Ensure you have read and are familiar with the details in the Domestic Abuse Policy and supporting FAQs before the meeting.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Pre-Meeting Action** |
| **1.** | This support plan is for anyone experiencing domestic abuse, directly or indirectly - it is designed to be a ‘safe space’ to discuss the impact and how we can best support you. |
| **2.** | Ensure there is an appropriate confidential space available for your meeting (it is advisable that this is face to face wherever practicable). Try to make the environment as comfortable as possible. |
| **3.** | Ensure that you both have the appropriate time to discuss and that you are not interrupted. |
| **4.**  | During the discussion:* Do not make assumptions
* Ensure that confidentiality is discussed and explain in what circumstances information may have to be disclosed (ie, when a safeguarding concern may need to be considered).
* Try not to show shock or surprise or be judgemental
* Encourage open discussion but respect an individual’s right to choose how much they wish to share
* Remember that you are not the expert in the subject area. You will not be able to fully assess the risks or suggest actions affecting the individual’s personal situation/circumstances outside of the workplace
* Allow the individual to decide what level of support is required
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| **Review Meeting** |
| **5.** | Commencing the discussion:Allow time to open up the conversation and ask general questions to give an opportunity for your colleague to open up and share with you their thoughts on how you can support them. Do you feel that there is an immediate danger? If so, please dial 999.Example questions to explore:Do you feel safe at home right now? Is anybody hurting you or anyone else? What are you afraid might happen? If there is no immediate danger, continue:Have you got a safety plan at home in place?”If I try to contact you and cannot get in touch who should I contact? Do you have a contact number of someone we can contact? Is your Next of Kin the person you would like me to contact?Do you need to change your next of kin details?Agree plan for escalation to emergency services if unable to confirm safetyHow is your domestic/personal situation affecting you at work? There may be several and complex issues you are experiencing, this is a safe space for discussion. |
| **6.**  | How is the workplace with regard to your safety? Is it appropriate to your needs? What changes, if any, can be made? Have you spoken with any external agency about your safety?If so are you aware if a risk assessment has been carried out which could be shared with us? |
| **7.** | Safety Planning:What can we put in place that would make you feel safe in work?Examples could be:Consideration for a change your work locationAvoiding lone workingDiverting or screening callsAlerting Facilities/Security on any concerns raised and actions agreedConsideration for changes to specific work duties, if appropriate, for example to avoid potential contact with an abuser in a customer facing roleOther considerations for support:* + - the possibility of time off work, dependent on operational requirements, for relevant appointments with support agencies, solicitors, to rearrange housing or childcare, and for court appointments
		- the opportunity to discuss a temporary or permanent change to working times and patterns
		- considerations for redeployment or relocation if this is a possibility and for reasons of employee safety
		- additional measures to be put in place to ensure a safe working environment, for example, changing a telephone number to avoid harassing phone calls
		- using other existing policies to give additional support, including flexible working, time off work policy, etc. Access to the Employee Assistance Programme, details of this can be found on our [People First](https://peoplefirst.nhsbt.nhs.uk/Wellbeing/employee-assistant-programme-eap.htm) pages.
		- support from internal networks
		- access to occupational health support/signposting to the Freedom to Speak Up Guardian
		- access to work facilities/resources such as buildings, IT/telephone access to give you the resources you may need and the privacy to access help.
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| **8.** | How and what do we need to consider? |
| **9.** | What do we need to consider to reduce any workplace stress and workload? |
| **10.** | When and how should your colleagues be informed? How do we manage this? |
| **11.** | How could your colleagues be affected? |
| **12.** | Would you like to consider being assigned a specific contact whom you can approach for ongoing support in addition to your line manager? |
| **13.** | Are there any other temporary changes we can make to support you? |
| **14.** | Are you working from home? Are there any considerations we need to give to this? |
| **15.** | Are you aware of what help and support you can get externally? Are you accessing specialist support? Discuss and signpost colleague to external support available |
| **16.** | Internal Signposting : People First, Policy information, Wellbeing pages, network groups, Yammer; HR Direct  |
| **17.** | Anything we have missed/Comments |
| **Post Meeting Action** |
| **18.** | Frequency of one to ones to discuss or review your plan (suggestion to diarise these). |
| **19.** | Ensure that both parties raise any concerns with each other at the earliest opportunity. |