



Staff Gender Based Violence (GBV) Policy

November 2024

Agreed:

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1. Introduction

West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.

We also acknowledge our responsibilities under The Human Rights Act 1998 to protect and promote fundamental human rights and freedoms, such as the right to life, personal liberty, an education, freedom of expression, and the prohibition of torture.

Please see end of this document for EIA.

West Lothian College, as an employer, has a duty to provide a safe working environment and to provide support to any employee, regardless of the gender they present, who is a victim of gender-based violence. Gender-based violence (GBV) is recognised as any action that results in, or is likely to result in, physical, sexual or psychological harm or suffering, including threats of such acts, coercion or arbitrary deprivations of liberty, whether occurring in public or in private life. In addition, allegations of abuse made against employees could have potential implications for their employment role and could breach organisational and professional codes of conduct.

This policy is part of West Lothian College's commitment to improving the safety and welfare of all employees affected by abuse.

2. Scope

The policy is applicable to all employees, volunteers and agency workers, irrespective of the position they hold and does not discriminate at any level.

Where gender-based violence impinges upon the workplace, for example, by unwelcome visits from an abusive partner, action will be to safeguard the workplace in accordance with West Lothian College's health and safety responsibilities towards its employees.

The application of this policy and its attendant procedures will be monitored in line with changes in legislation and will be reviewed and consulted upon as and when necessary.

3. Aims of the Policy

Application of this policy will ensure West Lothian College demonstrates its commitment to assisting employees who are/have been victims of gender-based violence.

The policy provides to;

- ensure confidential and sympathetic handling of situations arising from gender-based violence
- raise awareness of GBV as a serious health and social issue, highlighting its hidden nature and the impact on those affected by it
- assist and support employees requesting help in addressing problems arising from gender-based violence
- ensure equal application to employees throughout West Lothian College
- project a clear signal that the actions of employees who perpetrate abuse, within or outside work, is unacceptable
- provide a framework for addressing the behaviour of employees who may be perpetrators of abuse and who may pose a risk to other employees or students within the context of their work
- assist line managers to interpret and apply provisions within existing West Lothian College policies when responding to gender-based violence

The policy will also be supported by;

- The organisation will undertake to raise awareness of gender-based violence and put systems into place that will support and assist employees who are victims.
- The organisation will promote a zero tolerance attitude towards gender-based violence.
- Where applicable if an employee discloses experience of current gender-based violence which involve child protection issues these will be dealt with sensitively.
- West Lothian College will provide support to individuals through the provision of a safe working environment and provide information and contact numbers for internal and external support agencies.

4. Responding to Gender Based Violence

Managers have a role to address the needs of employees who have experience of abuse. In responding to employees, they are expected to be available and approachable; to listen and reassure; respond in a sensitive and non-judgemental manner and discuss how the organisation can support them.

In cases where an employee raises their experience of abuse, managers should endeavour to provide flexible support, tailored to meet the circumstances of each individual, taking account of any additional needs that they may have. Managers should be aware of the potential barriers that make it difficult for employees to seek support and should be conscious not to make judgements or to provide counselling or advice but seek expert input where appropriate.

Although managers should try to be as supportive as possible, employees should, nonetheless, have a clear understanding of what is expected of them in relation to performance and attendance.

If a manager has a reason to believe that the alleged perpetrator presents a risk to other employees, then the aligned HR Business Partner should be contacted for advice and consider contacting the Police. The following should also be considered by the line manager in supporting the employee in assessing any risk:

- Speak to the employee about their immediate and future safety and assist them to think through their options. For example, discuss support networks, protection strategies and provide phone numbers for organisations that can help including the police, women's aid, men's aid, rape crisis.
- Provide a range of practical workplace safety measures such as those listed below i.e. the use of an assumed name at work, provision of a temporary mobile phone, mutual agreement of a safe, confidential method of communication etc.
- Discuss potential options for workplace support, taking cognisance of existing college policy provisions i.e. extended and/or flexible leave (paid or unpaid), change of work patterns, adjustment to workload etc.
- Provide information on possible supports within the college i.e. Occupational Health, HR and People Development, as well as local and national external support agencies.
- It is good practice to keep detailed records if an employee discloses abuse. Any discussions and actions agreed should be documented to provide as full a picture as possible. Disclosure should be recorded as an allegation, not fact.

Record Keeping

In accordance with local procedures records should be kept strictly confidential. It should be made clear that recording information on abuse will have no adverse

impact on the employee's work record. You should document all absences in line with normal procedure, saved to the employee's personnel file, but if they relate to gender-based violence then this can be marked as confidential 'for manager and employee access only'.

Any reason for breaching confidentiality should be detailed and organisational procedures on sharing information adhered to.

Where Health and Safety applies, there is a duty to maintain a safe place of work. This requires monitoring and recording all incidents of violence or threatening behaviour in the workplace. This information can be used if the employee wishes to press charges or apply for an injunction. If the actions of an alleged perpetrator affect the health and safety of the employee, the organisation could assist the employee to apply for an interdict.

Good records may be used to assess risks to children/adults and might also be used in criminal proceedings or if the employee wants to apply for a court order. As such, it is important that records are clear and accurate and should include dates, times, locations and details of any witnesses.

If an employee discloses gender-based violence and children are involved, there is a legal requirement to seek appropriate guidance from the relevant child protection service.

It is for the employee to decide their course of action at every stage and because of the sensitivity of the situation, normal reporting procedures may not be appropriate. Employees may not want to go through normal line management routes to seek help for a highly personal issue such as domestic abuse so support can be made available through the most appropriate service.

Staff support services across the organisation are available and this support is for all employees. An employee may require support on a number of occasions and the same standard of support should be provided throughout.

5. Providing Information

The employee should be supported to select a suitable course of action for them; it is for the employee to decide their course of action. If an employee seeks assistance, they should have access to appropriate departments/agencies; this could include Women's Aid, Victim Support, police, and legal aid.

6. Possible Work Related Adjustments

It may be necessary when supporting an employee through this process to consider the need for making work related adjustments. Following consideration of the circumstances, examples of work related adjustments are:

- Paid special leave should not be unreasonably withheld for appointments where necessary and related to the employee's circumstances. Other requests for paid leave and extended unpaid leave will be considered

- Supporting employees attempting to flee an abusive situation and/or where possible give favourable consideration to any request for a change of workplace/work arrangements
- Change work patterns or adjust workload for temporary period to make it more manageable
- At times when the employee needs to be absent from work, mutually agree a safe, confidential method of communication and consider safety implications that may arise when working from home
- Review the security of information held such as temporary or new addresses, bank or healthcare details
- With the employee's consent, advise colleagues of the situation on a need to know basis and agree the response should the perpetrator/alleged perpetrator contact the workplace
- Approve requests for an advance of pay
- Agree that an employee can use an assumed name at work
- Provide a temporary mobile phone
- Change telephone numbers, divert phone calls and emails
- Alert the Information Point where the alleged abuser is known to come to the workplace, ensure the employee does not work alone or in an isolated area
- Implement particular security arrangements that may have to be put in place to ensure the safety of the employee and colleagues
- Record any threatening or violent incidents by the perpetrator in the workplace, including visits, abusive/persistent phone calls, emails and other forms of harassment which can be used by the police or the employee at a future date if they wish to seek a court order

This list is not exhaustive and there may be other measures that managers can tailor to the individual circumstances of the employee.

7. Confidentiality

Issues raised under this policy will be treated in confidence except where there are child/vulnerable adult protection issues. Disclosure of personal details and information will only occur with the express permission of the employee.

The reason for any change of work location, shift changes and differing start and finish times will be kept confidential. To ensure duty of care this may be shared with relevant management and HR staff – the staff member will be informed if that is the case.

The line manager must ensure adherence to all relevant policies relating to confidentiality and conduct.

8. Staff Support Services

Encourage the employee to talk to an appropriate person, either within West Lothian College through Employee Assistance, Occupational Health or externally through one of the relevant agencies such as Women's Aid and Victim Support. Facilitate referral to a relevant external aid agency, if requested.

Occupational Health

Support via occupational health can be accessed either by self-referral or by management referral which can be triggered in situations where employees are victims of gender-based violence in two ways:

- The manager is aware of the situation and with the knowledge and consent of the employee, the referral occurs in order to provide the employee with the necessary support and assistance
- The employee's attendance or work performance is such that the line manager seeks Occupational Health Service advice through management referral. In this situation, management may well not be aware of the employee's home circumstances

In both circumstances Occupational Health will provide appropriate management advice. No clinical or personal details will be disclosed without the consent of the employee. Where appropriate, advice on fitness for work, further support or restrictions and/or modifications to work will be provided by Occupational Health.

9. Disclosure

Information about abuse may be brought to light in the following ways:

- An employee may directly disclose abuse (voluntarily or when asked by managers/colleagues)
- Managers might receive allegations of abuse from a range of sources. These include:
 - a) A college employee whose partner or ex-partner is also an employee
 - b) Colleagues or students
 - c) Partners, ex-partners or others who are not college employees
 - d) Post-conviction notification from the police
 - e) PVG pre-employment check
 - f) Anonymous letters

10. Responding to employees who may be perpetrators

It is acknowledged that employees within West Lothian College may be perpetrators of abuse and that committing acts of gender-based violence is a serious matter which:

- May contravene equalities and human rights legislation
- Could constitute a criminal offence
- May breach corporate and professional codes of conduct
- Contravenes expected behaviours from employees of the organisation

11. Allegations relating to abuse perpetrated within or outside of the workplace

Allegations of abuse within the workplace

Employees who are perpetrating abuse might use workplace resources such as transport, telephone, or e-mail to threaten, harass or abuse current/ex-partners or others. Their behaviour might also include, for example, stalking, physical assault, sexual violence or sexual harassment.

This conduct could be dangerous for those being abused and could bring West Lothian College into disrepute. In such circumstances, an investigation may be required and where appropriate, action may need to be taken to minimise the potential for employees to use their position or work resources to perpetrate abuse. This may include a change of duties or withdrawing access to certain computer programmes. In more serious cases this could result in suspension from duty whilst an investigation is conducted.

Allegations of abuse outside of the workplace

Employees may be perpetrating various forms of gender-based violence outside of the workplace. For example, domestic abuse, physical or sexual abuse of children, downloading child pornography, sexual violence, involvement in honour-based violence, or stalking.

Given that such conduct could constitute a criminal offence, many of these examples would most likely involve criminal proceedings. However, whether or not criminal charges are involved, or there is a conviction, this behaviour may, in some cases, lead to disciplinary proceedings against an employee because of its employment implications.

Perpetrating these forms of abuse could also breach organisational (and professional codes of conduct) and potentially bring West Lothian College into disrepute especially if an allegation of abuse was not acted upon and allowed to continue.

12. Criminal proceedings pending

Given that acts of abuse could constitute a criminal offence which could lead to caution, arrest, prosecution and criminal conviction, it is important for managers and HR and People Development to take account of the potential impact of any legal action on an employee, using local policies.

Where an employee has been charged or convicted of an abuse related criminal offence, disciplinary action will not be taken automatically. Each situation requires to be considered individually on the basis of whether the employee's conduct warrants action because of its employment implications.

In addition, all employees are in the PVG scheme so the college will be notified if a

scheme member is being considered for listing, or indeed removed from the PVG scheme.

In some instances, West Lothian College may initiate its own internal investigation and decide whether there is sufficient information and justification to move to disciplinary proceedings.

13. Notification of perpetrators, post-conviction

In the case of a conviction for a charge or associated charge relating to GBV, it is possible that such a conviction could compromise the individual's ability to fulfil their duties and damage the relationship of trust and confidence between employer and employee. The organisation would then consider the charges that had been proved against the employee and instigate disciplinary proceedings where appropriate.

Employees must notify the HR and People Development team of any criminal investigation, charges or convictions as soon as practicably possible. This includes any Police charges, fixed penalties and cautions. All notification of such information will be evaluated on an individual basis. Any failure to disclose such information could result in dismissal or disciplinary action and the removal from the register of the General Teaching Council for Scotland (where applicable).

However, should the college be informed of a conviction (or an alleged conviction) from other sources the employee concerned will be met with and asked for their response and the full circumstances.

14. Misuse of workplace resources

Where employees are found to be assisting colleagues to use work resources knowingly to harass and abuse others, this will be viewed as a serious employee conduct issue and will be investigated under West Lothian College's Disciplinary Procedure.

15. Malicious allegations

Where there is clear evidence that an employee has made a malicious allegation that another employee is perpetrating abuse, this will be viewed as a serious employee conduct issue and will be investigated under West Lothian College's Disciplinary Procedure.

16. Victimisation

Employees should not suffer victimisation as a result of making allegations (or supporting others to do so) that another employee is perpetrating abuse. Where there is clear evidence that an employee has been victimised, this will be viewed as a serious employee conduct issue and will be investigated under West Lothian College's Disciplinary Procedure.

17. Monitoring and Review

This policy will be monitored and reviewed every two years or sooner in light of any legislative changes.

Guidance Note 1 for Line Managers - Line Manager's Role

When a disclosure or allegation of abuse is brought to the attention of a manager, this should be acted on. Managers should respond in the same way that they would address any other serious complaint against an employee.

Where the source of such allegations is anonymous, or where the allegation relates to abuse out with the work environment, it may be that, as employers, the organisation is not in a position to take action. However, advice should be sought from HR and People Development as the circumstances of each individual case will require to be considered in order to determine whether or not such a matter can and should be investigated by the employer.

West Lothian College will treat any allegation, disclosure or conviction of a gender-based violence related offence on a case-by-case basis, with the aim of reducing risk and supporting change. Where possible, depending on the circumstances, managers may consider undertaking a developmental or educational, as opposed to or inclusive of a punitive approach.

In other instances, it may be necessary to instigate disciplinary proceedings. Each case requires to be assessed to determine whether or not an investigation should be carried out.

An allegation of abuse will not automatically result in an investigation

The information that managers gather through direct disclosures from employees or allegations, will form the basis for any decision about how best to respond to the employee and identify what kind of support or sanctions are required.

The manager should assess the potential impact of the alleged abuse on the employee's role at work to determine whether or not an investigation should be carried out.

When undertaking an assessment, the manager should take account of the following factors:

- The nature of the conduct and the nature of the employee's work
- The extent to which the employee's role involves contact with vulnerable individuals or groups, and assessment of any potential risk that this might pose to them or other employees
- Whether or not the alleged actions of the employee could breach their professional code of conduct, where applicable
- Whether or not the alleged actions of the employee could bring the organisation into disrepute and into conflict with its aims and values

The manager should then weigh up the above factors to determine whether or not there are sufficient grounds to investigate.

If sufficient grounds are established, then the manager will proceed to carry out an investigation under West Lothian College's Disciplinary Procedure.

Whilst an investigation process is ongoing, employees alleged to be perpetrators will receive support from Occupational Health and HR and People Development.

In the event that an allegation does not result in an investigation or no formal disciplinary sanction is imposed, no record shall be kept in the employee's personnel file. Notwithstanding this, it is important that organisations keep a note of the number of allegations made. This will provide monitoring data to evidence that the policy is being implemented and will also indicate the level of complaints/ allegations within the organisation.

Line managers can support employees by:

- Being aware of the possibility that employees could be affected by past or current abuse
- Recognising potential signs of abuse
- Initiating discussion if you have concerns about abuse
- Responding sensitively to disclosure
- Helping your employees assess their level of risk and with appropriate input and support devise a safety plan in cases of domestic abuse
- Considering what workplace supports you could provide within the scope of current college policy provisions
- Providing information about other sources of help
- Keeping good records, documenting discussion and actions taken, ensuring that information is stored confidentially.

Summary of the Line manager's role

- Actively promote the policy to staff
- Be alert to possible indicators of abuse
- Ask if the employee is experiencing abuse
- Create an environment where employees feel safe and able to discuss issues of abuse that are affecting them
- Take time to talk, listen to the employee and make sure the discussion takes place in private
- Respect confidentiality and advise of the limits of this at the outset i.e. risk to the safety of others, child protection etc.
- Reassure the employee and acknowledge their experience
- Provide a sensitive, supportive response that takes account of any additional cultural and equalities needs
- Discuss potential options for support (internal and external), taking cognisance of existing provisions within relevant college policies
- Risk assess and safety plan and work in partnership with other relevant agencies as appropriate
- Advise of the parameters of the manager's role and make clear what can and cannot be provided
- Where appropriate, keep a proper record of discussions, ensuring that any information is stored confidentially
- Monitor and review the situation regularly
- Offer ongoing support as appropriate including Occupational Health

Guidance Note 2 for Line Managers - Identifying Signs and Symptoms of Abuse

Given the barriers that can make it difficult for employees to disclose abuse, they may not necessarily approach you as their manager in the first instance. It is more likely that you will become aware of any problems through associated issues such as:

- Absence monitoring
- Poor work performance
- Uncharacteristic changes in an employee's behaviour
- Concerned colleagues.

Some of the signs that an employee could be affected by their experience of abuse are outlined below. However, this is not an exhaustive list nor should these factors be seen in isolation. Also, they may be indicative of other concerns unrelated to abuse however; the context within which they occur is an important factor.

Work Productivity

- Persistently late without explanation; needing to leave work early
- Constraints on work schedule; employee may be dropped off and picked up from work and unable to attend work related events
- High absenteeism rate without explanation
- Needing regular time off for 'appointments'
- Changes in quality of work performance for unexplained reasons e.g. may start missing deadlines and show additional performance difficulties despite a previously strong record
- Interruptions at work e.g. repeated upsetting calls/texts/e-mails; Reluctance to turn off mobile phone at work
- Increased hours being worked for no apparent reason e.g. very early arrival at work or working late

Psychological Indicators

- Changes in behaviour; may become quiet and withdrawn, avoid interaction or making acquaintances or friends at work; may always eat alone
- Uncharacteristic distraction, problems with concentration
- May cry at work or be very anxious
- Obsession with time
- May exhibit fearful behaviour such as startled reactions
- Fear of partner/references to anger
- Is seldom or never able to attend social events with colleagues
- Expresses fears about leaving children at home alone with partner
- Secretive regarding home life
- Appears to be isolated from friends & family

Physical Indicators

- Repeated injuries such as bruises that are explained away; explanations for injuries that are inconsistent with the injuries displayed
- Frequent and/or sudden or unexpected medical problems/sickness absences
- Sleeping/eating disorders
- Substance use/dependence
- Depression/suicide attempts
- Fatigue
- Change in the way the employee dresses e.g. excessive clothing in summer; unkempt or dishevelled appearance, change in the amount of make-up worn

Vicarious Trauma

Some employees may experience stress at work which sometimes can be related to the particular role they have in responding to the distress of others. For example, working with people who have experienced trauma such as childhood abuse or rape. In some cases, employees may feel overwhelmed by this and experience difficulties in coping e.g. they can't 'switch-off' from work; they may have intense feelings of horror, shock or sadness or pictures that they can't get out of their mind. They may have nightmares or be hyper-vigilant. They may have strong feelings and reactions to what they've heard, or perhaps over-identify with the experience of colleagues or students.

This is known as vicarious trauma, sometimes referred to as 'secondary trauma', 'burnout' or 'compassion fatigue' and can arise when someone over empathises and takes on the pain and suffering of others. For some employees, the experience of supporting survivors of abuse may also trigger emotions relating to their own experience of abuse which they may find difficult.

It is important for managers be aware of the possibility of vicarious trauma and support employees to address its effects. Evidence suggests that such trauma diminishes where employees work in a sensitive and supportive environment with good supervision.

Guidance Note 3 for Line Managers - Asking about Abuse and Responding to Disclosure

Asking about Abuse

Creating an environment where employees are aware of this policy and feel able to seek support is important in helping to meet the needs of employees experiencing abuse.

Although some people are afraid of being intrusive or causing offence, research shows that most people experiencing domestic abuse wish somebody had asked them about it. Should you suspect that an employee/work colleague may have experienced some form of abuse, ask yourself firstly if you feel equipped to deal with the situation. If so:

- Provide a private space, reassure them about confidentiality and advise of the limits of this at the outset i.e. risk to the safety of others, child protection.
- In instances when you pick up on possible signs of abuse, proactively initiate a discussion with your employee. Ask non-threatening, open questions – for example: “How are things at home?” or “How are you feeling generally?”
- If there are obvious bruising/injuries, then ask direct questions: “I’m worried about you because....” or “I’m concerned about your safety....”
- Non-disclosure: you should be aware that an employee may choose not to share information about abuse during a first discussion. If this is the case, advise them that you or a member of the Safeguarding Team are available to provide support in the future if required.

Responding to a disclosure of abuse

Be aware of some of the barriers to disclosure for employees e.g. not recognising/wanting to recognise their experience as abusive, fear of bringing shame or dishonour to their family, fear that they might lose their children, belief that the abuse is their fault, concerns about confidentiality.

Treat employees with respect and dignity. Be non-judgemental, supportive and sympathetic. Reassure them that the abuse is not their fault, that no-one deserves to be abused and acknowledge it’s not always easy to know what to do.

Be clear about the parameters of your role i.e. providing information and practical support but not offering opinions or advice or adopting a counselling role.

Take account of any additional cultural and inequalities needs

Risk assessment: carry out a workplace risk assessment to minimise any potential risk to employees and colleagues.

Guidance Note 4 for Line Managers - Good Practice in working with Perpetrators

When responding to a direct disclosure from an employee or where it has been established that an employee has perpetrated abuse, it is important to adopt good practice when responding. Engaging with perpetrators of abuse in a positive, respectful way does not mean excusing the abuse. This is an area that requires sensitivity and an awareness of how this might affect the safety and well-being of those experiencing the abuse. Your response could affect the extent to which perpetrators accept responsibility for their behaviour and, therefore, the need to change.

Good practice principles to observe include the following:

- Be aware that some perpetrators, even when they have sought help voluntarily, are unlikely to disclose the seriousness or extent of their abuse and may minimise it or blame it on other factors e.g. alcohol or stress
- Be clear that abuse is always unacceptable and that it may constitute criminal behaviour
- Be clear that abusive behaviour is a choice
- Be respectful but do not collude
- Be aware that on some level, the perpetrator may be unhappy about their behaviour
- Be positive; it is possible for perpetrators to change if they recognise they have a problem and take steps to change their behaviour
- Be clear that you might have to speak to other agencies if there are grounds to breach confidentiality
- Assist the perpetrator to be aware of the likely costs of continued abuse (arrest/loss of relationship/impact on children)

Providing information to enable change

You could provide information to alleged perpetrators of domestic abuse on Respect, an organisation which supports and develops effective interventions with perpetrators of abuse across the UK.

This service is open to men or women who are worried that their own behaviour towards a partner is abusive. It helps them to consider the effects of their behaviour and take the first steps to changing it. The Respect Phone line is 0845 122 8609 and the website can be visited at: www.respectphonenumber.org.uk. Support could also be provided through referrals to occupational health or counselling.

Guidance Note 5 for Line Managers - Useful telephone numbers

SCOTTISH DOMESTIC ABUSE HELPLINE	0800 027 1234
RAPE CRISIS SCOTLAND	08088 010302
REFUGE (telephone helpline for men & women - 24 hours)	0808 2000 247
SCOTTISH WOMEN'S AID	0131 226 6606
WEST LOTHIAN WOMEN'S AID OFFICE (Livingston)	01506 413721
WEST LOTHIAN DOMESTIC AND SEXUAL ASSAULT TEAM (DASAT)	01506 281055
GALOP: BROKEN RAINBOW LGBT+ (UK) HELPLINE (same sex domestic abuse)	0800 999 5428
FOR MEN	
Abused Men In Scotland (AMIS)	03300 949 395
Men's Advice Line	0808 801 0327
Mankind	0808 800 1170
VICTIM SUPPORT MALE HELPLINE	0800 328 3623
RESPECT (for people who are perpetrators of abuse)	0808 802 4040
HOUSING OPTIONS Provide housing for homeless, possible homelessness and also tenancy support e.g. ensure financial entitlements are accessed etc.	01506 280000
SHELTER (Housing and homelessness charity)	0808 800 4444
SAMARITANS	116 123
ALCOHOLICS ANONYMOUS	0800 917 7650
CHILD/ADULT PROTECTION	
Social Work (Livingston)	01506 282252
Social Work (Broxburn)	01506 284440
Social Work (Out of Hours)	01506 281028 or 01506 281029

Equality Impact Assessment

Before carrying out an EIA, you should familiarise yourself with the College’s EIA Policy Statement and Guidance, along with further information and resources which are available on SharePoint

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services**, but will be referred to hereinafter as ‘policy/practice’.

Policy/Practice (name or brief description):	Staff Gender Based Violence
<p>Strategy/Policy includes Equalities Statement of Inclusiveness?</p>	<p>Yes</p> <p>Text to be included in strategy/policy:</p> <p>Statement of Inclusiveness</p> <p>West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>We also acknowledge our responsibilities under The Human Rights Act 1998 to protect and promote fundamental human rights and freedoms, such as the right to life, personal liberty, an education, freedom of expression, and the prohibition of torture.</p>

	Reason for Equality Impact Assessment (choose from the following options):
<ul style="list-style-type: none"> Proposed new policy/practice Proposed change to an existing policy/practice Undertaking a review of an existing policy/practice Other (please give detail): 	Proposed new policy
Person responsible for the policy area or practice:	
Name:	Derek O’Sullivan
Job title:	Head of HR and People Development
An Equality Impact Assessment must be carried out if the policy/practice:	
<ul style="list-style-type: none"> affects operational or strategic functions of the College is relevant to the promotion of equality (in terms of the Public Sector Equality Duty ‘needs’ as set out in the Policy and Guidance) 	
Why the EIA is being carried out	Affects operational function of the college
Equality Groups	
Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:	
<ul style="list-style-type: none"> Age Disability Race (including ethnicity and nationality) Religion or belief Sex Sexual orientation Gender reassignment Pregnancy and maternity 	Sex

Record your assessment against the following statements:

Statement	Equality assessment
Which equality groups or communities have been consulted in the development and review of this policy/practice?	EIS and UNISON JNCCs.
Detail the evidence of the needs of the identified equality groups and any gaps in information	Whilst no evidence of an issue of gender based violence is indicated, the organisation is putting the policy in place for the eventuality a staff member is subject to, or the perpetrator of, gender based violence.
Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups?	No.
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	N/A
State how this policy/practice will foster good relations:	This provides a framework for employees and managers to support staff affected by gender based violence or manage cases where a staff member is a perpetrator of gender based violence.
Will the policy/practice create any barriers for any other groups?	No.
Considering The Human Rights Act 1998, does this policy/practice impact upon any of the following rights: The right to life The right not to be tortured or treated in an inhuman way The right to protection of property The right to education The right to private and family life The right to personal liberty and security The right to a fair trial The right to freedom of religion and belief The right to freedom of expression	No.

The right to non-discrimination in connection with human rights	
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	N/A

Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):

Option 1: No change required – the assessment is that the policy/practice is/will be robust.	Option 1: No change required – the assessment is that the policy/practice is/will be robust.
Monitoring	
When will the policy/practice next be reviewed?	3 years
Publication of EIA	
Can this EIA be published in full, now? Please state Yes or No If No – please specify when it may be published or indicate restrictions that apply:	Yes
Sign-off	
EIA undertaken by Name: Date: Accepted by person responsible for the policy/practice named above: Name: Date: Approved by Equalities Committee (by exception) Date:	Derek O’Sullivan 31/10/2024 Derek O’Sullivan 31/10/2024

Once completed, updated documents should be agreed with the Executive Leadership Team then uploaded to the college website and Sharepoint. The approved copy is then the source document.