



Out of School Hours Care Program  
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## EDUCATOR DOMESTIC AND FAMILY VIOLENCE POLICY

### Best Practice – Quality Area 7

#### PURPOSE

The purposes and aims of this policy are to:

- promote a respectful and safe workplace environment that does not tolerate or excuse domestic and family violence
- support the retention, safety and well-being of staff affected by domestic and family violence
- detail the rights and responsibilities of employees experiencing domestic and family violence who choose to disclose their experience to another employee, the duty of care responsibilities of St Francis of Assisi OSHC and the range of ways employees can seek and receive assistance as a result of experiencing domestic and family violence
- ensure when it comes to the attention of St Francis of Assisi OSHC, an employee who perpetrates domestic and family violence will be held accountable
- support workplace action to prevent violence and promote respectful relationships for employees and their families.

#### POLICY STATEMENT

St Francis of Assisi OSHC recognises that domestic and family violence is serious and prevalent in the Australian community. While anyone may experience domestic and family violence, research shows that the majority of victims are women and the majority of perpetrators are men. St Francis of Assisi OSHC recognises that employees may be affected by domestic and family violence. Domestic and family violence can have a significant impact on those experiencing it, and it may affect attendance or performance at work. St Francis of Assisi OSHC recognises that domestic and family violence is fostered by a culture in which there is inequality between men and women.

St Francis of Assisi OSHC is committed to addressing domestic and family violence and supporting employees affected by it.

#### VALUES

St Francis of Assisi OSHC is committed to ensuring the safety and wellbeing of all educators and staff.

#### SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, educators and staff of St Francis of Assisi OSHC.

## **BACKGROUND AND LEGISLATION**

Worksafe Victoria advise that workplaces can be places of safety and support for people experiencing family violence and can play an important role in preventing and responding to family violence.

### **Legislation and Standards**

Domestic Violence Laws in Australia June 2009

Family Violence Protection Act 2008

## **DEFINITIONS**

### **Domestic and family violence**

Domestic and Family violence is defined as any violent, threatening or other abusive behaviour by a person against a member of the person's family or household (current or former). This definition includes behaviour that:

- is physically or sexually abusive; or
- is emotionally or psychologically abusive; or
- is economically abusive; or
- is threatening; or
- is coercive; or
- in any other way controls or dominates the family or household member and causes that person to feel fear for their safety or wellbeing or that of another person; or
- causes a child to hear or witness, or otherwise be exposed to the effects of, such behaviour.

## **SOURCES AND RELATED POLICIES**

### **Sources**

Worksafe Victoria

Preventing & Addressing Violence Against Women – Organisational Assessment Northern Region of Melbourne

EDVOS – Family Violence Support for Women and Children

### **Service Policies**

Occupational Health & Safety Policy

## **PROCEDURES**

### **The Approved Provider or Persons with Management and Control is responsible for:**

- promoting a safe, respectful and supportive workplace free from all forms of violence, including domestic and family violence
- responding to disclosures of Domestic and Family Violence with professionalism and integrity at all times
- providing assistance to employees experiencing domestic and family violence, with the aim of supporting their safety and their continued participation in employment, and to ensuring they are not disadvantaged because they are being subject to domestic and family violence.
- treating disclosures of domestic and family violence as confidential
- not taking adverse action against an employee because of their disclosure of, experience of, or perceived experience of, domestic and family violence
- not discriminating against a victim of domestic and family violence in hiring, staffing, or other terms, conditions, or privileges of employment.

- having procedures in place for employees who wish to discuss any issues relating to domestic and family violence
  - ensuring that information about external support services for victims and perpetrators of domestic and family violence, is made available to employees in highly visible locations within the workplace and is distributed to new staff as part of their induction process.
  - promoting equal and respectful relationships between women and men and challenge the condoning of violence against women. We will challenge gender stereotypes and promote women's independence and decision making
  - not ignoring or excusing domestic and family violence, or tolerate disrespectful behaviour such as offensive jokes, aggressive or demeaning behaviour, or discrimination.
  - Ensuring all educators and staff demonstrate behaviour that does not support or promote domestic and family violence (or any other form of violence), or unequal relationships between men and women
  - supporting educators and staff to speak up about attitudes and behaviours that support sexism, discrimination or inequality.
  - Ensuring that all educators and staff are made aware of the Domestic and Family Violence Policy, in their induction process
- **The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:**
  - promoting a safe, respectful and supportive workplace free from all forms of violence, including domestic and family violence
  - responding to disclosures of Domestic and Family Violence with professionalism and integrity at all times
  - providing assistance to employees experiencing domestic and family violence, with the aim of supporting their safety and their continued participation in employment, and to ensuring they are not disadvantaged because they are being subject to domestic and family violence.
  - treating disclosures of domestic and family violence as confidential
  - not taking adverse action against an employee because of their disclosure of, experience of, or perceived experience of, domestic and family violence
  - not discriminating against a victim of domestic and family violence in hiring, staffing, or other terms, conditions, or privileges of employment.
  - having procedures in place for employees who wish to discuss any issues relating to domestic and family violence
  - ensuring that information about external support services for victims and perpetrators of domestic and family violence, is made available to employees in highly visible locations within the workplace and is distributed to new staff as part of their induction process.
  - promoting equal and respectful relationships between women and men and challenge the condoning of violence against women.
  - not ignoring or excusing domestic and family violence, or tolerate disrespectful behaviour such as offensive jokes, aggressive or demeaning behaviour, or discrimination.
  - Ensuring all educators and staff demonstrate behaviour that does not support or promote domestic and family violence (or any other form of violence), or unequal relationships between men and women
  - supporting educators and staff to speak up about attitudes and behaviours that support sexism, discrimination or inequality.
  - Ensuring that all educators and staff are made aware of the Domestic and Family Violence Policy, in their induction process

**All staff are responsible for:**

- promoting a safe, respectful and supportive workplace free from all forms of violence, including domestic and family violence
- responding to disclosures of Domestic and Family Violence with professionalism and integrity at all times
- reporting disclosures of Domestic and Family Violence to Nominated Supervisor and Persons in Day-to-Day Charge for their provision of assistance to employees experiencing domestic and family violence, with the aim of

supporting their safety and their continued participation in employment, and to ensuring they are not disadvantaged because they are being subject to domestic and family violence

- treating disclosures of domestic and family violence as confidential
- not taking adverse action against an employee because of their disclosure of, experience of, or perceived experience of, domestic and family violence
- promoting equal and respectful relationships between women and men and challenge the condoning of violence against women.
- not ignoring or excusing domestic and family violence, or tolerate disrespectful behaviour such as offensive jokes, aggressive or demeaning behaviour, or discrimination.
- demonstrate behaviour that does not support or promote domestic and family violence (or any other form of violence), or unequal relationships between men and women
- supporting colleagues to speak up about attitudes and behaviours that support sexism, discrimination or inequality

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk

## **ATTACHMENTS**

1. If you suspect someone is being abused
2. Support Systems for Victims
3. Support Systems for Perpetrators of Domestic and Family Violence

## **AUTHORISATION**

This policy was adopted by the Approved Provider of St Francis of Assisi OSHC

**ATTACHMENT 1**

**IF A COLLEAGUE WISHES TO DISCUSS ISSUES  
RELATING TO DOMESTIC AND FAMILY VIOLENCE**

**Assistance you can provide**

<b>Colleague</b>	<b>The Nominated Supervisor and Persons in Day-to-Day Charge</b>	<b>Approved Provider or Persons with Management and Control</b>
<ul style="list-style-type: none"><li>• Listen</li><li>• Check Immediate Safety</li><li>• Maintain Confidentiality</li><li>• Encourage contact with trained responders</li><li>• Refer to Domestic &amp; Family Violence Policy</li><li>• Encourage discussion with Nominated Supervisor/Persons in Day-to-Day Charge</li></ul>	<ul style="list-style-type: none"><li>• Listen</li><li>• Check Immediate Safety</li><li>• Maintain Confidentiality</li><li>• Encourage contact with trained responders</li><li>• Refer to Domestic &amp; Family Violence Policy</li><li>• Encourage discussion with Nominated Supervisor/Persons in Day-to-Day Charge</li><li>• Provides ongoing support, workplace adjustments and/or leave</li></ul>	<ul style="list-style-type: none"><li>• Approves extended leave (i.e. leave beyond the general leave entitlements)</li><li>• Maintain confidentiality</li></ul>

## **IF YOU SUSPECT SOMEONE IS BEING ABUSED**

### **If in immediate danger**

Call **000**– Victoria Police

### **After Hours contact**

Safe Steps Family Violence Response Service on **1800 015 188**

[www.safesteps.org.au](http://www.safesteps.org.au)

**EDVOS** is the specialist family violence service in Melbourne's Eastern Region who provide a broad range of integrated services to support women and children who are responding to family violence. They prioritise the safety of women and children as a fundamental human right whilst working to ensure perpetrators are held accountable for using violence.

<https://www.edvos.org.au/how-you-can-support-others/>

**The Domestic Violence Resource Centre Victoria (DVRCV)** is a state-wide specialist family violence organisation. It is their vision to work towards creating a world in which women and their children are thriving, respected and free from violence.

<https://www.dvrcv.org.au/help-advice/s>

**DVRCV - For employers seeking workplace-related information about domestic or family violence.**

<https://www.dvrcv.org.au/help-advice/employers>

## SUPPORT SYSTEMS FOR VICTIMS

**EDVOS** is the specialist family violence service in Melbourne’s eastern metropolitan region (EMR).

EDVOS is a not-for-profit organisation, primarily funded by the State Government of Victoria. EDVOS also receives grants and donations from other sources.



EDVOS:

- provide a broad range of integrated services to support women and children who are responding to family violence.
  - prioritise the safety of women and children as a fundamental human right, while working to ensure perpetrators are held accountable for using violence.
  - support women to make informed choices through programs and services that are individual, sensitive and evidence-based.
  - highly trained staff provide support, information, case management, safety planning, community education, programs for pet safety and a strong network of referral pathways to other services.
- <https://www.edvos.org.au/how-we-can-help/how-we-can-support-you/>

**The Domestic Violence Resource Centre Victoria (DVRCV)** is a state-wide specialist family violence organisation. For over 30 years we have been working towards their vision of creating a world in which women and their children are thriving, respected and free from violence. They adopt a dual approach towards ending violence; focusing not only how to effectively respond to violence against women, but also what can be done to prevent it before it occurs.

The core of their work is building the capability of those who prevent and respond to violence against women in Victoria. They achieve this through:

- Designing and delivering quality, practice and evidence-informed training and professional development programs across a range of sectors.
- Distributing resources, tools and guidance to support professionals and services who prevent and respond to violence against women.
- Providing invaluable spaces for knowledge-sharing, such as communities of practice, networks, events and forums.

DVRCV also has a proud history of advocating for effective systemic-level reforms and social change – all informed by the experiences of those who have lived with violence.

They aspire to raise awareness of violence against women and change social attitudes.

DVRCV lends its expertise to lead the implementation of the Royal Commission into Family Violence reforms which focus on workforce and industry development and primary prevention.

<https://www.dvrcv.org.au/help-advice/>

**safe steps** Family Violence Response Centre is Victoria's state-wide response service for women, young people and children experiencing family violence. They are committed to ensuring all women and children are able to live free from abuse.

They empower women, young people and children experiencing family violence and secure their safety by providing:

- 24/7 family violence response phone line
- Risk assessments
- Pet accommodation
- Safety planning
- Emotional and material support
- Advocacy
- Information and referrals
- A specialist Safe House for women and children who are at high risk of being harmed or have complex needs

They support family violence survivors to overcome trauma so they can thrive in their communities and live free from violence by providing:

- Trauma informed counselling through a national partnership with 1800RESPECT
- Court support services
- Flexible Support Packages

<https://www.safesteps.org.au/>



## SUPPORT SYSTEMS FOR PERPETRATORS OF DOMESTIC AND FAMILY VIOLENCE

### For men who are using violence

If you would like help to stop using violent and controlling behaviour, or are otherwise experiencing violence, the **Men's Referral Service (MRS)** provides free, anonymous, and confidential telephone counselling, information, and referrals to both men and women.

You can call MRS on 1300 766 491, Mon-Fri 9am-9pm (Victoria) or visit <https://ntv.org.au/get-help/> for more information.

[No To Violence \(NTV\)](#) is the peak body for men's behavioural change programs in Victoria.

<https://www.dvrcv.org.au/help-advice/men>