

Information Governance

8 August 2019

Our Ref: RFI 29808

Dear

**Freedom of Information Act 2000
Information Requested in Relation to Support Trusts and Health Boards
across the UK Provide to Employees who are Experiencing Domestic Abuse**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 11 July 2019.

A response to each of the questions raised has been provided by the HR & Corporate Affairs Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Rebecca Kelly
Information Governance Assistant

Q1. Do you have a domestic abuse policy or something equivalent that applies to employees experiencing domestic abuse? If so, please provide a copy of the applicable policy.

A1. Yes, the Trust has a policy governing domestic abuse. It is currently under review. A copy of the policy is attached.

Q2. Do you have other policy/policies which provide for support for employees experiencing domestic abuse (for example, as part of a leave policy)? If so, please provide a copy/copies of the relevant policy/policies.

A2. The, Domestic Violence and Abuse in the Workplace, policy sets out actions that are appropriate to consider including those in line with the Work Life Balance policy.

Q3. Please inform us when each of the policies caught by the above questions ('the relevant policies') were first created and, if applicable, subsequently reviewed and updated?

A3. Domestic Violence and Abuse in the Workplace Policy was originally signed off within the Trust in October 2010. It is under review at present.

Q4. Do you have a dedicated point of contact staff member who is trained to provide information and support to employees experiencing domestic abuse? When was that role created and first made active?

A4. The Policy was developed in conjunction with the Domestic Violence Co-ordinator, a Senior Manager (Safeguarding) within the Children's Services Directorate and Human Resources (HR) staff. Specific queries would be channelled through the Co-ordinator and Senior Manager (Safeguarding) who signpost to the most appropriate body. This would have been available from the outset of the policy. Occupational Health is also available to signpost staff as appropriate.
Additionally, the Trust also has a free confidential counselling service provided by Inspire Workplaces.

Q5. How are HR staff and managers made aware of the existence of the relevant policies?

A5. The Policy was initially launched via a half day information session with the Chair of the Trust as the opening speaker. HR staff and managers within the Trust were in attendance. All new Trust policies are circulated to staff via a Trust announcement email. The policy is accessible on the Trust's intranet.

Q6. *How are general staff made aware of the existence of the relevant policies?*

A6. All new Trust policies are circulated to staff via a Trust announcement email. The policy is accessible on the Trust's intranet