



# An Employee's Guide on Violence against Women

This policy is applicable to both men and  
women in relation to these crimes

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**Violence against Women (VAW) includes crimes that affect women disproportionately such as domestic violence, rape, sexual offences, forced marriage, honour-based violence and other crimes perpetrated primarily, but not exclusively, by men against women.**

This guide sets out the Crown Prosecution Service's (CPS') response as an employer for:

- Members of staff who experience these forms of violence, that are under the VAW umbrella.
- Managers who are assisting and supporting employees experiencing these forms of violence, or assisting employees who are alleged perpetrators.
- Colleagues of employees who experience or perpetrate these forms of violence.
- Members of staff who are alleged perpetrators of these forms of violence.

This policy is applicable to both men and women in relation to these crimes. The key principles of the policy should be applied when dealing with violence against the person, irrespective of age, sexuality/sexual orientation, gender, gender identity, disability, ethnicity, religion or belief.

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## Foreword by the Director of Public Prosecutions

The Crown Prosecution Service (CPS) recognises that Violence against Women (VAW) is a challenging issue for society. VAW, which includes domestic violence, rape, sexual offences, forced marriage, honour-based violence and other forms of violence perpetrated primarily, although not exclusively, by men against women, is unacceptable and it is against the law.

Whilst recognising that these issues mainly affect women, this policy addresses both women and men as victims/survivors or alleged perpetrators of these incidents.

The CPS is committed to assisting and supporting any CPS staff facing such violence and challenging alleged perpetrators to seek help, and where necessary considering disciplinary actions.

We want to ensure that those members of staff who experience such violence can raise the issue knowing that it will be dealt with sensitively, seriously and in confidence. Confidentiality is crucial, as safety is a real concern and often lives can be endangered.

We recognise that this form of violence can affect all aspects of an individual's wellbeing – home life, health and work performance. This policy therefore advises managers on supporting staff and details how they should explore with individuals the reasons, whether domestic or work-based, for changes in attendance, performance or conduct and take them into account as appropriate.

This policy forms part of the ongoing commitment to promoting dignity at work and our responsibility for the health, safety and welfare at work of all our employees.

The CPS is a member of the Corporate Alliance Against Domestic Violence (CAADV). The CAADV is a group of progressive companies and organisations working individually and collectively to address the impact of domestic violence in the workplace. It aims to raise awareness and reduce the human and economic impact of domestic violence through taking proactive action in the workplace.

The guide draws together relevant elements from other HR policies and guidance (listed on page 56 of this guide), which can be found on the CPS Infonet.

**Keir Starmer QC,  
Director of Public Prosecutions**

More information about CAADV can be found on their website at [www.caadv.org.uk](http://www.caadv.org.uk)

## Section 1

### Definition of Violence against Women (VAW)

The CPS and the government use the UN definition of Violence against Women (VAW):

Violence that is directed against a woman because she is a woman, or that affects women disproportionately. It includes violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life.

The CPS VAW strategy includes the crimes that affect women disproportionately of:

- domestic violence, including harassment;
- forced marriage, honour-based violence and female genital mutilation;
- rape and sexual offences;
- human trafficking, with a focus on trafficking for sexual exploitation;
- prostitution, including child prostitution;
- crimes against the older person;
- child abuse;
- pornography – obscene publications; and
- sexual harassment at work.

For this VAW employee guide, it is recognised that staff may be more likely to be affected by domestic violence, harassment, rape and sexual offences. Some staff may face a number of these issues and we recognise that many issues are inter-related, such as forced marriage, domestic violence and sexual offences.

It is unlikely that staff would face some of the other forms of abuse listed on page 5, however the general principles in sections of this guide may prove helpful in any abusive situation. Issues related to child abuse are mainly outside the scope of this guide and information on sources of help is provided in Annex D. However any abuse faced by a member of staff who is under 18 or staff who experienced historical child abuse that is currently being dealt with may find sections of this policy helpful. Sexual harassment at work is covered by other HR policies e.g. Dignity at Work booklet, Grievance and Disciplinary Policies.

This guide primarily deals with issues experienced within family or partner relationships, however some issues such as rape and sexual assaults may be perpetrated by strangers and these are also addressed.

## **Men victims/women perpetrators**

Although the overall terminology of *Violence against Women* is used, due to the disproportionate affect on women, the CPS is aware that both women and men may be victims or alleged perpetrators of these types of crime and all references to women, apart from where indicated, will be assumed to apply equally to men. The gendered patterns and dynamics involved need to be acknowledged and understood in order to provide an appropriate

and effective service. The terms *women* and *men* have been used to include transgender individuals regardless of whether or not they have undergone gender reassignment or hold a gender recognition certificate. All of our existing prosecution policies are gender neutral and are applied fairly and equitably to all victims and alleged perpetrators of crime.

For the purposes of this guide, in line with the CPS VAW strategy, violence includes actual violence or the threat of violence or sexual, psychological or emotional abuse. Its effects range from causing fear, bruising or permanent injury, and can even result in death. It can be emotional, psychological and verbal abuse, threats, belittlement, isolation, economic abuse and exploitation, or control of money or activities. Less visible effects include: diminishing self-esteem, fear, guilt, insomnia, depression, agoraphobia and difficulty in trusting people. Violence occurs irrespective of actual or perceived ethnicity, class, sexuality, age, religion, gender, gender identity and mental or physical ability.

**Definitions of the VAW strands are included in Annex B.**

## Section 2

### Aims of this guide

The CPS strives to create a working environment where violence against people is unacceptable.

This guide is intended for use by all CPS staff who may encounter or be the victims or perpetrators of VAW.

This guide, outlining the policy and procedures, aims to:

- Ensure the safety and welfare of all our staff whilst at work; including meeting our obligations as employers (under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992) for duty of care and to assess the risk of violence to employees.
- Assist and positively support members of CPS staff requesting help in addressing problems they may be experiencing as a result of such violence or abuse.
- Increase awareness and provide useful guidance and support to managers and colleagues when supporting members of staff who disclose that they are experiencing this form of violence. The guide stresses the need for confidentiality at all times (subject to certain exceptions, which are explained) and sensitive handling of the disclosure and support needs for all those involved, across Areas, Business Centres and HQ Directorates.

- Provide useful guidance and support to managers and staff when dealing with an employee who is an alleged perpetrator of any of these forms of violence whether convicted or not.

## **Terminology**

Whilst recognising that within the criminal justice system the term *victim* is used widely, people who experience or have survived some forms of VAW such as domestic violence often refer to themselves as *survivors* and may not wish to be labelled as a *victim*.

## Section 3

### The CPS Employee Policy on VAW

a) *Providing information/raising awareness*

Annex D of this guidance provides a list of organisations that support VAW victims/survivors and those working with perpetrators of domestic violence.

b) *Providing support to victims/survivors*

The CPS will provide support through managers, HR Advisors, our Employee Assistance Programme (Care First) and Occupational Health Advisors (Atos Origin).

c) *Providing training*

The CPS will provide training as appropriate to raise awareness of such violence and understanding of this policy and guidance. This will enable robust support to be provided to line managers and staff.

d) *Providing Information to alleged perpetrators*

It is recognised that some alleged perpetrators of VAW may wish to seek help voluntarily. The CPS will signpost employees to any available services. However, legal and disciplinary actions may also be considered (see pages 30 and 39).

**Note:** For more information on what help is available for alleged perpetrators see Section 6.

## Section 4

### How to identify VAW

There are some common signs which might indicate that a member of staff could be experiencing or has experienced some form of VAW. The list below is not exhaustive, but is indicative. However, it is essential that assumptions about a person's behaviour are not made from the existence or absence of any of those signs.

#### Physical signs

- Visible bruising/single or repeated injury with unlikely explanations;
- a change in the pattern or amount of make-up used; or
- a change in the way a person dresses, for example clothes that do not suit the climate which may be to hide injuries.

#### Psychological/emotional

- A change in a person's attitude, for example becoming insular/anxious/frightened/tearful/aggressive; or
- frequent self-certified sickness absences and/or frequent hospital visits.

## **Behaviour**

- A change in a person's working patterns, for example frequent lateness or needing to leave early;
- a change in the use of the telephone, for example a large number of personal calls and strong reaction to these calls;
- reduced quality and quantity of work; or
- conduct out of character with previous employment history.

It is important to remember that VAW has no barriers and anyone can be affected by this abusive behaviour. There is no standard experience of such violence and no typical person at risk.

Black and minority ethnic women or men, lesbian, gay, bisexual, transgender, older, younger or disabled people may find it even more difficult to seek help for any abuse due to actual or perceived institutional discrimination or prejudice (both historical and current). People from some religious groups may also find it difficult to access services because of stereotypical views about the acceptability of such violence.

Because of the serious psychological effects of such violence it is extremely difficult for someone who has experienced forms of VAW to take the step to talk about it and seek help or advice.

Therefore it is important that managers and colleagues demonstrate that they believe the experience of the victim/survivor through whatever decisions are made in terms of support and assistance. Proof of physical violence should not be sought, as the violence experienced may be psychological and/or emotional abuse, which is as damaging as physical or sexual violence. To seek or require proof could compound the effects and make it less likely in the future for the victim/survivor to seek help.

Pressure must not be exerted on an individual who experiences violence to take any particular course of action, although the employee should be made aware of options available to them.

VAW is often characterised by a pattern of the perpetrator exerting power and control over the victim, often over an extended period of time. Because of this, it is particularly important for people experiencing such violence to be able to make decisions for themselves. It is therefore crucial that no action is taken without their full involvement and permission. Not to allow an individual to make their own decisions could replicate and compound the effects of the violence they are experiencing. Where victims/survivors are not in a position to make decisions, advice should be sought from HR Advisors and/or the Employee Assistance Provider.

## Procedure

### 5.1: A guide for employees experiencing violence

#### Providing support for employees

The CPS offers support to employees experiencing these forms of violence.

The CPS recognises that a CPS employee may wish to speak to another member of staff/colleague regarding their situation, and this will be respected. Wherever appropriate and available, the employee will be offered the option of speaking to a person of their choice in terms of gender, gender identity, ethnicity, age group, sexuality/sexual orientation, religion or belief or disability.

The CPS will provide support through managers, HR Advisors, Employee Assistance Programme (Care First) and Occupational Health Advisors (Atos Origin). Departmental Trade Unions and Staff Networks may also offer support to staff.

Practical assistance may include:

- providing confidential means of seeking help;
- resource and referral information;
- special considerations at the workplace for employee safety;
- work schedule adjustments or leave necessary to obtain medical, counselling or legal assistance;
- workplace relocation (if practicable); and
- ways to support staff if conduct and performance is affected.

In responding to violence, the CPS will maintain appropriate confidentiality and respect for the rights of the employee(s) involved. For more information see Confidentiality in Section 5.3 and If you are experiencing violence – your questions answered in Section 10.

Local managers will actively provide support to employees to try and minimise the risk to their safety while at work, if it becomes known to them that they are experiencing violence. Further guidance is provided in Section 5.3 entitled Roles and Responsibilities of Management.

**Care First** the CPS' Counselling, Information and Advisory Service can offer external counsellors who are specially trained to offer counselling on a confidential basis to all members of staff and their families.

**HR Advisors** are located around the country and are able to offer day-to-day help and advice to managers and staff concerning all issues of human resource management.

**The Trade Unions** (FDA and PCS) have equal opportunities representatives who may be able to offer support. The PCS also has specific helplines on domestic violence and counselling and support.

Contact information for the above can be found at Annex D.

**Staff Networks** representatives may also offer guidance. These include:

*DSN* (Disabled Staff Network) for disabled staff;

*NBCPA* (National Black Crown Prosecution Association) for Black and Ethnic Minority staff; and

*CPS LGBT Network* (Lesbian, Gay, Bisexual and Trans) network for LGBT staff.

There are also a number of Civil Service-wide networks that may be able to offer support. Details of these networks can be obtained from the Civil Service website [www.civilservice.gov.uk](http://www.civilservice.gov.uk)

**The Equality & Diversity Unit** at CPS Headquarters is also able to offer general advice on this issue.

## Safety at work

The CPS undertakes as far as is reasonable and practicable, to ensure the safety of its employees. The CPS will actively provide support to employees to try and minimise the risk to their safety while at work, should they make it known to the CPS that they are experiencing violence.

## **Dignity at work**

When addressing performance and safety issues, the CPS will make reasonable efforts to consider all aspects of the employee's situation and/or safety problems when making decisions about an employee's capability.

The CPS is aware that employee work performance may be affected, e.g. increased absenteeism or lower productivity, as a result of violence and abuse.

In terms of her or his existing employment or career development, the CPS will be as supportive as possible and treat fairly anyone who has been subjected to such violence. Guidance for managers has been provided in Section 5.2.

## **Absence options for employees experiencing violence**

If an employee needs to be absent from work due to the effects of these forms of violence, the length of the absence will be determined by the individual's situation through collaboration and discussion with the employee and his/her manager, HR Advisor and Trade Union/Staff Network representative or Occupational Health Advisor .

For more information on the range of advice and assistance available to CPS employees please refer to Section 5.2 and Section 10.

## **Forced marriage and honour-based violence victims**

Staff may face forced marriage or honour-based violence. The definitions of both are given in Annex B. If staff are concerned that they may be forced into a marriage they can contact the Forced Marriage Unit (FMU) which has a public helpline that provides confidential advice and support to victims, and to practitioners handling cases of forced marriage. In respect of overseas cases the FMU can assist British nationals facing forced marriage abroad by helping them to a place of safety and helping them to return to the UK.

The Forced Marriage (Civil Protection) Act 2007 enables the courts to make Forced Marriage Protection Orders (FMPO) to prevent or pre-empt forced marriages from occurring and to protect those who have already been forced into marriage. The order can include restrictions or requirements to protect a victim from a spouse, family member or anyone involved - and the order can relate to conduct either within or outside of England and Wales. In cases involving children FMPOs can be used alongside wardship.

Applications for an FMPO can be made directly to the court by the person seeking protection, by local authorities or other people who have the court's permission to make an application. For further information about the remedies that are available refer to the Ministry of Justice publication *Domestic Violence: A Guide to Civil Remedies and Criminal Sanctions*.

Occasionally victims of honour-based violence may need to be given witness protection. Regardless of whether criminal proceedings have been instigated, the CPS as an employer may be able to offer support including redeployment/transfer and assistance with changing identity (e.g. staff number, personnel details, national insurance number etc), as may be appropriate.

### **Historical child abuse**

Some staff may have experienced abuse as a child and, as an adult, either needed emotional support to deal with this issue or, in some situations, have been involved in related court cases. In these situations many of the issues outlined throughout this guide will be applicable.

### **Staff under 18**

Staff under 18 may also have faced abuse, which would be defined as *child abuse* by police and prosecutors. A range of multi-disciplinary agencies may be involved and support for victims will be needed as appropriate.

### **Older people**

Some older staff may face abuse that maybe defined as *elder abuse* or *crimes against older people* by the police and prosecutors.

## 5.2: A guide for managers

### Roles and responsibilities of managers

#### Taking VAW seriously

Tackling VAW is a Service-wide and cross-government commitment and a responsibility we all must share.

Managers should ensure that all staff are made aware of the issues surrounding such violence and of the CPS Employee Policy on VAW as outlined in this guide.

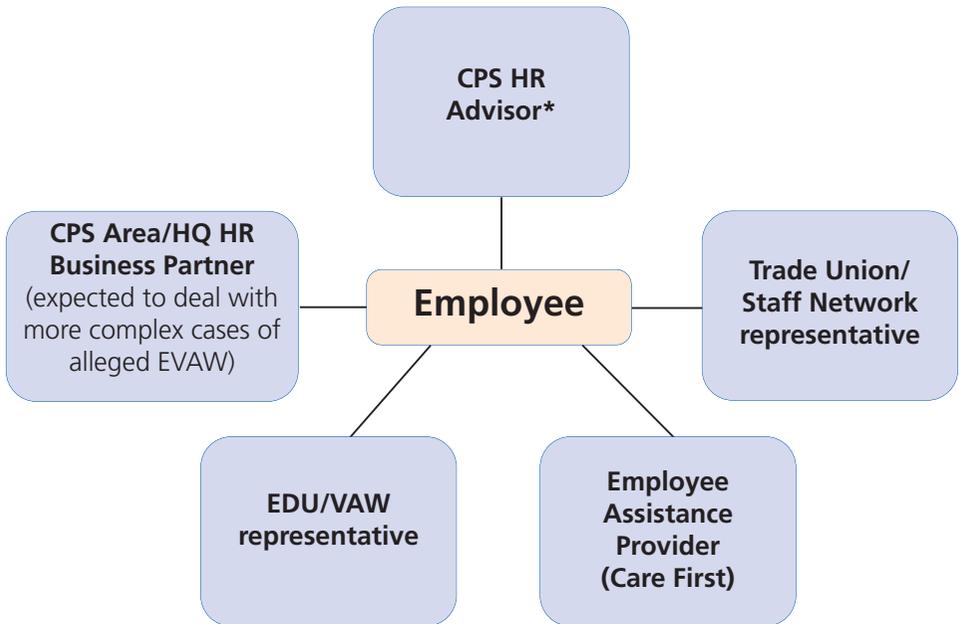
#### Providing support for employees facing violence

An employee who makes a report of facing violence will be offered appropriate support.

Chart 1 shows a list of suitable contacts.

## Chart 1: Guidance for managers

Suitable CPS contacts in event of alleged case of employee Violence against Women (EVAW).



It is important that any collective employer support is co-ordinated between all of those involved to ensure positive outcomes.

\* HR Advisors are expected to liaise with other Advisory and HR team members in order to deal with cases effectively.

When/if a member of staff or colleague discloses that they are experiencing violence, some consideration will need to be given to the fact that people may want to speak to someone of a particular background.

The role of managers, HR Advisors, our Employee Assistance Programme (EAP) (Care First) and Occupational Health Advisors (Atos Origin) is to:

- be available and approachable for those employees as it may assist staff in reporting that they are experiencing various forms of violence;
- to listen, reassure and support individuals;
- keep information confidential as far as reasonably practical (subject to the requirements of child and adult protection);
- respond in a sensitive and non-judgemental manner;
- discuss the specific steps that can be taken to help the employee stay safe in the workplace;
- ensure the employee is aware of the options available to them; and
- encourage the employee to seek the advice of other relevant agencies (see Annex D - External Contacts).

## **Promoting a duty of care - practical steps**

A form of risk assessment may be required to protect knowledge about a move (home and/or workplace) where an employee relocates due to violence. This is to ensure the perpetrator is not able to trace the individual. Some of these issues may differ if the

perpetrator is not known to the victim or where the victim is a witness in criminal proceedings. The CPS Departmental Security Unit would carry out such risk assessments.

Below are some of the things that may need to be considered in assessing the situation.

## **Ensuring safety**

Managers should take all reasonable steps to ensure the safety of all staff. Enhanced arrangements may be required for an individual who is experiencing violence so that they are able to work in a safe environment where the violent person is not able to contact them. There are a number of adjustments that can be made to assist an individual, to feel safe at work.

Regardless of whether the individual knows their abuser, the individual should be central to the decision-making in terms of their safety and what goes into the final plan. Managers should draw up a work safety plan with an employee, engaging assistance of a member of the HR Advisory Team, Health & Safety, and Departmental Security Unit.

Consideration should be given to the practical guidance set out below. It should be noted that in cases where there are criminal proceedings (e.g. historical child abuse, domestic violence, crime against the older person etc) witness intimidation issues may become relevant and this should be taken into account when considering what steps can be taken to support an employee.

***Contact arrangements:***

- Identifying a work contact for support, and an emergency contact should the department be unable to contact the employee;
- with consent, advising colleagues of the situation, on a need to know basis, and agreeing what the response should be if the alleged perpetrator contacts the office.

***Working arrangements:***

- allowing the individual to change work patterns or workload;
- allowing flexible working or special leave to facilitate any practical arrangements that are required, such as for seeking legal advice, attending counselling, and to attend court - as reasonable and practicable.

***Communication safety:***

- diverting phone calls;
- diverting emails to a separate folder;
- reminding staff never to divulge information about other members of staff, especially personal details such as contact details and addresses, patterns of work etc. (even if the request comes from a partner or family member).

***Concealment of identity:***

A change of identity is often needed when an individual experiencing violence is attempting to leave the violent relationship/situation. In these instances, advice should be sought from the HR Advisor at the earliest opportunity. Where necessary, additional support and advice will be sought from relevant agencies such as VAW organisations, Witness Protection and the police.

- amending records, for example not using the name in the personal records e.g. personal file, payroll records, etc or in contact details on the Infonet;
- advising CPS staff to do a Google search to determine their level of exposure on the open Internet (e.g. through People finders such as Friends Reunited/192.com etc). The CPS Departmental Security Unit can provide further details;
- not using photographs or descriptions that could identify an individual to their alleged perpetrator in publications such as *Eye Witness*;
- using a member of staff's chosen alternative name.

### ***Security arrangements***

- alerting main entrance/reception staff (whilst stressing confidentiality) if the alleged perpetrator is known to come to the workplace;
- improving security measures with regard to access to buildings by informing the security entrance/reception staff of the circumstances and reminding them of their responsibilities;
- with consent, providing reception colleagues or security guards with a photograph/description and relevant details of the perpetrator, such as car registration, to help maintain security;
- ensuring that reception/security staff know when it is dangerous to identify that staff work for CPS and in specific venues;
- providing a copy of any existing protection orders to the manager and security/reception staff at the reception area;
- in some cases where the individual's personal safety is seriously at risk, arranging (where necessary) for permanent

measures to be put in place - Area Business Managers (ABMs)/HQ Business Managers (HQBM) and/or managers should raise any concerns with the DSO (Departmental Security Officer) prior to the consideration of any permanent measures being put in place including safe escape routes;

- arranging for frontline reception staff to call the police in the event that any threatening/violent/aggressive individuals cause a nuisance;
- liaising with reception/security staff in partnership agencies as not all CPS staff work on CPS premises – the police and court services should be contacted to discuss how they can implement safety measures as outlined above.

### *Travel*

- checking that staff have arrangements for safely getting to and from home - the Departmental Security Unit and/or Health & Safety representatives may be able to provide a leaflet and further information/advice on personal safety. Please refer to Personal Safety document on the Infonet.

### *Personnel information*

- reviewing security of personnel information held, such as temporary or new addresses, bank or healthcare details;
- ensuring communication is maintained with the employee during any absence, whilst maintaining the confidentiality of their whereabouts;
- recording any incidents which do occur in accordance with existing procedures, i.e. report of security breach.

### *Transfers on grounds of personal safety*

- if appropriate, facilitating a transfer to another post and/or another location, particularly if the perpetrator also works at the CPS (if difficulties are experienced in activating a transfer, which is necessary for reasons of violence, the HR Directorate will give advice, and where appropriate, facilitate a transfer);
- whenever possible, and where this would suit the individual, considering redeployment, working from home, a change in working hours (start and finish times) or other temporary arrangements (which may be reviewed) which would enable the individual to feel safe;
- considering financial support to enable the person to move out of the situation. For example, an advance of salary or an approach to the Civil Service Benevolent Fund;

Managers should not, however, make a personal rather than a managerial/professional commitment to resolve an issue for an individual.

### **Impact on performance at work**

The stress of experiencing violence is liable to impact significantly on an individual's attendance and performance at work. The person is likely to have a range of concerns including fear of injury, and, with some of the issues such as domestic violence, financial worries and fears for the stability and welfare of any

children involved. It is also likely to have a profound impact on their personal confidence and self esteem.

The CPS is aware that violence victims/survivors may have performance problems as a result of their experience. When addressing performance and safety issues, the CPS will be pragmatic and make reasonable efforts to consider all aspects of the employee's situation.

Although managers should try to provide as much support as possible to the individual experiencing violence, the employee needs to be provided with a clear understanding of what is expected with regard to performance, attendance, and their responsibility to undertake their duties.

If the employee has acknowledged violence as an issue for them, or this has come to the attention of managers through another member of staff, the impact of the violence on their performance and behaviour can be taken into account during the performance management process. However managers need to be kept up to date with what steps the employee is taking to get help; e.g. details of what support they are accessing outside work, re-housing etc.

Managers should consider previous work history during the decision-making process to identify if conduct, attendance or performance issues are unusual and therefore could be attributable to the circumstance and should take these issues into account when determining how to manage the situation. Referral to the CPS Employee Assistance programme (Care First) for counselling, information or advice may also be appropriate.

## **Absence options for employees experiencing violence**

If an employee needs to be absent from work due to the effects of such violence, the length of the absence will be determined by the individual's situation through collaboration with the employee, their manager and HR Advisor.

Employees and managers are encouraged when appropriate to first explore paid leave options that can be arranged to help the employee cope with the situation without having to take a formal unpaid leave of absence. Depending on circumstances and where appropriate, these options may include:

- assessing the use of time off, (including special leave, annual leave, sick leave, unpaid leave etc) and flexible working options (including flexible work hours, part-time working, temporary arrangements etc) so the employee can seek protection, go to court, visit solicitors/ police/support organisations, look for new housing, enter counselling, arrange child care etc.
- considering the approval of annual leave at little or no notice.

## **Financial help**

In addition in some forms of VAW, such as domestic violence or honour-based violence, finance is often a difficulty, particularly if the person is leaving the abuser. An advance of pay may be considered in consultation with the Pay and Benefits Business Centre. There are some external organisations, such as the Civil

Service Benevolent Fund, who may be able to offer assistance, details of which can be found on the Infonet.

The FDA, PCS and Staff Networks may also be able to offer advice on where individuals can seek such support. In addition, PCS and FDA have financial helplines and there is a PCS Benevolent Fund that may be able to offer assistance. See Internal Contacts at Annex D.

Refuge has also produced a financial guide called *You Can Afford to Leave*. This was developed specifically for women experiencing domestic violence, however it provides information that might be useful for all victims/survivors of VAW.

## **Help and advice**

CPS policy aims to encourage any employee who is experiencing violence to seek immediate support from support organisations. See Annex D for list of external support organisations.

## **Dealing with alleged perpetrators**

### *Disciplinary actions*

Managers should make certain that all staff are aware that being a perpetrator of these forms of violence is a serious matter, which may lead to criminal proceedings/conviction and that such behaviour is also against the CPS' aims and values, Code of Conduct and Disciplinary Policies and could lead to disciplinary proceedings.

In line with the CPS Code of Conduct, employees must disclose to line management at the earliest possible stage, any involvement with the police which could, or does, result in an arrest, charge, summons, fixed penalty notice (excluding minor driving offences), reprimand, caution, or if they are convicted, or of any court order or injunction being issued against them. Any police actions, court orders or injunctions which involve an employee's close family or anyone living as a member of their household must also be reported to line management. Similarly, investigations into personal affairs, or affairs of their family, or anyone living as part of their household, by other prosecution agencies or professional bodies must be reported. Wilful failure by an employee to disclose such information that they are aware of, even where no charges are brought against them, may lead to disciplinary action should it subsequently be discovered.

If violence has been admitted by a perpetrator, but there has been no involvement of the police or prosecuting authority, action will be at the discretion of the manager, considering the extent to which the criminal offence may affect employment depending on whether the conduct and behaviour:

- makes the member of staff unsuitable for their type of work; and/or
- may reflect adversely on the Department's public image or ability to perform its function (see Section 8 of the CPS Code of Conduct).

Where the victim is a child or vulnerable adult, the police and/or social services may need to be involved. In such cases, managers will need to liaise with the Head of HR Delivery to determine whether or not such action needs to be taken.

Managers need to take into consideration the seriousness of the situation and any appropriate action to ensure there is no conflict of interest in relation to the work of the member of staff. For example, if there are issues around employment performance these should be addressed with appropriate procedures, timelines and objectives in mind, and if necessary appropriate support mechanisms need to be put in place.

It may be considered inappropriate for staff to be involved in CPS work involving VAW cases and alternative work should be allocated with appropriately revised objectives and follow up assessments. In addition, specific consideration should be given to protecting any staff who is a victim of alleged abuse by any other member of staff, e.g. domestic violence, sexual abuse.

If a member of staff is convicted of perpetrating violence, disciplinary procedures will be implemented which could result in action leading up to termination of employment. For more information please refer to CPS Disciplinary Policy on the Infonet.

Staff sentenced to immediate imprisonment are likely to be dismissed without notice or compensation in lieu of notice. (please see the CPS Code of Conduct).

The CPS also requires employees to notify their manager of any related Civil Court Order, e.g. a non-molestation order or a Forced Marriage Protection Order.

If perpetrators of violence/abuse use workplace resources such as telephone, fax or email to threaten, harass or abuse their current or former partners, family or other victims (including any incident happening during working time) and/or involve other colleagues

who may or may not be aware of their motives in assisting them, disciplinary action will be implemented in line with the Internet and Email Usage guidance and CPS Disciplinary Policy. The Internet and Email Usage guidance and Disciplinary Policy forbids use of these systems for any sexually explicit, or otherwise offensive, material or sending material containing sexual innuendoes or pestering messages, which could form the basis of a sex discrimination claim.

Any acts of VAW perpetrated in the workplace will be considered a breach of discipline and subject to disciplinary action. Jokes, discussions and graphics that condone violent or abusive behaviour are unacceptable and will not be tolerated within the work environment as they too are considered a breach of discipline. The Dignity at Work booklet outlines examples considered as *harassment*, including sexual harassment by pin-ups; offensive publications; offensive letters/memos. Managers must tackle behaviour of this type which may be subject to disciplinary action.

Such abuse requires an effective employer response because it could be damaging and potentially dangerous for those being abused, as well as possibly bringing the organisation into disrepute if the abuse is allowed to continue.

## **Prosecution**

It is important to remember that any CPS member of staff has the same rights as any other victim, witness or defendant with regard to criminal investigations and prosecutions for criminal activities arising from violence.

For reasons of independence and confidentiality, such cases will be dealt with outside the Area in which the member of staff works. Advice should be sought from the Special Crime Division at CPS Headquarters in each case.

## **Performance and attendance**

Managers should be aware of departmental policies for dealing with unsatisfactory performance and attendance, and keep records of discussions as appropriate.

## **Safety**

Where appropriate, action may need to be taken to minimise the potential for perpetrators to use their position or work resources to find out details or the whereabouts of their victims/witnesses. This may include a change of duties or withdrawing access to certain computer programmes.

## **Help and advice**

In domestic violence cases, managers should encourage perpetrators to seek immediate help from the RESPECT phoneline, which provides information and advice to perpetrators of domestic violence, to professionals wanting information and to the friends and family (including partners) of perpetrators who want more information on what help is available for perpetrators. See External Contacts at Annex D.

The CPS provides a system through management and/or our Employee Assistance programme (Care First) who offer confidential, independent counselling, information and advice to all employees and their families. In certain cases a management referral via Care First may be appropriate so that the employee can receive adequate professional counselling. Care First will ensure that the level of intervention is appropriate to empower and support the victim/survivor or address the behaviour of any alleged perpetrator.

## Section 5.3: A guide for colleagues

### Things colleagues could do

A colleague could be the first point of contact for a person experiencing violence. It is important that employees are sensitive and understanding of the needs of their colleagues who might be experiencing violence.

It is not the role of a colleague to decide how an individual experiencing any form of violence should act; to do so could replicate and compound the effects of the violence.

If a colleague approaches another to ask for help, there are a number of people and organisations they can put them in touch with. Annex D includes a list of external contacts that will be able to offer support and advice.

These external organisations have vast experience and provide an extensive network of support. Individuals should be made aware about their existence and the services that they could offer.

Additionally, employees should direct any colleague experiencing violence to a number of internal contacts who can offer help and support. See Internal Contacts at Annex D.

**N.B.** Please remember that any approach to either internal or external contacts by an employee on another individual's behalf should only be made with their full knowledge and agreement. See Confidentiality on page 37.

## Confidentiality

If a member of staff or colleague discloses that they are experiencing violence, this must be treated in the strictest confidence, as appropriate. Inappropriate breaches of confidentiality which might aggravate the situation will be treated seriously and may be subject to disciplinary procedures being implemented.

Employees must only disclose this information to another member of management or staff with the individual's knowledge and permission. Disclosure in exceptional circumstances must be made, if the situation could result in injury or death. However, in these circumstances care should be taken not to allow any prejudices to influence your actions.

If permission is given, advice should be sought from an HR Advisor before any action is taken, unless the threat of harm is imminent, in which case, actions proportionate to the situation must be taken.

If permission is not given, the matter can be discussed confidentially with Care First, the CPS confidential counselling, information and advisory service.

**N.B.** If a member of staff believes that a child is at risk of suffering harm, they must refer their concerns to their manager who will consider if the local authority social services department should be alerted. They should seek advice from and/or get confidential advice from HR Advisors/specialist organisations

listed at the back of this guide about what they might tell the colleague concerned, and when to do so. Managers should act as soon as possible when such a concern is reported, as this may help prevent serious harm from occurring.

## **Sensitivity**

It is essential that assumptions are not made based on actual or perceived age, disability, ethnic origin, religion or belief, gender, gender identity, class, sexuality/sexual orientation, or family or other relationship status, including arranged marriages. The appropriate access to advice, support and choices should be made available to every person in need of help and each case will need to be considered individually.

Leaving any abusive relationship can be a long process and it is often very difficult to make immediate decisions about the future, so individuals should not be pressured or judged. Reluctance to leave a violent partner or family, or willingness to return to the abusive situation is not an indication that the violence was not severe, and must not affect the support offered.

It should be noted that for example in domestic violence, statistical evidence shows that the most dangerous time for victims/survivors when the abuser is a man, is usually when an individual is attempting to leave a violent relationship and the weeks and the possibly months afterwards. It is worth noting that it is at this point that the potential for an attack resulting in severe injury or death is at its highest.

## Section 6

### Perpetrators

Violence against Women, including in families and relationships, is not acceptable in the CPS and is also against the law. Legal and disciplinary procedures may be implemented against staff who are perpetrators and, if convicted, this could result in action leading to the termination of their employment.

Employees who are perpetrators of such violence, whether convicted or not, are encouraged to seek help to stop abusive behaviour. Contact details of organisations that may offer help and advice is provided at Annex D.

Employees must notify their Area Business Manager (ABM)/HQ Business Manager (HQBM) and the HR Advisor, via management, at the earliest opportunity of any involvement, or the involvement of any member of an employee's close family or household have with the police or other prosecuting authority which could, or does, result in a charge being brought or summons being issued against the employee. Failure to do so could result in disciplinary action.

This should take place immediately to enable decisions to be taken as to how the matter should be dealt with. See Section 5.2 and the CPS Code of Conduct.

Employees must also inform their manager of any related Civil Court Orders.

For further details of management action see Section 5.2, Dealing with alleged perpetrators.

## Section 7

### Impact on children

When considering VAW cases, such as domestic violence or honour crimes, staff should be aware of the impact on any children involved indirectly.

#### Key facts

Domestic violence against adults affects a great number of children both directly and indirectly, as both victims and witnesses to violence.

There is also an increased direct risk to children. Adult men who are violent to their partners are also likely to be violent to their children. The overlap between men's violence towards women and the physical abuse of children is estimated as in the range of 30 to 66 per cent. This does not apply to women who are perpetrators of violence.

People experiencing domestic violence may leave their home because of their concern about the well-being of their children. It is extremely common for male perpetrators of domestic violence to threaten their victims with the removal of their child, including threats of reporting them to social services.

If a member of staff has genuine concerns that a child may be at risk of suffering harm, they should speak to their manager who would get confidential advice from one of the specialist organisations listed at Annex D about whether it is appropriate to take action.

## Section 8

### Raising awareness in the workplace

The CPS will raise awareness of VAW through the following measures:

- corporate membership of the Corporate Alliance against Domestic Violence (CAADV);
- a list of support services for survivors and services to challenge perpetrators of such violence will be available on the Infonet;
- publicising a list of internal resources for victims/survivors and perpetrators of VAW, e.g. HR, Occupational Health, counselling /EAP services;
- using external resources available publicly, e.g. posters etc;
- publicising a statement from the HR Director/Chief Executive/DPP communicating the Department's position on VAW to all employees and distributing information on CPS' policy;
- using the Infonet to promote organisations to provide advice on VAW. For example: a VAW newsletter aimed at all staff is now published quarterly as a resource of information on various projects and best practice on this issue;
- appropriate training will be provided for HR staff and managers.

The CAADV is a group of progressive companies and organisations working individually and collectively to address the impact of domestic violence in the workplace. It aims to raise awareness and reduce the human and economic impact of domestic violence through taking action in the workplace.

## Section 9

### Monitoring and evaluation

The CPS is monitoring the implementation of this guidance to evaluate and assess the effectiveness of its support for employee victims/survivors who are facing VAW. All information will be kept confidentially and anonymously.

The CPS needs to provide anonymised data regarding implementation of the employee VAW policy, training in connection with this policy, and the number of cases of employee violence reported.

Staff who have any occasion to use the advice given in this guide are requested to complete the form entitled Employee VAW Monitoring, which is available on the Infonet, People Section. To preserve their anonymity and confidentiality, it is suggested that staff may wish to print this form off and after completion they should send it to the Regional HR Advisor. See Internal Contacts at Annex D.

In accordance with the Single Equality Scheme (SES), the CPS has a duty to monitor the implementation of all policies. Therefore managers should ask the member of staff or colleague reporting the matter if they would be prepared to complete the form which is on the Infonet, People section and return it to their Regional HR Advisor. They should be told how important it is that the CPS has this information and assure them that it will be kept confidential and secure and only used for the purpose for which it has been designed. No personal or identifiable details are needed on the form.

## Section 10

### If you are experiencing violence - Your questions answered

*Q. I want some help. Who should I speak to?*

**A.** If you are experiencing violence and wish to seek support you can discuss the matter with anyone you choose. It may be possible to speak to someone with specialist understanding of your situation. See Internal and External contacts at Annex D. Remember that the CPS Employee Assistance Provider (Care First) is available 24/7 to all CPS staff and their dependants. See Annex D or the Infonet for contact details.

*Q. I don't want everybody to know what is happening to me.*

**A.** Your right to confidentiality, safety and your decision-making is paramount and no disclosure or action will be taken without your express permission.

**N.B.** there are some exceptional circumstances where the decision may need to be taken out of your hands. These are:

- i. if it is believed that you are at risk of serious injury or death;
- ii. when there is a criminal prosecution – sometimes the decision may be taken to continue with a prosecution even if you have changed your mind about proceeding.

This will be in circumstances where the public interest in proceeding with the case is so great that the case has to proceed (this will only happen if the case has been reported to the police); or

- iii. when it is believed that there is a substantial risk of harm to children.

**Q. *Should I approach my manager?***

- A.** You don't have to speak to your manager, but you are encouraged to do so if your circumstances are affecting you at work. Your manager will be best placed to offer practical support.

If for any reason you feel that you can't approach your immediate manager you may wish to discuss your situation with a different manager you can trust or an HR Advisor. Failing that, there are other agencies/contacts you may wish to approach all of which are listed at the back of this guide. Trade Union representatives and Staff Network may also be able to assist.

**Q. *My circumstances are affecting my ability to do my job. What can I do?***

- A.** When your manager is aware of your circumstances, they may be able to offer some practical assistance and will also be able to take into account your circumstances if your attendance, performance or conduct is giving cause for concern.

There are a number of things a manager can provide:

For example, you may be able to take special leave to deal with a short term problem or to make satisfactory longer term arrangements. They may be able to change your duties as appropriate or take some other action which will help to keep you safe. Please remember that at all times, the needs of the Service will have to be balanced with those of an individual. See Section 5.1, absence options.

**Q. *If I ask for help will I have to report being abused to the police?***

**A.** No. You will not be pressured into reporting any violence. That will be up to you to decide, subject to certain exceptions such as a danger to children or others who are vulnerable.

**Q. *What about prosecution?***

**A.** As an employee of the CPS you have the same rights as anyone else regarding whether you choose to report the violence to the police. If a criminal prosecution takes place, for reasons of independence and confidentiality, the case will be dealt with in a different Area to the one in which you work. In these circumstances advice will be sought from Special Crime Division at CPS Headquarters.

**Q.** *I work for the CPS – won't people expect me to want to have my abuser prosecuted?*

**A.** No. You will not be pressured into reporting instances of such violence with a view to your abuser being prosecuted. It is your choice whether you wish to address your circumstances through the legal process, and how (subject to exceptions, as above).

**Q.** *My abuser works for the CPS. What will happen to them?*

**A.** If a member of staff is convicted as a perpetrator of such violence disciplinary procedures will be implemented. If they are abusive towards you at work the matter will be taken seriously and may include implementation of disciplinary procedures.

## Annex A

### Key facts about Violence against Women

- 106 of the homicides recorded by police in 2007/08 were committed by partners/ex-partners. 72 of the 106 victims were female.
- CPS prosecution data indicates that 98 per cent of domestic violence defendants are men and 85 per cent victims are women.
- Nearly one in four women have experienced some form of sexual assault since 16; equivalent to 3.7 million victims. There were an estimated 475,000 women who were victims of sexual assault in the past year.
- There are approximately 12 honour killings per year nationally.
- In 2008 the Forced Marriage Unit gave advice or support in more than 1600 separate incidents of possible forced marriages and directly intervened to help victims in 420 assistance or immigration cases. Over 86 Forced Marriage Protection Orders were issued between November 2008 and November 2009.

## Annex B

### Definitions of Violence against Women strands

#### Domestic violence

The government-wide definition of domestic violence, adopted by CPS in relation to criminal offences, is:

*'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.'*

An *adult* is defined as any person aged 18 years or over.

**N.B.** The CPS domestic violence policy also addresses cases involving individuals under 18 years of age.

*Family members* are defined as mother, father, son, daughter, brother, sister and grandparents whether directly related, in-laws or step-family.

Domestic violence can be actual violence or the threat of violence, or sexual, psychological or emotional abuse. Its effects range from causing fear, bruising, permanent injury, and can even result in death. It can be emotional, mental and verbal abuse, threats, belittlement, isolation or control of money or activities. Less visible effects include: diminishing self-esteem, fear, guilt, insomnia, depression, agoraphobia and difficulty in trusting people.

Domestic violence occurs irrespective of actual or perceived ethnicity, class, sexuality/sexual orientation, age, religion, gender, gender identity and mental or physical ability. There is no 'typical' survivor or perpetrator of domestic violence; however research has shown that in the great majority of cases it is women who experience domestic violence from men who are partners, ex-partners or family members.

Domestic violence can also affect men and women in same sex relationships and men in heterosexual relationships. Domestic violence does not only relate to married or cohabiting partners: it can be experienced by partners who have never lived together or co-habited with their abuser. It often continues after any relationship has ended.

### **Rape and sexual offences**

Sexual offences include rape and sexual assaults such as touching without consent or forced sexual activity.

### **Forced marriage**

The definition of forced marriage that we in the CPS use is the definition adopted by the Government and ACPO:

*'Is a marriage conducted without the valid consent of one or both parties where duress is a factor'.*

*A Choice by Right, HM Government, June 2000*

This is further expanded on:

*'A forced marriage is a marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure'.*

Multi-agency practice guidelines: Handling cases of Forced Marriage,  
HM Government 2008

An arranged marriage is very different from a forced marriage. In an arranged marriage, both people enter into the marriage freely. Families of each spouse take a leading role in arranging the marriage and this usually includes the choice of partner.

However, the choice of whether or not to accept the arrangements remains with the prospective spouses. In forced marriage, one or both spouses do not (and in the case of some adults with disabilities, cannot) consent to the marriage and duress is involved. Duress can take the form of overt behaviour for example assault or more subjective factors, which may depend on the victim's perception of the situation. This can include subtle pressures such as a sense of duty and emotional blackmail (e.g. threats to disown or ostracise the victim; accusations of bringing disgrace and dishonour onto the family or community), sexual or financial pressure.

## **Honour-based violence**

The CPS and ACPO have a common definition of honour-based violence:

*'honour-based violence' is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'.*

This definition is supported by further explanatory text:

*'So-called honour-based violence' is a fundamental abuse of Human Rights.*

*There is no honour in the commission of murder, rape, kidnap and the many other acts, behaviour and conduct which make up violence in the name of so-called honour.*

*The simplicity of the above definition is not intended in any way to minimise the levels of violence, harm and hurt caused by the perpetration of such acts.*

*It is a collection of practices, which are used to control behaviour within families to protect perceived cultural & religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.*

*Women are predominantly (but not exclusively) the victims of 'so called honour-based violence', which is used to assert male power in order to control female autonomy and sexuality.*

*'honour-based violence' can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from family and/or community members.*

*Examples may include murder, unexplained death (suicide), fear of, or actual forced marriage, controlling sexual activity, domestic abuse (including psychological, physical, sexual, financial or emotional abuse), child abuse, rape, kidnapping, false imprisonment, threats to kill, assault, harassment, forced abortion. This list is not exhaustive.*

*Such violence cuts across all cultures, nationalities, faith groups and communities. It transcends national and international boundaries.'*

*ACPO honour-based Violence Strategy (page 5), September 2008*

## **Human trafficking**

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation or coercion. The form of exploitation includes commercial, sexual and bonded labour exploitation. The persons who are trafficked have little choice in what happens to them and usually suffer abuse due to the threats and use of violence against them and/or their family.

## **Forced prostitution**

The Sexual Offences Act 2003 creates the following offences:

- causing or inciting prostitution for gain anywhere in the world (section 52); and
- controlling prostitution for gain in any part of the world (section 53).

*Gain* is defined in Section 54 as:

- (a) *any financial advantage, including the discharge of an obligation to pay or the provision of goods or services (including sexual services) gratuitously or at a discount; or*
- (b) *the goodwill of any person which is or appears likely, in time, to bring financial advantage.*

*Prostitute* is defined in Section 51(2) as:

*'a person (A) who, on at least one occasion and whether or not compelled to do so, offers or provides sexual services to another person in return for payment or a promise of payment to A or a third person; prostitution is to be interpreted accordingly.'*

## **Child abuse**

A CPS definition for the purpose of flagging and monitoring prosecutions is due to be published in 2010.

*Child* means a person under the age of 18 years in accordance with the definition contained in the United Nations Convention on the Rights of a Child and the Children Acts 1989 and 2004.

The relevant date for establishing the child's age is the date of the offence and not the date on which the defendant is charged. Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children 2006 defines child abuse as:

*'Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.'*

*[www.everychildmatters.gov.uk/socialcare/safeguarding/workingtogether](http://www.everychildmatters.gov.uk/socialcare/safeguarding/workingtogether)  
(being revised 2010)*

### **Crimes against the older person**

The CPS Public Policy Statement provides a summary explaining the wide and complex range of crimes that older people may experience:

- a) *criminal abuse or neglect of older people where there is a relationship and an expectation of trust (for example, by family members, friends, paid workers, volunteers etc. This includes: domestic violence and where older people are targeted because they are either perceived or known to lack mental capacity; or criminal abuse or neglect of older people living either temporarily or permanently in regulated or un-regulated care settings;*

- b) *crimes which are specifically targeted at older people because they are perceived as vulnerable or potentially easy to steal from. For example, financial abuse or theft, muggings of older people, doorstep theft, distraction burglary or rogue traders;*
- c) *crimes against older people which are not initially related to their age but may later become so. For example, a burglary where the burglar does not know the age of the householder but later exploits the situation on discovering that the householder is an older person; and*
- d) *crimes against older people which are in part, or wholly motivated by hostility based on age, or perceived age. For example, an assault, harassment or antisocial behaviour involving derogatory statements associated with the victim's age.*

**N.B.** Crimes a) and b) are often described as elder abuse.

### **Pornography and obscene publications**

The CPS *Dignity at Work* booklet lists some examples of behaviour that might constitute sexual harassment, including some forms of pornography and obscene publications, e.g. pin-ups; offensive publications; offensive letters/memos.

Policies on Internet and email usage include forbidding use of these systems for any sexually explicit, or otherwise offensive, material or sending material containing sexual innuendoes or pestering messages, which could form the basis of a sex discrimination claim.

## Annex C

### **Relevant policies and procedures that can be accessed via the Infonet**

#### **HR policies and guidance**

Special Leave Policy

Redeployment Policy

Managing Flexible Working Policy

Disciplinary Policy

Managing Poor Performance Policy

CPS Code of Conduct

Grievance Policy

Managing Attendance Policy

Medical, Benevolent and Social Organisations

Dignity at Work Booklet - Standards of Behaviour in the  
Crown Prosecution Service

Email and Internet Usage Policy

#### **CPS VAW policies**

Policy on Domestic Violence

Policy on Rape

Crimes against Older People

Children and Young People: CPS Policy on Prosecuting Cases  
Involving Children and Young People

**Some of these documents are also available in the  
Publications Section of the CPS website [www.cps.gov.uk](http://www.cps.gov.uk)**

## Annex D

### Internal contacts

#### **Regional HR Advisors**

Telephone numbers for the HR Delivery Team are available on the Infonet, People section.

#### **Care First Employee Assistance Provider**

0800 174 319

#### **Equality & Diversity Community Engagement Managers**

For telephone numbers please contact Equality & Diversity Unit on the number below.

#### **Equality & Diversity Unit**

020 3357 0548

#### **Violence against Women Team, Equality & Diversity Unit**

020 3357 0553/0556

#### **HR Capability, Litigation & Equality & Diversity**

020 3357 0500

#### **Departmental Security Unit**

Email: [Departmental.SecurityUnit@cps.gsi.gov.uk](mailto:Departmental.SecurityUnit@cps.gsi.gov.uk)

## *Trade Union Representatives*

### **Public and Commercial Services (PCS)**

020 7924 2727

Website: [www.pcs.org.uk](http://www.pcs.org.uk)

### **PCS Counselling and Support Service**

0870 850 6919

### **PCS Domestic Violence Helpline**

0845 702 3468

### **First Division Association (FDA)**

020 7343 1111

## *CPS Staff Networks*

### **DSN (Disability Staff Network)**

Email: [DSN@cps.gsi.gov.uk](mailto:DSN@cps.gsi.gov.uk)

### **LGBT Network**

Email: [LGBT.Co-Chair@cps.gsi.gov.uk](mailto:LGBT.Co-Chair@cps.gsi.gov.uk)

### **National Black Crown Prosecution Association (NBCPA)**

Email: [NBCPA@cps.gsi.gov.uk](mailto:NBCPA@cps.gsi.gov.uk)

Details of Civil Service-wide networks can be obtained from the Civil Service website [www.civilservice.gov.uk](http://www.civilservice.gov.uk)

## External contacts

### Domestic violence

#### Women's Aid

A key national charity working to end domestic violence against women and children. Providing protection prevention and provision, including refuges, for domestic violence victims.

PO BOX 39, Bristol BS99 7WS

Website: [www.womensaid.org.uk](http://www.womensaid.org.uk)

National helpline: 0808 2000 247

(24hours - run in partnership with Refuge)

Email: [info@womensaid.org.uk](mailto:info@womensaid.org.uk)

#### Refuge

Refuge's network of safe houses provides emergency accommodation for women and children facing domestic violence.

4th Floor, International House, 1 St Katharine's Way,  
London E1W 1UN

Website: [www.refuge.org.uk](http://www.refuge.org.uk)

Phone: See above

Email: [info@refuge.org.uk](mailto:info@refuge.org.uk)

## **Respect**

The UK membership association for domestic violence perpetrator programmes and associated support services. They also provide support for male victims.

1st floor, Downstream Building, London Bridge,  
London SE1 9BG

Website: [www.respect.uk.net](http://www.respect.uk.net)

Information and advice line: 0845 122 8609

Email: [info@respect.uk.net](mailto:info@respect.uk.net)

## **MALE**

Men's advice line for men facing violence from intimate partners.  
(Monday to Friday, 10am-1pm & 2-5pm)

Phone: 0808 801 0327

## **Broken Rainbow LGBT DV Service UK**

Support for lesbian, gay, bisexual and transgender (LGBT) people experiencing domestic violence.

Website: [www.broken-rainbow.org.uk](http://www.broken-rainbow.org.uk)

(Monday to Friday, 9am-1pm & 2-5pm)

Helpline: 08452 60 44 60

Email: [mail@broken-rainbow.org.uk](mailto:mail@broken-rainbow.org.uk)

## **Rights of Women**

A women's voluntary organisation committed to informing, educating and empowering women concerning their legal rights.

52–54 Featherstone Street, London EC1Y 8RT

Website: [www.rightsofwomen.org.uk](http://www.rightsofwomen.org.uk)

Phone: 020 7251 6575/6

Email: [info@row.org.uk](mailto:info@row.org.uk)

## **Southall Black Sisters**

A not-for-profit organisation that provides a comprehensive service to Black and Minority Ethnic women experiencing violence and abuse.

21 Avenue Road, Southall, Middlesex UB1 3BL

Website: [www.southallblacksisters.org.uk](http://www.southallblacksisters.org.uk)

Phone: 020 8571 9595

email: [southallblacksisters@btconnect.com](mailto:southallblacksisters@btconnect.com);

## **Imkaan**

A national second tier charity dedicated to the development of the specialist Asian women's refuge sector. Provides support to refuges serving the needs of Asian women and children experiencing domestic violence.

Tindlemanor, 4th Floor, 52-54 Featherstone Street,  
London EC1Y 8RT

Website: [www.imkaan.org.uk](http://www.imkaan.org.uk)

Phone: 020 7250 3933

Email: [policy@imkaan.org.uk](mailto:policy@imkaan.org.uk); or [enquiries@imkaan.org.uk](mailto:enquiries@imkaan.org.uk)

## **Children and domestic violence**

Information about concern for children:

[www.bbc.co.uk/relationships/domestic\\_violence/index.shtml](http://www.bbc.co.uk/relationships/domestic_violence/index.shtml)

## **Information for children**

Support for children and young people with domestic violence to learn what domestic violence is, how to help a friend, how to understand your feelings and what you can do:

[www.thehideout.org.uk](http://www.thehideout.org.uk)

## **Parents being abused by their child**

The Tulip Trust

Phone: 0151 637 6363

Email: [tulipgroup@hotmail.com](mailto:tulipgroup@hotmail.com)

## Rape

### **Rape Crisis** (England and Wales)

Set up and registered as a charity to support the work of Rape Crisis centres in England and Wales. It provides co-ordination and support to affiliated member groups and rape victims. If you would like information on other organisations that work with victims email or call on the number below.

c/o WRSAC, PO Box 39, Bodmin, Cornwall PL31 1XF

Website: [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

Email: [info@rapecrisis.org.uk](mailto:info@rapecrisis.org.uk)

### **Survivor's Trust**

Can provide a list of all local agencies.

Website: [www.thesurvivorstrust.org](http://www.thesurvivorstrust.org)

*Women's Aid and Refuge also provide services for women raped in domestic violence settings.*

## Prostitution and human trafficking

### **Lilith Project**

Co-ordinates two major networks for organisations working with women and girls who have experienced gender-based violence: The Sexual Violence Action and Awareness Network (SVAAN), a network for voluntary and statutory agencies which provide support services to women who have been raped or sexually assaulted and The Kalabash Forum, a network and for voluntary and statutory agencies which support Black and Minority Ethnic women and girls who have experienced any form of gendered violence.

### **Poppy Project**

The POPPY Project provides accommodation and support to women aged over 18 who have been trafficked into prostitution. It has 35 bed spaces in houses throughout London. The POPPY Outreach Service works to improve the safety and wellbeing of women from all over the UK who have been trafficked and who are in need of short term support and advocacy.

2nd Floor Lincoln House, 1-3 Brixton Road,  
London SW9 6DE

Website: [www.eaves4women.co.uk](http://www.eaves4women.co.uk)

Phone: 020 7735 2062

Email: [post@eaveshousing.co.uk](mailto:post@eaveshousing.co.uk)

## Forced marriage and honour-based crimes

### **Forced Marriage Unit**

Provide confidential advice and assistance to those who have been forced into marriage overseas, are at risk of being forced into marriage or people worried about friends or relatives being forced into marriage.

2 Marsham Street, London SW1P 4DF

Website: [www.fco.gov.uk/en/fco-in-action/nationals/forced-marriage-unit](http://www.fco.gov.uk/en/fco-in-action/nationals/forced-marriage-unit)

Phone: 020 7008 0151

Email: [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk)

### **Ashiana Project**

Offers safe accommodation across two schemes - a shared house for South Asian, Turkish and Iranian women and a four bed safe house for young women being forced into marriage.

P.O. BOX 816 E11 1QY

Website: [www.ashiana.org.uk](http://www.ashiana.org.uk)

Phone: 0208 539 9656/0427/6800

Email: [info@ashiana.org.uk](mailto:info@ashiana.org.uk)

*Women's Aid, Refuge, Southall Black Sisters and Imkaan also provide services for women being forced into marriage and at risk of honour crimes in domestic violence settings.*

## Child abuse

### **NSPCC/Child line**

National Society for the Prevention of Cruelty to Children (NSPCC) protects children from cruelty, supports vulnerable families.

Weston House, 42 Curtain Road, London EC2A 3NH

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Helplines: 0808 800 5000 (for adults), 0800 1111 (for children)

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Barnados**

Support abused, vulnerable, forgotten and neglected children.

Tanners Lane, Barkingside, Ilford, Essex IG6 1QG

Website: [www.barnardos.org.uk](http://www.barnardos.org.uk)

Phone: 020 8550 8822

### **Information about concern for children**

[www.bbc.co.uk/relationships/domestic\\_violence/index.shtml](http://www.bbc.co.uk/relationships/domestic_violence/index.shtml)

*Women's Aid, Refuge and Imkaan also provide services for children in domestic violence settings.*

## Elder abuse

### **Action on Elder Abuse (AEA)**

Works to protect, and prevent the abuse of, vulnerable older adults.

Astral House, 1268 London Road, Norbury, London SW16 4ER

Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Helpline: 0808 808 8141

### **Age UK**

An international charity fighting to free older people from poverty, isolation and neglect.

207-221 Pentonville Road, London N1 9UZ

Website: [www.helptheaged.org.uk](http://www.helptheaged.org.uk)

Phone: 020 7278 1114

Email: [info@helptheaged.org.uk](mailto:info@helptheaged.org.uk)

## **Female genital mutilation (FGM)**

The Foundation for Women's Health, Research and Development (FORWARD) is an international non-governmental organisation that works to advance and protect the sexual and reproductive health and human rights of African girls and women.

765-767 Harrow Road, London NW10 5NY

Website: [www.forwarduk.org.uk](http://www.forwarduk.org.uk)

Phone: 020 8960 4000

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