

What can my school do to support employees experiencing family and domestic violence?

Practical assistance

Below are some possible controls or safety plans you can provide to an employee experiencing family and domestic violence.

The specific type of option will vary in each environment and situation, but you may consider:	Yes	No	N/A
updating the emergency contact numbers of the employee to a family member or friend who is not the perpetrator, so you can check on the employee if they are absent from work			
changing the employee's work email and telephone number			
having an employee screen calls or emails sent directly to the affected employee			
setting up ICT systems to block the perpetrator's telephone number and or emails			
changing classrooms/desks away from entrances or exposed areas but maintaining their safety			
relocating the employee to another campus (if possible)			
changing parking spots for the employee to be closer to the school entrance			
organising an escort to the employee's car			
changing the employee's start and finish times regularly (change routines)			
creating code words so employees can notify each other of danger, or have a particular song play during breaks			
changing the locks at school if the perpetrator has access to the keys			
installing a personal alarm for the employee			
if the employee has agreed to provide a photo of the perpetrator, then the school could leave the photo at reception and have a plan if they enter the school			
offering for the employee to keep an escape bag at school if they need to leave urgently			
calling a referral service for the employee if the employee has asked you to			
calling the police if the employee has asked you to			
providing 'safe' meeting rooms (e.g. proximity to colleagues, external visibility, adequate lighting, suitable access/exit doors, electronic emergency alert systems)			
providing convenient, accessible emergency escape and evacuation routes (for employees and students)			
ensuring there are appropriate mechanisms to summon assistance if required			
ensuring the effectiveness of mechanisms to effect a lockdown and/or evacuation			
providing adequate lighting in all areas			
minimising isolated staff and work areas where possible			
offer Employee Assistance Program information (if available)			