

## Domestic and Family Violence Support Policy

<b>Approving authority</b>	Executive Group
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Domestic%20and%20Family%20Violence%20Support%20Policy.pdf">http://policies.griffith.edu.au/pdf/Domestic and Family Violence Support Policy.pdf</a>
<b>TRIM document</b>	2017/0000350
<b>Description</b>	This policy outlines support available to University staff and students affected by domestic and family violence.

### Related documents

[Griffith University General Staff Enterprise Agreement 2012-2016](#)

[Griffith University Academic Staff Enterprise Agreement 2012-2016](#)

[Health and Safety Policy](#)

[Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses](#)

[Code of Conduct](#)

[Student Charter](#)

[Assessment Policy](#)

[Staffing Delegations: Academic Groups](#)

[Staffing Delegations: Administrative Divisions](#)

### Links

[Personal Security on campus](#)

[Personal Information Privacy Plan](#)

[Security Escort Service](#)

[Security Incident Report](#)

[GSafe](#)

[Student Services](#)

[Counselling and Wellbeing Services](#)

[Health and Medical Services](#)

[Welfare and Financial Assistance](#)

[International Student Advisory Services](#)

[Employee Assistance Program](#)

[Employee Assistance – Domestic and Family Violence Support Service](#)

[Manager Assist Service](#)

[Domestic and Family Violence website](#)

### External Links

[Domestic and Family Violence Prevention Strategy 2016-2026 \(Queensland says: not now, not ever.\)](#)

[Domestic and Family Violence Protection Act 2012 \(Qld\)](#)

[White Ribbon Australia](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Application\]](#) [\[Roles and Responsibilities\]](#)

## 1. INTRODUCTION

The University recognises that staff and students may be among those within the community who are victims and survivors of domestic violence, and that the impact of this is not restricted to personal life, but can also extend to the work and study environment.

This policy is intended to raise awareness that family and domestic violence is an issue which may be encountered by staff and students, and outlines the University's commitment to supporting:

- staff and students who have been impacted by domestic and family violence, and
  - staff and students who are required to provide support to those who have been impacted.
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## 2. SCOPE

This policy applies to all staff and students at the University.

### 2.1 Terminology

Family and domestic violence

In accordance with the [Queensland Domestic and Family Violence Prevention Strategy 2016-2026](#), domestic and family violence occurs when one person in an intimate personal, family or informal carer relationship uses violence or abuse to maintain power and control over the other person.

This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, coercive or aimed at controlling or dominating another person through fear. The violent or abusive behaviour can take many forms including physical, emotional and sexual assault through to financial control, isolation from family and friends, threats of harm and constant monitoring of whereabouts or stalking.

Under the Domestic and Family Violence Protection Act 2012 (Qld), intimate personal relationships include married and de facto spouses; parents of a child; people who are, or were engaged; and people in couple relationships, including same-sex couples. Family relationships exist between two people who are related by either blood or marriage, including extended or kinship relationships where a person is regarded as a relative. Informal care relationships exist where one person is or was dependent on another person for help with essential daily tasks, such as dressing or grooming, meal preparation, grocery shopping or arranging medical care, where care is provided other than on a commercial basis.

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## 3. APPLICATION

The University seeks to create a supportive work and study environment where staff and students feel comfortable and supported when requesting assistance and support for domestic and family violence related concerns. Similarly, the University seeks to empower staff and managers with the confidence to act appropriately on the disclosure of family and domestic violence concerns by a colleague or student.

### 3.1 Support for University staff

#### 3.1.1 Domestic violence leave provisions for staff

Under the [General Staff Enterprise Agreement 2012-2016](#) and the [Academic Staff Enterprise Agreement 2012-2016](#), a staff member may access up to five days domestic and Family Violence leave per calendar year, where related circumstances in their personal life prevent them from participating in the workplace. This enables staff members to attend to matters including, but not limited to:

- medical appointments and legal proceedings;
  - protection of children and dependents;
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- other necessary actions associated with the violence.

A staff member may be required to produce evidence that family or domestic violence has occurred, such as a medical certificate; or a document issued by the police service and/or court.

If it is not practicable for the staff member to offer prior notice of absence, the staff member shall notify the University by telephone at the first opportunity on the first day of absence.

In circumstances where domestic and family violence is of such a nature and/or frequency, the Director, Human Resources, or delegate, may, upon application by the staff member permit the staff member to utilise their accumulated sick leave to attend to necessary related matters.

### 3.1.2 Flexibility in work arrangements for staff

Staff have access to a variety of leave and flexible work arrangements, as outlined on the [Work and Life](#) page on the Staff Portal, and detailed in the [General Staff Enterprise Agreement 2012-2016](#) and the [Academic Staff Enterprise Agreement 2012-2016](#). These provisions require the balance of both the individual's needs and the operational requirements of the Element or Group.

### 3.1.3 Safety and security on campus

The University encourages staff to be aware of their own personal security while on campus and provides a range of advice on its [Security webpages](#).

- Security Escort Service

At night on all campuses, staff can access a security escort to accompany them to their car or other on-campus location.

- Griffith Phone Book

If a staff member is concerned about their personal safety and security, they may request that their location details are removed from the Griffith Phone Book by completing the [online form to change or delete an existing phonebook entry](#).

In the event of an immediate threat or instance of violent behaviour on or off campus, staff, students and other bystanders should contact the Queensland Police Service on 000.

### 3.1.4 Staff performance and attendance issues

Performance standards for Academic and General staff are set out within the relevant Enterprise Agreement.

- External factors such as domestic and family violence may impact on a staff member's ability to meet their performance standards and should be discussed with the Manager.
- Staff members affected by domestic and family violence may experience difficulty in attending the workplace. Attendance can be addressed through the relevant leave provisions. Flexible work arrangements may also provide short term assistance.

### 3.1.5 Referral to support services

#### Employee Assistance Program

- A Staff member who discloses that they are experiencing family and domestic violence can be referred to the University's [Employee Assistance Program](#) for support.

#### Employee Assistance – Domestic and Family Violence Support Service

- Through a specialised Domestic and Family Violence Support Service, the Employee Assistance Program also offers specialised support for staff members and families who are experiencing domestic and family violence; and can provide advice to staff and managers about supporting a friend or colleague, and providing a safe and supportive workplace environment.

#### Manager Assistance Program

- A manager whose staff member has disclosed that they are experiencing family and domestic violence may contact the University's [employee assistance provider](#) to access the Manager Assist Service.

#### Health Service

- An on campus [Health and Medical Service](#) is located at Nathan and Gold Coast campuses. The services provided include emergency and first aid, medical treatment, General Practitioners and ancillary health services such as Psychiatry and Mental Health care.

#### Referral to external providers

- A number of community organisations can provide crisis and other support services to victims of family and domestic violence. Details of some providers are listed on the Griffith University [Domestic and Family Violence website](#).

### 3.2 Support for University Students

#### 3.2.1 Referral to support services

##### Student Services

- A student who is experiencing difficulties with their study arrangements as a result of family and domestic violence should be encouraged to contact [Student Services](#) to discuss the supports available for their individual circumstances.

##### International Student Advisors

- An international student who is experiencing difficulties with their study arrangements as a result of family and domestic violence should be encouraged to contact [Student Services](#) in the first instance.
- Alternatively, students should also be informed about [International Student Advisory Services](#) and encouraged to contact an [International Student Advisor](#) for personal support, advice and information on individual circumstances that can affect their life in Australia and studies at Griffith.

##### Counselling Service

- A student who discloses that they are experiencing family and domestic violence should be referred to [Counselling and Wellbeing Services](#).

##### Health Service

- An on campus [Health and Medical Service](#) is located at Nathan and Gold Coast campuses. The services provided include emergency and first aid, medical treatment, General Practitioners and ancillary health services such as Psychiatry and Mental Health care.

##### Welfare

- A [Welfare and Student Liaison](#) Officer can discuss various financial supports that may be available to assist students who require urgent financial support and/or are experiencing financial hardship due to extenuating circumstances.

##### External providers

- A number of community organisations can provide crisis and other support services to victims of family and domestic violence. Details of some providers are listed on the Griffith University [Domestic and Family Violence website](#).

#### 3.2.2 Safety and security on campus

In the event of an immediate threat or instance of violent behaviour on or off campus, staff, students and other bystanders should contact the Queensland Police Service on 000.

The University encourages students to be aware of their own personal security while on campus and provides a range of advice on its [Security webpages](#).

- Security Escort Service

At night on all campuses, students can access a security escort to accompany them to their car or other on-campus location.

#### 3.2.3 Special consideration and deferred assessment

##### Special Consideration

- In accordance with the [Assessment Policy](#), the Course Convenor may extend special consideration to a student in their course and in respect of any assessment item in that course. Students may apply for special consideration on the grounds of illness, accident, disability, bereavement or other compassionate circumstances where their performance in an assessment item was seriously affected, or they were seriously disadvantaged with the assessment was attempted.

#### Deferred assessment

- In accordance with the [Assessment Policy](#), students may apply for deferred assessment on the grounds of illness, accident, temporary disability, bereavement, sporting or cultural commitment or other compassionate circumstances, if they were prevented from performing an assessment item, such as an examination, test, seminar presentation, or other assessment activity scheduled for a particular date.

### **3.3 Privacy of personal information**

In accordance with the Personal Information Privacy Plan, in general, the University will not use or disclose personal information unless the person about whom the information was collected is aware of, or has consented to that use of disclosure. However, the University may use or disclose personal information where required by law, or where it is necessary for certain types of law enforcement, or where it is necessary to protect against a serious and imminent threat to a person's life or health.

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## **4. ROLES AND RESPONSIBILITIES**

### **4.1 Students**

Students who are affected by domestic and family violence are responsible for disclosing instances and impact of family and domestic violence to the relevant staff member if they wish to access special consideration assessment or access to counselling and support services.

### **4.2 Course Convenors**

When domestic and family violence has affected a student's assessment, a Course Convenor may extend special consideration to a student in their course and in respect of any assessment item in that course.

### **4.3 Student Services**

Students Services staff are responsible for providing assistance and information to students about this policy and related procedures for accessing the supports outlined. Specific staff within Student Services may also be responsible for the provision of specific services to students who are affected by domestic and family violence and for referral to community and other agencies that may be able to assist.

### **4.4 Staff Members**

Staff members who are affected by domestic and family violence are responsible for contacting their supervisor/manager or Human Resource Adviser if they require assistance in accessing the support outlined in this policy.

### **4.5 Managers**

Managers are responsible for providing advice to staff about the support provisions outlined in this policy and may assist in coordinating support in conjunction with Human Resources. The supervisor or manager may also approve related leave applications and/or requests for flexible working arrangements for their staff.

### **4.6 Human Resources**

Human Resources staff are responsible for providing advice to staff and supervisors about this policy and related procedures for accessing the supports outlined. Human Resources can also assist managers in situations where an affected staff members performance or attendance is impacted negatively due to these external factors.