



Domestic and family violence - Not now, Not ever.

Domestic & Family Violence Workplace Safety Plan

EMPLOYEE DETAILS

Employee Number: -----Position: -----

Employment Status (please circle): Full time Part time Casual Job Share

(If job share, consider impacts on person sharing role, including additional responsibilities/pressure, impact on own wellbeing, etc).

Title: Mr. Mrs. Ms.

Full Name: _____

Email: _____

Phone (Wk): _____ Phone (Mob): _____

PRINCIPAL/MANAGER'S DETAILS

Full Name: _____

Email: _____ Phone (Wk): _____

HR REPRESENTATIVE

Full Name: _____

Email: _____ Phone (Wk): _____

EMERGENCY EMPLOYEE CONTACTS

Full Name: _____

Email: _____ Phone (s): _____

Full Name: _____

Email: _____ Phone (s): _____

WORKPLACE SAFETY PLAN CONSIDERATIONS:

By creating a Domestic & Family Violence (DFV) Workplace Safety Plan, DET is assisting to create a series of strategies and actions in consultation with the employee to provide support in managing identified risks.

Typically the focus is on planning responses to an immediate threat or crisis and identifying ways the employee can increase their safety in the workplace and/or that of their co-workers, students and others.

This plan should be reviewed at a predetermined interval for appropriateness or as circumstances alter.

This *DFV Workplace Safety Checklist* and this *DFV Workplace Safety Plan* is undertaken by the principal/manager when responding to the disclosure of Domestic & Family Violence (DFV) by a staff member. HR Representatives are able to assist principals/managers with establishing *DFV Workplace Safety Plans* and with identification of suitable flexible work arrangements, leave, transfer or relocation, if required.

Everyone in the workplace has a role to play in helping to prevent domestic and family violence. Below are some safety planning suggestions which assist the school/ workplace in determining how best to plan and prevent domestic and family violence in the workplace and provides the affected party with support in actively addressing their situation.

Reassure the employee that the Department is committed to assisting the person, reinforce the external and departmental supports available for that person. Provide information about the people and resources the employee can turn to in the workplace and community for help and support.

IDENTIFICATION OF IMMINENT RISK TO EMPLOYEE

1. Using the *DFV Workplace Safety Checklist*, identify with the employee, whether they or their family members are in immediate danger. If so, encourage the employee to contact the police and DVConnect and act on advice from these services.
2. If there are no immediate safety risks, encourage the staff member to access counselling through Optum, the Department's EAP provider (Ph: 1800 604 640)

SOCIAL SUPPORT/FAMILY SITUATION

3. Determine if the staff member has a support network, family or friends and ensure that their emergency contact details have been updated.
4. Confirm with the person, their daily work/child care arrangements, including standard start times, finish times. Reiterate that the staff member, contact the school/workplace if they are going to be late or not coming in to work.
5. Ensure emergency contact details are up to date and if not, update on page 1 of this form and other school/workplace records.

DOMESTIC VIOLENCE ORDERS

6. Determine if there is a Domestic Violence Order (DVO) in place. Identify whether the workplace has been included in the Order. If the workplace is included, request a copy and make sure that all of the conditions of the Order are followed. If the employee is going to apply for an Order, encourage them to include the workplace.
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WORKPLACE CONSIDERATIONS

7. Ask for a recent photo or description of abuser. Obtain consent from the employee to show/share photo with security and reception so they know who to look for or to screen.
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8. Does the person using violence and abuse have access to weapons? If so, list the types of weapons, whether they have a firearm and are licenced? Report this information to the police and seek their advice.

9. Can visitors access and leave the workplace with ease? Do they need swipe cards, is there a reception, front desk or security? If yes, please specify.

10. Is there adequate lighting such as in the carpark, within and outside the school/workplace? Is the person visible within the workplace? Examine the landscaping and building/grounds layout to ensure person can be seen by other staff.

11. Are there visitor logs/sign in and sign out procedures? If not, consider implementing some.

12. Are there periods where the staff member is required to be isolated from others? If so, can this be reduced or eliminated to increase the safety of that person?

13. Make sure the employee does not work in locations where they are visible and easily accessible to visitors. For example, make sure they are not working at the front reception desk or near windows that can be easily seen from the outside.

14. Identify a safe place for the employee to go if they are in danger and how they will get there?

TRAVELLING TO AND FROM WORK

15. Identify who can escort the person to/from their vehicle or public transport (ensure other staff at not placed at risk).

16. Where able, give employee a well-lit, priority parking spot near the building.

17. Identify a strategy for safe travel to and from the workplace (include where to park, how best to exit the building, whether employee should be accompanied to car and the most appropriate person to accompany them).

18. Identify a co-worker who can keep track of the employee's start and finish times. Ensure commitments have been clearly identified and communicated in order to ascertain routine aspects of an employee's day to day routine. (e.g. school drop off, child care arrangements, etc).

COMMUNICATIONS/CONTACT

19. Make sure all records and directories that the public can access do not include the employee's contact information.

20. Offer to have a co-worker screen their calls.

21. Provide the employee with a new phone number or email.

22. Block the abuser's emails from the system.

23. Does the staff member have access to a panic button/phone in their work area?

Identify changes to work practices required. (i.e. email address, change of phone number, employee list or external/internal directories).

WORK IMPACTS AND PERFORMANCE

19. Encourage the employee to advise their principal/manager on the work impacts that the abuse/violence might be causing. Consider providing additional support to the person to assist with work commitments if required.

FLEXIBLE WORK ARRANGEMENTS AND LEAVE

20. Offer a flexible schedule or flexible work arrangements, where possible. Consider any additional support that might be required to support the affected employee.
21. Discuss whether the employee would like to access short or long term leave. The employee may need leave to attend medical, legal and court appointments, to attend to child care or schooling arrangements, to address accommodation or financial issues. Under the Special Leave Directive the employee can access up to 5 paid days of discretionary special leave for domestic and family violence purposes. Extension of this leave can be made on a case by case basis.

NOTE: Follow up and check on progress and well-being at predefined intervals so that flexible working arrangements can be modified once things have settled down.

TRANSFER OR RELOCATION

22. Discuss with the employee whether they might require a temporary or permanent transfer or relocation.

IF BOTH PARTIES WORK AT THE SAME PLACE.

23. Where the person who has committed violence or abuse also works at the same school or workplace, the Department's preference is to relocate or transfer the person who has committed the abuse/violence.
24. If the person who has used abuse and violence has used workplace resources or conducted the behaviour within the workplace, this should be reported to Ethical Standards Unit as it may constitute a breach of the Code of Conduct.
25. Staff who have domestic and family violence orders placed against them are not required to advise the Department. If however the staff member is charged or engages in any criminal behaviour such as assault, stalking, wilful damage of property, this should be reported to police and to the Ethical Standards Unit.

OTHER INFORMATION

26. Detail any specific information not already covered.

Within Queensland, DVConnect offers the following counselling and information services:

- Womensline: Ph: 1800 811 811 (24/7 telephone service)
- Mensline: Ph: 1800 600 636 (9am-midnight, 7 days)
- Sexual Assault Line: Ph: 1800 010 120 (8.30am – 11.30pm, 7 days)

Or contact the national 24/7 1800RESPECT (Ph: 1800 737 732) telephone service for support and information on Domestic and Family Violence and Sexual Assault

General and 24/7 crisis counselling can also be accessed through DET's Employee Assistance Provider, Optum. Ph: 1800 604 640