**Considerations for staff experiencing domestic abuse.**

Please also see our [guidance](http://documents.manchester.ac.uk/display.aspx?DocID=36959) on supporting staff experiencing domestic abuse. We have HR staff trained in supporting staff experiencing abuse; if you need additional help and support in managing this issue please contact your HR Partner in the first instance.

Managers should ideally work with the individual experiencing abuse to discuss practical steps that can be taken to ensure safety in the workplace. These can include:

* Are there are any specific risks related to the work location of the member of staff. E.g. is the building open access? Can the individual be seen from outside the premises? If yes, consider if any of the risks can be minimised, e.g. by moving the individual on a temporary or permanent basis.
* Is there anyone that should be notified about the situation, e.g. security or reception staff? Consider whether it is necessary to provide them with a photograph of the perpetrator.
* Who should the member of staff alert in an emergency?
* Does the member of staff undertake any lone working? If yes, consider how this could be minimised or any risks mitigated.
* How does the individual travel to and from work? If the individual drives, where do they park? Consider if any support or adjustment could be provided, e.g. provision of a parking space close to the work location.
* Consider working hours. If a perpetrator is aware of the individual’s routine, it may be beneficial to change working hours on a temporary or permanent basis. In this event, this should be agreed quickly and would not need to go through the full flexible working procedure.
* Phone calls – consider if these could be diverted or if phone numbers need to be changed.
* Does the individual need any time off – for example if they have to attend court appointments, address housing issues, etc. Managers have discretion to use Special Leave in these circumstances.
* Ensure that the individual is aware of the University counselling service for additional support.

All aspects of this plan should be agreed with the member of staff concerned and kept confidential. Communication with other staff members should always be with the agreement of the individual experiencing the abuse.