfortable disclosing domestic abuse.

The domestic abuse managers' guidance and toolkit gives more detail in how to recognise the possible signs of domestic abuse and how to respond appropriately (as inappropriate intervention can contribute to the cycle of abuse continuing). It will help managers become confident in asking the right questions in the right way and therefore ensure our managers and leaders are comfortable speaking to someone in the organisation who can help them access the right supports for you and your circumstances.

Key messages

- No victim of domestic abuse is ever responsible for the abuse they experience.
- An abuser's behaviour will only change if they recognise that they have a problem and are prepared to take responsibility for addressing their abusive behaviour.
- Domestic abuse is everyone's responsibility.
- Doing nothing is not an option for managers when a team member discloses domestic abuse.
- Taking appropriate action in respect of perpetrators is essential and must always involve HR Domestic Abuse Specialists.

Details on how to respond appropriately to disclosures and when to engage professional agencies can be found in the managers guidance and toolkit.

It's important to note that inappropriate intervention can contribute to continuing the cycle of abuse, and as an employer our response must be proportionate and in line with The Council's Domestic Abuse Strategy and Improvement Plan.

3. Why domestic abuse is a workplace issue

We have a duty of care for the health, safety and wellbeing of our colleagues, and strive to create a safe and supportive workplace environment.

A domestic abuse policy is important for all of us.

- Domestic abuse has an impact at work and on the work we do. (Research shows that 75% of those enduring domestic abuse are targeted at work.)
- Domestic abuse can negatively affect those abused as well as workplace colleagues.
- Domestic abuse can impact on an employee's performance, attendance, career prospects, and job security.
- It helps save lives and helps keep colleagues safe – and also helps keep vulnerable children safe
- It increases productivity and morale.
- It helps women sustain and retain employment which is important for creating economic independence.
- It reinforces that issues that matter to colleagues and the wider community are also important to us.

An employee can experience domestic abuse in a number of ways relating to work:

- threatening phone calls and emails;
- when they travel to and from work;
- the abuser might call the victim or colleagues to check up on the victim (e.g. pretending to care);
- the abuser might interfere with the victim's ability to work at home;
- an employee's performance, attendance, career prospects and job security might be affected;
- colleagues can also experience threatening or intimidating behaviour from the perpetrator.

Importantly, the workplace can be one of the few places that a person experiencing domestic abuse can be separate from their abuser. Consequently, it may be the one place where someone can safely ask for help.

The working environment

When considering domestic abuse and the workplace we must consider all aspects of the working environment:

- the physical workplace (including when the home is the workplace);
- the commute to and from work;

- attendance at a training or a work-related social event;
- the digital world that connects all people in the world of work;
- anywhere that a worker takes a break or uses facilities, e.g. toilet, touch-down areas;
- employer-provided accommodation.

4. How we'll support you if you're a victim or survivor of domestic abuse

The '4-Rs' response

We'll ensure our colleagues have access to the same help that is available to the citizens of Edinburgh. We'll do this by using the universally recognised 4 R's Response: **Recognise, Respond, Refer, and Record.**

The aim of any intervention around domestic abuse is to increase the safety of those at risk of harm, this includes our responses to you as your employer. Details of how to use the '4-Rs' response as a victim and/or survivor of domestic abuse is in the managers' guidance and toolkit.

Paid time-off

If you experience domestic abuse, there's advice and support available from any of the key stakeholders and specialist agencies – they offer tailored support specific to your own needs.

The Council will give you paid time-off to:

- access and engage with external agencies offering professional help,
- access housing support,
- access counselling,
- attend legal appointments,
- make workplace adjustments.

Special paid leave and other support

Once you have disclosed domestic abuse, we will treat unplanned absences or impact on your flexibility around timekeeping as special paid leave.

We will offer you a broad range of support (this may include but is not limited to the following).

- Special paid leave for relevant appointments, e.g. meeting support agencies, solicitors, rearrange housing or childcare, and court appointments.
- Undertaking specialist risk assessments.
- Temporary or permanent changes to working times and patterns, consideration of flexible working arrangements.
- Changes to specific duties, for example to avoid potential contact with an abuser in a customer-facing role.
- Relocating the perpetrator (if both the victim and the perpetrator work in the same location).
- Redeployment or relocation (if appropriate to individual circumstances).

- Measures to ensure a safe working environment, for example changing a telephone number to avoid harassing phone calls.
- Access to counselling/support services, occupational health referral and/or specialist agencies.
- An advance of pay.

Line manager information

Colleagues who experience domestic abuse may choose to tell, report to or ask for support from a line manager, a colleague, or trade union representative.

Line managers and union representatives will not counsel victims or survivors, but will offer information, workplace support, and signpost other organisations that can help. Line managers must always follow the 4-R's process.

In line with recognised best practice (when working with victims and survivors of domestic abuse), line managers will respect the right of colleagues to make their own decision on the course of action at every stage and should never be judgemental. It must be recognised that colleagues may need some time to decide what to do and may try many different options during this process.

Other existing provisions (including occupational health and independent counselling services) will be discussed with colleagues as a means of appropriate help and support.

5. How we will respond to perpetrators/alleged perpetrators

Domestic abuse perpetrated by colleagues will not be condoned under any circumstances nor will it be treated as a purely private matter. Perpetrators who want to address their behaviour will be supported to do this via the appropriate agencies.

We have a duty of care towards all our colleagues, this includes perpetrators of abuse who, through their actions, may be harming their own lives as well as the lives of their partner, ex-partner, and children.

If you have any convictions, cautions, or pending court appearances We will engage with you in appropriately depending on the details of your involvement with the criminal justice system. This does not mean that we are excusing the abuse, our aim is to help to increase safety and save lives.

If you have any convictions, cautions, or pending court appearances regarding domestic abuse you must disclose these to your line manager. This obligation is also part of our Code of Conduct.

Support to address and change your behaviour

We recognise that perpetrators will need help to change their behaviour and we will support and encourage them to address violent and abusive behaviours of all kinds.

We will keep a confidential record of a disclosure and any actions or decisions that have been taken. These records may subsequently be used in any legal proceedings or disciplinary hearing involving you as a perpetrator or alleged perpetrator.

Our intention is to support perpetrators to address their abusive behaviour. We will:

- provide advice, information and support to help you change;
- allow appropriate time-off to attend perpetrator programmes, either voluntary or court-mandated;

- make workplace adjustments (where required);
- provide advice, information and support to change;
- allow time off to attend perpetrator programmes, either voluntary or court mandated;
- take disciplinary action as appropriate, considering:
 - the nature of your conduct and the nature of your work,
 - the extent to which your role involves contact with, or poses a risk to, other colleagues and the general public,
 - whether you have broken professional codes of conduct.

Training will also be available for managers in how to engage appropriately with perpetrators.

6. Confidentiality

All information will be kept strictly confidential, this will include any referral to professional agencies. There will be no adverse impact on your employment records where you have disclosed domestic abuse to us either as a victim or survivor. Any information held will be treated as strictly personal and confidential, and this will include any referral to professional agencies. All time-off for victims and survivors will be recorded as special paid leave. Leave for perpetrators will also be recorded on our HR systems, as special paid leave other.

In certain circumstances the Council's Monitoring Officer will be informed of any disciplinary or police action required. Should we need to inform the Council's Monitoring officer then you will be formally advised.

Child Protection

Information will only be disclosed with the express permission of the individual, unless there are legal requirements to the contrary.

Domestic abuse is frequently linked to child abuse and neglect. Where a risk to children or vulnerable adults is identified our responsibility for public protection may require us to notify the relevant social work office. If this is required, then the individual colleague will be informed accordingly.

7. Where you can go for support

- Line manager
- askHR
- Trade Union Representatives
- Employee Assistance Programme

- NHS Partnership
- Health and Safety
- Specialist Agencies (including Social Care Direct).

Appendix two – Training Matrix for all colleagues and elected members

Job Role	Tasks	Frequency	Learning	LEARNING INTERVENTION
All staff	<ol style="list-style-type: none"> 1) Recognise domestic abuse 2) Flag it with managers 3) Act if a colleague confides in me 	Difficult to determine	<ol style="list-style-type: none"> 1) Being aware of what domestic abuse is and its definition 2) Why it's a workplace issue, How to flag domestic abuse at work 3) Doing nothing is not an option What to do if a colleague confides in me 	1, 2 & 3) DAART eLearning module
Ask HR	<ol style="list-style-type: none"> 1) Recognise domestic abuse 2) Advice managers on where to get support 3) Advice managers on options available to them: i.e. do they need a case advisor – do they need professional support – do they need HR guidance – where to get specialist HR guidance and support 4) Advice managers on recording of case 	At any given time as required – will fluctuate as cases arise.	<ol style="list-style-type: none"> 1) Being aware of what domestic abuse is and its definition Why it's a workplace issue 2) Doing nothing is not an option Knowing when and whom to refer to 3) Domestic Abuse Policy knowledge Guidance on engaging with internal and external agencies (checklist, flowchart e.g.) 4) Understanding the importance of GDPR and Records Management 	<ol style="list-style-type: none"> 1) DAART eLearning module 2) Job Aid e.g. (checklist, flowchart, decision tree) 3) Domestic Abuse Policy Job Aid 4) Job Aid – Orb pages
All reporting managers	<ol style="list-style-type: none"> 1) Recognise domestic abuse 2) Raise concerns directly with victims/perpetrators 3) Support victims/survivors. Get a DASH Report Engage with perpetrators. <ol style="list-style-type: none"> 4) Invoke additional procedures e.g. discipline Involve the police <ol style="list-style-type: none"> 5) Refer for statutory support e.g. child protection 6) Record actions Keep records <ol style="list-style-type: none"> 7) Make a safety plan 	At any given time as required – will fluctuate as cases arise.	<ol style="list-style-type: none"> 1) Being aware of what domestic abuse is and its definition Understand gender-based violence Why it's a workplace issue Doing nothing is not an option 2) How to talk and approach victims and perpetrators Trauma informed conversations 3) Where to get support When to take HR advice 4) When to involve the case team 5) When to invoke professional agency involvement How and when to refer to social work services 6) Understanding the importance of GDPR and Records management 7) How to write a safety plan 	<ol style="list-style-type: none"> 1) DAART eLearning module and other resources hosted on myLearningHub 2) Peer-to-peer practice Video with actor's role modelling conversation 3) Job Aid 4) Job Aid 5) Job Aid; Domestic Abuse Policy 6) Refer to Orb pages, Job Aid 7) Job aid
Investigating Officers	<ol style="list-style-type: none"> 1) Recognise domestic abuse 2) Interview victims/survivors/ Get a DASH Risk Assessment 3) Engage with perpetrators Invoke disciplinary Refer to the police 4) Record investigation papers and documents 	Frequency at any given time as required – will fluctuate as cases arise	<ol style="list-style-type: none"> 1) Being aware of what domestic abuse is and its definition Understand gender-based violence 2) Where to get support and a DASH Risk Assessment Trauma informed conversation 3) When and how to invoke disciplinary When and how to refer to the police 4) Understanding the importance of GDPR and Records management 	<ol style="list-style-type: none"> 1) DAART eLearning module 2) Peer-to-peer practice Video with actors role modelling conversation 3) Same as 2, job aids, Domestic Abuse Policy developed from toolkit 4) Job aid, Orb pages

<p>HR Case Team</p>	<ol style="list-style-type: none"> 1) Recognise Domestic Abuse 2) Engage with victims/survivors/ <p>Get a DASH Risk Assessment</p> <ol style="list-style-type: none"> 3) Engage with perpetrators 4) Invoke disciplinary 5) Refer to the police 6) Advice managers on how to make a safety plan 7) Store and maintain case records 	<p>Frequency at any given time as required – will fluctuate as cases arise</p>	<ol style="list-style-type: none"> 1) Being aware of what domestic abuse is and its definition <p>Understand gender-based violence</p> <p>Why it's a workplace issue</p> <p>Doing nothing is not an option</p> <ol style="list-style-type: none"> 2) Where to get support <p>Where to get a DASH Risk Assessment</p> <p>Trauma informed conversation</p> <ol style="list-style-type: none"> 3) Trauma informed conversation 4) How and when to invoke disciplinary procedure 5) How and when to refer to the police 6) Know about safety planning 7) Understanding the importance of GDPR and Records management 	<ol style="list-style-type: none"> 1) DAART eLearning module 2) Job aid; peer-to-peer practice, video with actors 3) Same as 2 4) Job aids from toolkit 5) Job Aids, Domestic Abuse Policy 6) Job Aids 7) Orb Pages, Job Aid from toolkit
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Appendix 3 Equally Safe Endorsement

From: Equally Safe Edinburgh Committee

Edinburgh, 2 March 2022

To: Andrew Kerr
Chief Executive
The City of Edinburgh Council

Dear Andrew,

Re: Endorsement of the City of Edinburgh Council's Domestic Abuse Policy and Toolkit

The purpose of this letter is to formally endorse the City of Edinburgh Council's new Domestic Abuse Policy and Domestic Abuse Toolkit by the Equally Safe Edinburgh Committee. The [Equally Safe Edinburgh Committee](#) is a partnership between organisations which work to put into practice the Scottish Government's and the Conventions of Scottish Local Authorities' (COSLA) Equally Safe Strategy across Edinburgh.

We make sure services are always learning about how best to support and protect women and girls from abuse, violence and inequality, and provide public information on how to uphold the rights of women and girls. The committee consists of senior staff members from the City of Edinburgh Council, Police Scotland, the voluntary sector and partner agencies.

We have had the opportunity to review the City of Edinburgh Council's Domestic Abuse Policy and Domestic Abuse Toolkit and would like to state our support for both documents. They provide best practice guidance on identifying, risk assessing and responding to the risk of domestic abuse, in line with Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls. We believe that this is a significant step for the Council in implementing the principles of the strategy.

We therefore hereby endorse the new Domestic Abuse Policy and associated toolkit and support its ratification by the Policy and Sustainability Committee.

Yours sincerely,

Sarah Taylor
Chair of the Equally Safe Edinburgh Committee
Chief Inspector
North West Edinburgh
Drylaw Police Station

Linda Rodgers
**Vice-Chair of the Equally Safe
Edinburgh Committee**
Chief Executive Officer
Edinburgh Women's Aid