

# HEALTH AND SAFETY POLICY FAMILY VIOLENCE

**Policy Number:** CS-06-2021

**Effective Date:** v 1-06-2022

**Responsible Person:** BoG Chair

**Approved by BoG on:** 11-06-2022

**Review Date:** 05-2023

## Purpose

To outline Hampton Park Care Group's commitment to staff, volunteers, families, children and community members affected by Family Violence situations, and ensure that Hampton Park Community House in a safe, secure and supportive environment.

## Policy statement

Family violence in the community is acknowledged by Hampton Park Care Group Inc. (HPC) as a major issue in society. Statistics show that the majority of people in situations of family violence are in the paid workforce.

Filicides (where a parent or step-parent kills a child) are the second most common form of family violence homicide, following intimate partner homicide (AIHW, 2019).

Hampton Park Care Group Inc. recognises this and have developed procedures to assist and support staff, volunteers, contractors, families, children and community members who may be in this situation.

## Principles

### Prevention

Primary prevention refers to the whole-of-population initiatives that aim to prevent violence against women and family violence before it occurs. It focuses on addressing the underlying drivers of these problems within HPCH, our communities and society. Prevention looks at ways to practically and



sustainably address the attitudes, practices and differences in power that perpetuate and exacerbate violence against women and family violence.

## Infants, Children and young people

HPCH recognises that Family violence has significant consequences for infants, children and young people.

Children and young people can be both directly and indirectly affected by family violence. It's important to recognise children and young people not just as extensions of their parents or caregivers, or 'secondary victims' of family violence, but as victim survivors in their own right.

## Vulnerable people

Because of social inequality and discrimination, some groups of people experience significantly higher rates of violence generally, including family violence. There are high rates of family violence perpetrated against women. Emerging evidence also shows that the rates of intimate partner violence within same-sex relationships are as high as the rates experienced by cisgender women in heterosexual relationships, and possibly higher for bisexual, transgender and gender diverse people. Aboriginal women are 32 times more likely than other women to be hospitalised and 10 times more likely to die from violent assault. Women and girls with disabilities are twice as likely to experience violence as those without disabilities.

## Employees

Hampton Park Care Group Inc. is committed to providing support to staff that experience family violence. Hampton Park Care Group Inc. recognises that employees sometimes face situations of violence or abuse in their personal life, which may then affect their attendance or performance at work.

Employees who require assistance or advice in the workplace may contact their direct supervisor, a manager or the Family support team or Health and Wellbeing Officer to discuss their particular circumstances and requests for assistance. An employee may also ask another staff member or family member to seek assistance on their behalf.

No adverse action will be taken against an employee if their attendance or performance at work suffers as a result of being a victim of family violence.

HPCH will identify a list of relevant support agencies and contacts. Relevant staff will be informed of the list and will have access to it.





The range of assistance could include Changes to hours of work; Changes to the location of work; Relocation to suitable employment where this is able to be identified; Changes to work phone numbers or work email addresses and other items outlined in the Family and Domestic Violence Resource Kit.

## Leave Entitlements

Hampton Park Care Group Inc. in its Neighbourhood Houses & Adult Community Education Centers Agreement 2016 has provision for Family Violence Leave (Section 7. 41). This articulates Hampton Park Care Group Inc.'s support to staff in these circumstances including

- have access to up to 10 days per year of paid special leave for medical appointments, legal proceedings and other activities related to family violence. This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day and can be taken without prior approval.
- an employee who supports a person experiencing family violence may take carer's leave to accompany them to court, to hospital, or to mind children
  - .
- Annual leave, sick and carers leave entitlements may also be used by employees experiencing family and domestic violence.
- Upon exhausting the above entitlements, Hampton Park Care Group Inc. may grant special leave to be used for absences from the workplace to attend to matters arising from family and domestic violence situations. Employees may also apply to access unpaid leave.

To specifically access Hampton Park Care Group Inc.'s family violence leave, Hampton Park Care Group Inc. requires proof in the form of documentary evidence from the Police Force, a court, a registered medical practitioner, a Family Violence Support Service or a legal practitioner. This needs to be provided to HPCH EO or delegate (Domain Manager) who will approve the request.

## Confidentiality

Hampton Park Care Group Inc. will ensure that personal information concerning family and domestic violence will be kept strictly confidential.

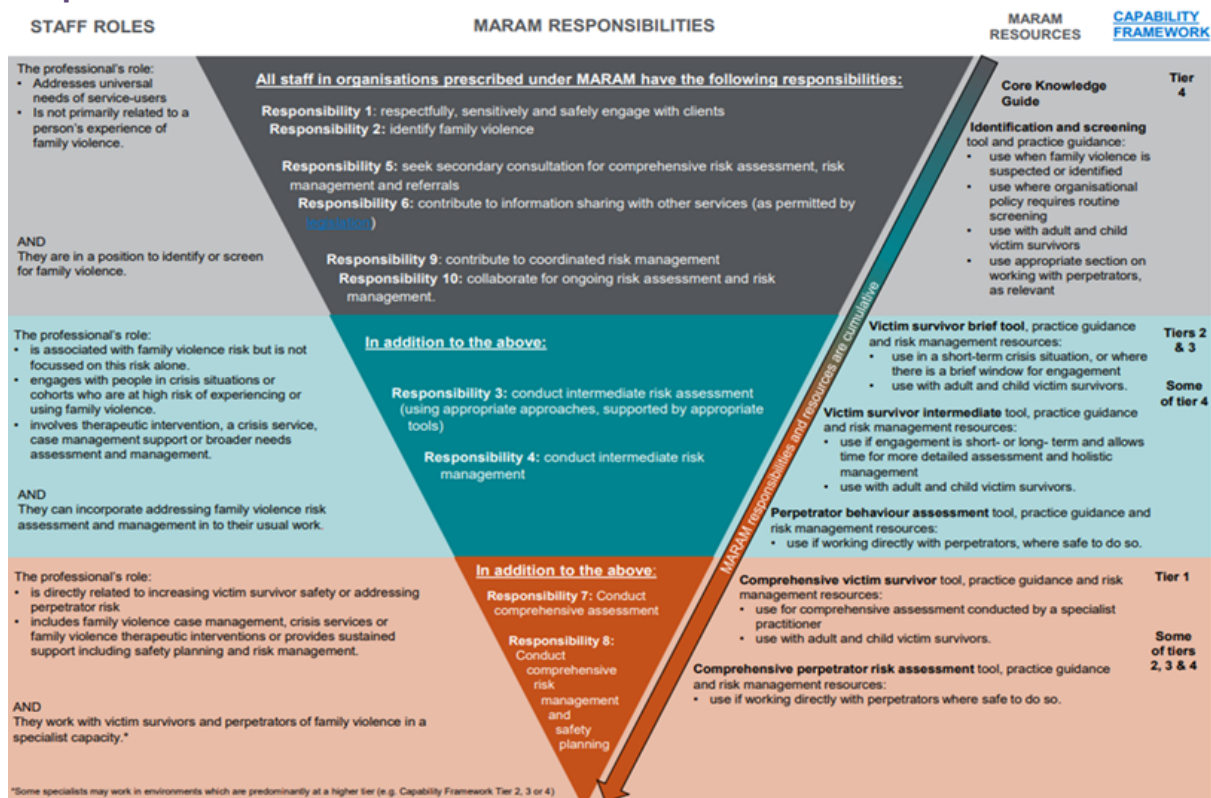
All personal information concerning family violence will be kept confidential in line with Staffing Policy and relevant legislation. No information will be kept on an employee's personnel file without their express written permission.

In circumstances where a child or community member experiencing family and domestic violence



requests that personal information not be publicised, Hampton Park Care Group Inc. will take reasonable steps to comply with the request.

## Responsibilities



## Domain Area Responsibilities

Family Services Team - Tier 2 and have the following responsibilities: 1,2,3,4,5,6,7 & 8

Childrens Services Team - Tier 4 and have the following responsibilities: 1,2,3,4,5,6

Community Services Team have the following responsibilities: 1,2,5,6

## Who is responsible for implementing this policy?

<p><i>Board of Governance</i></p> <p><i>(Chair)</i></p>	<p>Approve Policy</p>
<p><i>EO (PMC)</i></p>	<p>Approve Procedures related to the Policy</p>
<p><i>Domain Area</i></p> <p><i>Managers /</i></p> <p><i>Coordinators</i></p>	<ul style="list-style-type: none"> <li>• Understand the issue of family violence Domain Area responsibilities and Hampton Park Care Group Inc.'s family violence policy.</li> <li>• Promote programs that supports staff experiencing family violence</li> <li>• Support a culture that prevents family violence issues.</li> <li>• Support professional development and training for staff in Family Violence (MARAM etc.)</li> <li>• Share information with other agencies as appropriate</li> </ul>
<p><i>Human Resources</i></p>	<p>Responsible for reviewing policy and associated documents</p> <p>Responsible for communicating policy</p>
<p><i>HPCH Executive and</i></p> <p><i>EMC</i></p>	<p>Evaluate, review and approve the policy</p>
<p><i>All Staff</i></p>	<p>Adhering to policy and procedures as listed in this document</p>

## Definitions

Family or Domestic Violence is any violent, threatening or other behaviour by a person that coerces or controls a member of

## Violence

the person's family or household or causes the family or household member to be fearful. It includes current or former partners in an intimate relationship, whenever and wherever the violence occurs. It may include physical, sexual, emotional, psychological or financial abuse.

Family violence also occurs when a child or young person hears, witnesses or is exposed to the effects of the violence. For example, if a child senses their parent's fear or lives with the impacts of violence on a family member's health.

## Employee

For the purposes of this policy an employee includes:

- an employee of HPCH, or
- a contractor or subcontractor used by HPCH, or
- an employee of a contractor or subcontractor used by HPCH, or
- an employee of a labour hire company used by HPCH, or
- an apprentice or trainee of HPCH, or
- a student gaining work experience or undertaking a vocational placement with HPCH, or
- a volunteer with HPCH

## Workplace

For the purposes of this policy a workplace includes:

- at a workplace of HPCH whether or not the employee is actually performing work at the time,
- at any other place while performing work for the HPCH



MARAM

framework

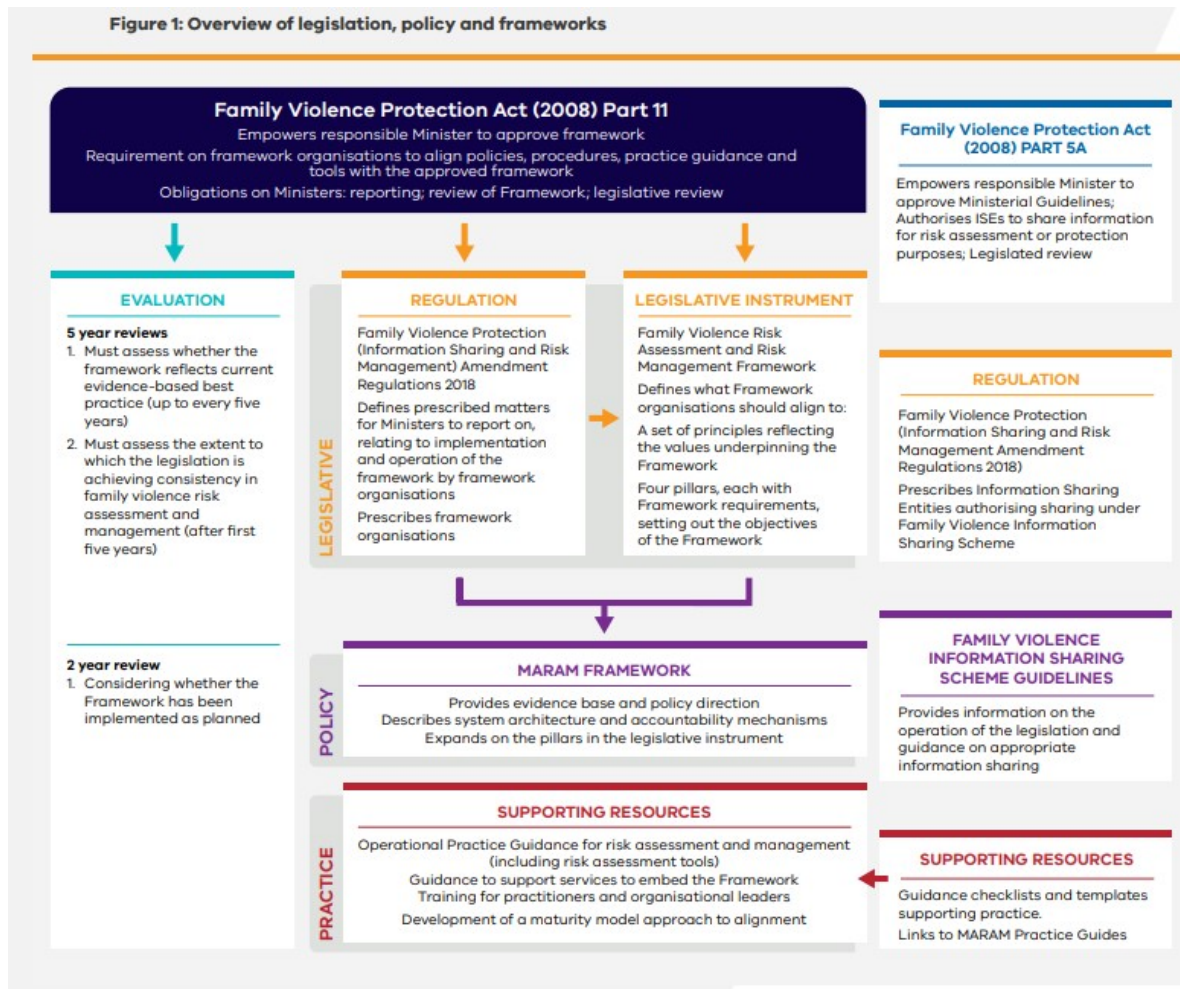
The Family Violence Multi-Agency Risk Assessment and Management Framework ensures services are effectively identifying, assessing and managing family violence risk.

## Legislation and other references

### Legislation

For further information related to this policy see:

<https://www.vic.gov.au/report-implementation-family-violence-risk-assessment-and-management-framework-2020-21>



## References

- [Campo, M. \(2015\); Taylor, A. \(2019\); Kaspiew, R. et al. \(2017\).](#)  
[Australian Childhood Foundation \(2013\);](#)  
[Campo, M. \(2015\); Holt, S., Buckley, H., & Whelan, S. \(2008\); Taylor, A. \(2019\).](#)  
[Campo, M. \(2015\); Kaspiew, R. et al. \(2017\); Katz, E. \(2019\).](#)  
*Family Violence Protection Act 2008 (Vic)*  
Family Safety Victoria (2019). *MARAM Practice Guides: Foundation Knowledge Guide*. Melbourne, Vic: State of Victoria, page 8.  
Family Safety Victoria (2019). *MARAM Practice Guides: Appendix 1: Observable signs of trauma*. Melbourne, Vic: State of Victoria.  
Family Safety Victoria (2019). *MARAM Practice Guides: Foundation Knowledge Guide*. Melbourne, Vic: State of Victoria, page 44.  
Family Safety Victoria (2019). *MARAM Practice Guides: Foundation Knowledge Guide*. Melbourne, Vic: State of Victoria, page 44.  
Domestic Violence Victoria (2020). *Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors*. 2nd Edition. Melbourne: DV Vic.

See the [MARAM Practice Guides](#) and the Code of Practice for Specialist Family Violence Services [link] for further guidance.

## Documents

This Policy is implemented in conjunction with the following documents:

- Code of Conduct
- Child Safe Environment Policy
- Enterprise Agreement
- Enrolment Policies (Children's Services)
- Incident Management & Reporting Policy
- Personal Leave Policy
- Mandatory Reporting Policy
- Risk Management Policy
- Staffing Policy
- Family & Domestic Violence Resource Kit

## Attachments:

- Are you safe at home? (in multiple languages)
- Support for children and young people
- Fast Facts on Family & Gender-Based Violence

<https://safeandequal.org.au/resource-library/>



## Risk Assessment Reference

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	Risk Category
Asset Management Committees Compliance – Legal & Regulatory -QA2 Contract Management Contract Tendering & Procurement Corporate Governance Environmental Sustainability	Financial Sustainability Human Resource Management Leadership & Organisational Culture Occupational Health & Safety Organisational Risk Management Project Management Public Image and Reputation

## Authorities:

Signature of Chair of BOG :



Date of Approval by BOG:

11-06-2021

Hampton Park Care Group Inc.