Sexual Safety

**June 2024**

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The on-line version is the only version that is maintained. Any printed copies should therefore be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.

**Document Amendments**

Amendments to the document will be issued from time to time. A new amendment history will be issued with each change.

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This policy has been assessed using an Equality Impact Assessment and Sustainability Impact Assessment. These assessments are recorded in the relevant registers and are available to view on the ICB website.

# INTRODUCTION

* 1. The Humber and North Yorkshire Integrated Care Board (ICB) recognises that part of providing a safe space within which to work is a zero tolerance approach to sexual misconduct in the workplace. As such it is committed to recognising and upholding [NHS England’s (NHSE) Sexual Safety Charter](https://www.england.nhs.uk/long-read/sexual-safety-in-healthcare-organisational-charter/), introduced in September 2023.
  2. The ICB is committed to developing a workplace culture in which there is a zero tolerance for any kind of abuse, and which recognises that the responsibility for the sexual misconduct lies with the perpetrator. By developing an effective sexual safety policy and working to reduce the risks related to sexual harassment, abuse and rape, we will create a safer workplace and we will also send out a strong message that sexual misconduct is unacceptable.
  3. The ICB recognises that sexual misconduct is an equalities issue and undertakes not to discriminate against anyone who has been subjected to this type of abuse in terms of current employment or future development.
  4. Under the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1992), the ICB recognises its legal responsibilities in promoting the welfare and safety of all staff.

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH ASSOCIATED DOCUMENTATION

This policy should be read in conjunction with:

* + - Staff experiencing Domestic Abuse Policy
    - Safeguarding Adults Policy
    - Managing Allegations Against Staff Policy
    - Attendance Management Policy
    - Other Leave Policy.
    - Disciplinary Policy
  1. Sexual safety charter

The ICB subscribes to the NHS Sexual Safety Charter as set out below:

Those who work, train and learn within the healthcare system have the right to be safe and feel supported at work. Organisations across the healthcare system need to work together and individually to tackle unwanted, inappropriate and/or harmful sexual behaviour in the workplace. We all have a responsibility to ourselves and our colleagues and must act if we witness these behaviours. As signatories to this charter, we commit to a zero-tolerance approach to any unwanted, inappropriate and/or harmful sexual behaviours towards our workforce. We commit to the following principles and actions to achieve this:

1. We will actively work to eradicate sexual harassment and abuse in the workplace.
2. We will promote a culture that fosters openness and transparency, and does not tolerate unwanted, harmful and/or inappropriate sexual behaviours.
3. We will take an intersectional approach to the sexual safety of our workforce, recognising certain groups will experience sexual harassment and abuse at a disproportionate rate.
4. We will provide appropriate support for those in our workforce who experience unwanted, inappropriate and/or harmful sexual behaviours.
5. We will clearly communicate standards of behaviour. This includes expected action for those who witness inappropriate, unwanted and/or harmful sexual behaviour.
6. We will ensure appropriate, specific, and clear policies are in place. They will include appropriate and timely action against alleged perpetrators.
7. We will ensure appropriate, specific, and clear training is in place.
8. We will ensure appropriate reporting mechanisms are in place for those experiencing these behaviours.
9. We will take all reports seriously and appropriate and timely action will be taken in all cases.

# SCOPE

* 1. This policy applies to all staff employed by the ICB. This includes all employees (including those on fixed-term contracts) and any ICB temporary staff, bank staff, locums, agency staff, contractors, volunteers (including celebrities), students, apprentices and any other learners undertaking any type of work experience or work-related activity across Humber and North Yorkshire.
  2. Due to the statutory responsibilities of safeguarding, the consequence of non‐compliance with this policy could result in disciplinary action being taken.

# THE POLICY

## Policy Statement

* + 1. The ICB has a ‘zero tolerance’ position on sexual misconduct and is committed to ensuring that any employee who is the victim of sexual misconduct has the right to raise the issue with their employer in the knowledge that they will receive appropriate understanding, support and assistance.
    2. This policy is also designed to align with the NHSE policy statement and position on sexual safety. Sexual safety covers a range of inappropriate sexual behaviour with different legal and operational definitions and processes. It includes language of a sexualised nature, sexual harassment, sexual assault and rape. Some behaviour will be unlawful, some will not. Consequently, there are different, sometimes overlapping, legal and operational processes in play, including safeguarding, employment or police.
    3. This policy also covers the approach the ICB will take where there are concerns that an employee may be the perpetrator of sexual misconduct. The ICB is committed to supporting any employee who is experiencing or surviving sexual abuse and recognises that anyone can experience or be a survivor of sexual violence or abuse regardless of their sex, gender identity or sexual orientation.

## Policy Purpose

* + 1. The purpose of this policy is to:
       - Enable the support at work of members of staff experiencing problems arising from sexual misconduct and abuse.
       - Ensure confidentiality and sympathetic handling of situations at work arising from sexual violence and abuse.
       - Remove fears of stigmatisation at work for members of staff experiencing sexual violence and abuse.
       - Provide guidance for managers supporting victims of sexual violence and abuse.
       - Provide guidance for managers on how to deal with perpetrators of sexual violence and abuse.
       - Raise awareness and understanding amongst all members of staff in the workplace of the effects of sexual violence and abuse.
       - Support identification of any safeguarding issues for adults.
       - Demonstrate the ICB commitment to challenging the social issue of sexual violence and abuse.

# DEFINITIONS

* 1. Sexual violence encompasses acts that range from verbal harassment to forced penetration, and an array of types of coercion, from social pressure and intimidation to physical force
  2. Sexual misconduct describes a range of behaviours including sexual assault, sexual harassment, stalking, voyeurism and any other conduct of a sexual nature that is non-consensual or has the purpose or effect of threatening, intimidating, undermining, humiliating or coercing a person.
  3. Sexual assault is any sexual act that a person did not consent to, or is forced into against their will. It is a form of sexual violence and includes rape (an assault involving penetration of the vagina, anus or mouth by a penis), or other sexual offences, such as groping, forced kissing, child sexual abuse, or the torture of a person in a sexual manner.
  4. Sexual harassment occurs when a person engages in unwanted conduct of a sexual nature that has the purpose or effect of violating someone’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

1.5 Examples of unacceptable behaviours can include:

* Verbal and written.
* Comments of a sexual nature about a person's looks, clothing, body.
* Sexually explicit anecdotes jokes, banter.
* Requests for sexual favours.
* Spreading rumours about a person's sex life.
* Unwanted communication via social media platforms.

Physical:

• Rape or sexual assault.

• Frequently following a person, standing too close to them, brushing up against them

and inappropriate touching of a person - stroking, rubbing

• Spiking or contaminating someone’s food or drink.

• Unwanted or coercive and intimidating sexual contact.

Non-verbal:

• Looking someone's body up and down.

• Derogatory facial expressions of a sexual nature.

Inappropriate/suggestive gesticulation

• Genital exposure and masturbation.

Visual:

• Displaying sexually explicit objects and posters of naked people.

• Taking, sharing, or sending personal sexually explicit text messages and images

including up skirting.

• Social media stalking.

# DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES

## The CEO of the Integrated Care Board duties and accountabilities:

* + - include a responsibility for ensuring the provision of high quality, safe and effective services being delivered by the ICB.
    - has overall responsibility and is accountable for ensuring the ICB addresses any incidence of sexual violence appropriately, ensuring that insofar as is possible the ICB workplace is safe for all staff.
  1. **The Director of Nursing and Quality (Executive Lead for Safeguarding)**Provides the Integrated Care Board (ICB) with a strategic overview of sexual violence and sexual safety issues:
     + ensures there is a named responsible sexual violence and sexual safety champion in the ICB.
     + ensures that sexual violence/sexual safety is included in ICB discussions with the rest of the Senior Leadership Team.
     + ensures that all staff are aware of their responsibility to safeguard sexual violence victims/survivors.
     + ensures that all staff have access to sexual violence support and advice.
     + ensures there is a robust process in place for escalating concerns externally or through a named non-executive director if the alleged perpetrator might be a senior member of the organisation.
     + Engages with partner agencies to ensure a joined up approach to tackling sexual violence and abuse

## Designated Safeguarding Professionals

* + - The Designated Nurses / Professionals Safeguarding Adults will as required ensure safeguarding issues are managed appropriately and support is made available to staff experiencing sexual violence, including signposting to local sexual violence support services at place.
    - Offer advice and support to HR and all staff and volunteers on sexual violence and safeguarding issues; including links to the Local Area Designated Officer and the Persons in Positions of Trust/DASM referrals, coordination, and processes.

## All Staff and Volunteers

In completing their duties all staff:

* + - Have access to managerial and occupational health support and/or counselling if experiencing sexual violence.
    - Staff have a responsibility to complete training and maintain their competency appropriate to their role.
    - All staff should be aware of this policy, and know how to escalate appropriately to seek advice, guidance, and support when they are unsure what to do.
    - Staff should seek advice from their line manager or the Place based Safeguarding Team if they have concerns of sexual violence or any other type of abuse in relation to colleagues or service users.

## Line Managers/Supervisors

* + - All managers should be aware of this Policy and be able to apply it when they suspect or have identified staff suffering from sexual violence, including issues escalated to them from other sources.
    - The role of a manager is not to deal with the abuse itself but to make it clear that employees will be supported and to outline what help is available and from where, and to escalate the concern as appropriate. Line managers are strongly advised to seek support from HR Advisory Team and the Designated Professionals regarding any disclosures of sexual violence, whilst maintaining appropriate confidentiality for their member of staff. General advice on how to approach and respond to disclosures is outlined at Appendix 3
    - Managers will maintain the confidentiality of any information relayed to them concerning cases of sexual violence and abuse. The ICB will only involve other agencies or divulge information internally or externally with the consent of the person concerned, unless required to do so by law or duty. If the staff member is the perpetrator of sexual violence, the Local Area Designated Officer/Person in Position of Trust Lead and HR should be contacted for advice. Please refer to the ICB Managing Allegations Against Staff Policy.

## Human Resource Team

The ICB Human Resources Team will act to:

* + - Advise staff and managers regarding the support available for staff experiencing sexual violence within the organisation.
    - Liaise with the Designated Nurses / Professionals Safeguarding Adults as required to ensure safeguarding issues are managed appropriately and support is made available to staff experiencing sexual violence, including external signposting, and referral to the Local Area Designated Officer/Person in Position of Trust Process.
    - Provide advice for managers on formal HR action under organisational policies e.g., disciplinary and flexibilities to support victims e.g. under special leave policies.

## 5.6 Responsibilities for Approval

The Humber and North Yorkshire ICB Quality Committee will approve the first iteration of this policy. The ICB Quality Committee will also approve subsequent versions thereafter.

# RESPONDING TO STAFF WHO MAY BE VICTIMS OF SEXUAL VIOLENCE

## Identification

* + 1. Whilst it is for the individual themselves to recognise they are a victim of sexual violence, there are signs which may indicate an employee may be a victim. These may include:
       - The member of staff may confide in their colleagues/manager.
       - Staff may inform their manager that a colleague is suffering from sexual violence
       - There may be obvious effects of physical abuse (it is important not to make assumptions).
       - It may come to light because of enquiries into a drop in performance or a significant change in behaviour via supervision.
       - It may reveal itself as the background to poor attendance.
    2. It is essential to understand that any of the above may arise from a range of circumstances of which sexual violence may be one. Managers/ Supervisors who support staff in such matters should address the issue positively and sympathetically ensuring that the employee is aware that support and assistance can be provided. The manager may enquire sensitively where appropriate in supervision where there are causes of concern. Managers should create a safe and confidential space within supervision to allow for the discussion of sensitive issues, including sexual violence and abuse.
    3. The ICB respects employees’ right to privacy. Whilst the ICB strongly encourages victims of sexual violence to disclose it for the safety of themselves and all those in the workplace, it does not force them to share this information if they do not want to.

## Confidentiality and right to privacy

* + 1. Employees who disclose experiencing abuse can be assured that the information they provide is confidential and will not ordinarily be shared with other members of staff without their permission.
    2. There are, however, some circumstances in which confidentiality cannot be assured. These occur when there are safeguarding concerns about children or vulnerable adults or where the employer needs to act to protect the safety of employees. HR will be consulted if wider disclosure is required.
    3. In circumstances where the ICB has to breach confidentiality it will seek specialist advice before doing so. If it decides to proceed in breaching confidentiality after having taken advice, it will discuss with the employee why it is doing so, and it will seek the employee’s agreement where possible.
    4. As far as possible, information will only be shared on a need-to-know basis.
    5. All records concerning sexual violence will be kept strictly confidential. No local records will be kept of absences related to sexual violence and there will be no adverse impact on the employment records of victims of sexual violence.
    6. Improper disclosure of information i.e., breaches of confidentiality by any member of staff will be taken seriously and may be subject to disciplinary action.

## Support for individuals

* + 1. The ICB recognises that recovering from sexual violence is a process not an event and will provide ongoing support for employees who disclose abuse.
    2. The ICB and Union/Professional Organisation Representatives will work together cooperatively to help staff experiencing sexual violence.
    3. The ICB will respond sympathetically, confidentially, and effectively to any member of staff who discloses that they have experienced sexual violence.
    4. Where sexual violence has been reported line managers will treat unplanned absences and temporary poor timekeeping sympathetically.
    5. Line managers may offer employees experiencing sexual violence a broad range of support. This may include, but is not limited to:
       - Special paid leave for relevant appointments, including with support agencies, solicitors, to rearrange housing or childcare, and for court appointments.
       - Temporary or permanent changes to working times and patterns.
       - Changes to specific duties, for example to avoid potential contact with an abuser in a customer facing role.
       - Redeployment or relocation.
       - Measures to ensure a safe working environment, for example changing a telephone number to avoid harassing phone calls.
       - Using other existing policies, including flexible working.
       - Access to counselling/support services in paid time.
       - Access to courses developed to support survivors of sexual violence.
    6. Line managers will respect the right of staff to make their own decision on the course of action at every stage, acknowledging the importance of the victim to reassert control over their own life.
    7. Other existing provisions (including occupational health, independent counselling service and others) will also be signposted to staff as a means of support.

## Safety Planning

* + 1. The ICB will prioritise the safety of employees if they make it known that they have experienced sexual violence.
    2. When an employee discloses sexual violence, the ICB will encourage its employees to contact a specialist support agency (or suitably trained specialist member of staff) who can undertake risk assessment and make appropriate referrals wher3e necessary.
    3. The ICB will work with the employee and a specialist agency (with the employee’s consent) to identify what actions can be taken to increase their personal safety at work and at home as well as address any risks there may be to colleagues.

# RESPONDING APPROPRIATELY TO EMPLOYEES WHO PERPETRATE SEXUAL VIOLENCE: -

* 1. Sexual violence, sexual harassment and any unwanted or inappropriate sexual behaviour by an ICB employee will be viewed seriously and may lead to disciplinary action being taken in accordance with the ICB Disciplinary processes.
  2. Conduct outside of work (whether or not it leads to a criminal conviction) may also lead to disciplinary action being taken against an employee due to the impact it may have on the employee’s suitability to carry out their role and/or because it undermines public confidence in the ICB. Factors that will be considered are:
* The nature of the conduct and the nature of the employee’s work.
* The extent to which the employee’s role involves contact with other employees or the general public.
* Whether the employee poses a risk to other members of staff or the public.

If any of the circumstances set out in the above paragraphs are brought to a manager's attention, advice should be sought in the first instance from the HR Department.

## Risks to children, or adults with care and support needs

* + 1. Where the behaviour of a member of the ICB staff indicates that they may pose a risk to children or an adult with care or support needs, the ICB will ensure that this will be managed in accordance with the relevant locality Safeguarding Children Partnership or Safeguarding Adult Board procedures as appropriate. Further details of the processes to be followed in this circumstance are included in the ICB Safeguarding Adults or Children’s Policies.

## If the victim and the perpetrator work for the organisation

* + 1. In cases where both the victim and the perpetrator of sexual violence work in the organisation, the ICB will take appropriate action.
    2. In addition to considering disciplinary action against the employee who is perpetrating the abuse, action may need to be taken to ensure that the victim and perpetrator do not come into contact in the workplace.
    3. Action may also need to be taken to minimise the potential for the perpetrator to use their position or work resources to find out details about the whereabouts of the victim. This may include a change of duties for one or both employees or withdrawing the perpetrator’s access to certain computer programmes or offices.
    4. The ICB encourages all employees to report if they suspect a colleague is experiencing or perpetrating abuse. Employees should speak to their line manager about their concerns in confidence. In dealing with a disclosure from a colleague, employers should ensure that the person with concerns is made aware of the existence of this policy.

## Perpetrators of sexual violence

* + 1. Sexual violence perpetrated by employees will not be condoned under any circumstances nor will it be treated as a private matter. The ICB recognises that it has a role in encouraging and supporting employees to address violent and abusive behaviour of all kinds and to be seen to be addressing it effectively. Employees should report if they suspect a colleague is a perpetrator of abuse with the Designated Professional for Safeguarding, in line with Managing Allegations Against Staff Policy.

The ICB will treat any allegation, disclosure, or conviction of a sexual violence related offence on a case-by-case basis with the aim of reducing risk and supporting behaviour change

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## CONSULTATION

This Sexual Safety Policy has been shared with the ICB Designated Professionals for consultation and agreement. The Safeguarding Children Partnerships, Safeguarding Adult Boards, Community Safety Partnerships and Local Provider of Domestic Abuse Support Services policies and procedures have been considered in writing this policy.

## TRAINING & AWARENESS

Training regarding sexual violence ~~w~~ill be made available to line managers, senior managers and mental health first aiders to enable them to respond appropriately to any disclosures they may receiv from staff.

Staff will be made aware of this policy through briefing within the staff newsletter, and the document will be available on the website. The availability of the policy will be included in briefings and training delivered within the ICB.

## MONITORING & AUDIT

Information on monitoring of, and compliance with, this policy will be included in report(s) from portfolio lead Safeguarding. H&NY ICB Designated Professional Safeguarding Team will review any incidents that may have occurred which are related to this policy. Any subsequent issues identified will be incorporated in the new version of the policy.

It is the responsibility of the following staff groups to comply with this policy and report any issues to the Designated Professionals for Safeguarding Children and Adults.

* CEO of the ICB
* Executive Safeguarding Lead
* Designated Safeguarding Professionals
* Line Managers
* Human Resources
* All Staff

## ARRANGEMENTS FOR REVIEW.

This policy will undergo a full review by the Executive Lead for Nursing and Quality every two years and when required in accordance with any of the following:

* Legislative changes.
* Good practice guidance.
* Case law.
* Significant incidents reported.
* New vulnerabilities; and
* Changes to organisational infrastructure.

## DISSEMINATION

The ICB Director of Nursing and Quality is responsible for the effective dissemination of this policy and should make arrangements for the dissemination of policies as follows:

* ensure the policy is added to the ICB website
* ensure the policy is added to the ICB intranet
* staff will be notified of the policy via email, and staff bulletins and briefings

## REFERENCES

* Children Act 1989 <http://www.legislation.gov.uk/ukpga/1989/41/contents>
* Children Act 2004 <http://www.legislation.gov.uk/ukpga/2004/31/contents>
* Crime Survey for England and Wales (2020) [https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bull](https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/domesticabuseinenglandandwalesoverview/november2020) [etins/domesticabuseinenglandandwalesoverview/november2020](https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/domesticabuseinenglandandwalesoverview/november2020)
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<https://www.gov.uk/guidance/forced-marriage>

* Home Office ( 2016 ) The Violence against Women and Girls Strategy (2016- 2020 ) [https://www.gov.uk/government/publications/strategy-to-end-violence-](https://www.gov.uk/government/publications/strategy-to-end-violence-against-women-and-girls-2016-to-2020/ending-violence-against-women-and-girls-strategy-2016-to-2020-accessible-version) [against-women-and-girls-2016-to-2020/ending-violence-against-women-and-](https://www.gov.uk/government/publications/strategy-to-end-violence-against-women-and-girls-2016-to-2020/ending-violence-against-women-and-girls-strategy-2016-to-2020-accessible-version) [girls-strategy-2016-to-2020-accessible-version](https://www.gov.uk/government/publications/strategy-to-end-violence-against-women-and-girls-2016-to-2020/ending-violence-against-women-and-girls-strategy-2016-to-2020-accessible-version)
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* The Crown Prosecution Service (2019) So-Called Honour-Based Abuse and Forced Marriage: Guidance on Identifying and Flagging cases [https://www.cps.gov.uk/legal-guidance/so-called-honour-based-abuse-and-](https://www.cps.gov.uk/legal-guidance/so-called-honour-based-abuse-and-forced-marriage-guidance-identifying-and-flagging) [forced-marriage-guidance-identifying-and-flagging](https://www.cps.gov.uk/legal-guidance/so-called-honour-based-abuse-and-forced-marriage-guidance-identifying-and-flagging)
* The Domestic Abuse Act 2021 [https://www.gov.uk/government/publications/domestic-abuse-bill-2020-](https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet) [factsheets/domestic-abuse-bill-2020-overarching-factsheet](https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet)
* The North East Lincolnshire Domestic Abuse Strategy
* https://[www.safernel.co.uk/abuse-neglect/domestic-abuse/](http://www.safernel.co.uk/abuse-neglect/domestic-abuse/)
* The Royal College of Nursing (2018) Adult Safeguarding: Roles and Competencies for Health Care Staff. [https://www.rcn.org.uk/professional-](https://www.rcn.org.uk/professional-development/publications/pub-007069) [development/publications/pub-007069](https://www.rcn.org.uk/professional-development/publications/pub-007069)
* The Royal College of Nursing (2019) Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff. <https://www.rcn.org.uk/professional-development/publications/pub-007366>

## APPENDICES

* Appendix 1 – Safeguarding Contact Information
* Appendix 2 – Local and National Support Services
* Appendix 3 – How can I support
* Appendix 4 – Safety Planning
* Appendix 5 – Integrated Impact Assessment

## APPENDIX 1 – SAFEGUARDING CONTACT INFORMATION

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| --- | --- |
| **Local Safeguarding Children Partnerships** | |
| North Yorkshire | [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk/) |
| City of York | [www.saferchildrenyork.org.uk](http://www.saferchildrenyork.org.uk/) |
| East Riding | [www.erscb.org.uk](http://www.erscb.org.uk/) |
| Hull | <https://www.hullscp.co.uk/> |
| North East Lincolnshire | https://[www.safernel.co.uk/safeguarding-children-partnership/](http://www.safernel.co.uk/safeguarding-children-partnership/) |
| North Lincolnshire | North Lincolnshire Children’s Multi-Agency Resilience and Safeguarding Board (C-MARS. [CMARS | Children's resilience and](https://www.northlincscmars.co.uk/) [safeguarding board (northlincscmars.co.uk)](https://www.northlincscmars.co.uk/) |
| **Local Safeguarding Adults Boards** | |
| North Yorkshire | [https://safeguardingadults.co.uk](https://safeguardingadults.co.uk/) |
| City of York | [www.safeguardingadultsyork.org.uk](http://www.safeguardingadultsyork.org.uk/) |
| East Riding | [www.ersab.eastriding.gov.uk](http://www.ersab.eastriding.gov.uk/) |
| Hull | <https://safeguardingadultshull.com/> |
| North East Lincolnshire | <https://www.safernel.co.uk/safeguarding-adults-board> / |
| North Lincolnshire | North Lincolnshire <https://www.northlincssab.co.uk/> |
| **Safeguarding Children Referrals** | |
| North Yorkshire | Phone: 01609 780780 Out of hours: 01609 780780  Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk) |
| City of York | Phone: 01904 551900 Out of hours: 01609 780780  Email: [MASH@york.gov.uk](mailto:MASH@york.gov.uk) |
| East Riding | Phone: 01482 395500 Out of hours: 01377 241273 Email: [childrens.socialcare@eastriding.gov.uk](mailto:childrens.socialcare@eastriding.gov.uk) |
| Hull | <https://childrensportallive.hullcc.gov.uk/web/portal/pages/home>   * EHASH - 01482 448 879 option four * Emergency Duty Team - 01482 300 304 (Out of hours) |
| North East Lincolnshire | Phone 01472 326292 (option 2) Email:[NELCChildrensFrontDoor@nelincs.gov.uk](mailto:NELCChildrensFrontDoor@nelincs.gov.uk)  <https://www.safernel.co.uk/report-a-concern/> |
| North Lincolnshire | [CMARS | Children's resilience and safeguarding board](https://www.northlincscmars.co.uk/) [(northlincscmars.co.uk)](https://www.northlincscmars.co.uk/) 01724 296500 |
| **Safeguarding Adults Referrals** | |
| North Yorkshire | Phone: 01609 534527 Out of hours: 01609 780780  Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk) |
| City of York | Phone: 01904 555111 Out of hours: 01609 780780  Email: [adult.socialsupport@york.gov.uk](mailto:adult.socialsupport@york.gov.uk) |
| East Riding | Phone: 01482 396940 Out of hours: 01377 241273  Complete online form: <http://www.ersab.org.uk/reporting-abuse> |
| Hull | https://safeguardingadultshull.com/pdfs/HSAPB-Alerter-Form.doc EHASH - 01482 448 879 option four  Emergency Duty Team - 01482 300 304 (Out of hours) |
| North East Lincolnshire | Phone: 01472 256 256 (available 24 hours a day) |
| North Lincolnshire | North Lincolnshire Safeguarding Adult’s Board (NLSAB) [Policy](http://www.northlincssab.co.uk/professionals/) [and Procedures](http://www.northlincssab.co.uk/professionals/)  Adult Protection Team on **01724 297000**. Email address: [**adultprotectionteam@northlincs.gov.uk**](mailto:adultprotectionteam@northlincs.gov.uk) |
|  |  |

## APPENDIX 2 – LOCAL AND NATIONAL SUPPORT SERVICES

North Yorkshire and York

## Hull

Hull Domestic Abuse Partnership: 01482 318 759 To access support online [www.hulldap.co.uk](http://www.hulldap.co.uk/)

Hull rape crisis: 01482 329 990

SARC (sexual assault referral centre): 01482 305 037

## East Riding

**North Lincolnshire**

[The Blue Door](https://www.thebluedoor.org/)

## North East Lincolnshire

The Blue Door

North Yorkshire Police <https://northyorkshire.police.uk/>

[https://northyorkshire.police.uk/news/police-raise-awareness-clares-law-order-help-](https://northyorkshire.police.uk/news/police-raise-awareness-clares-law-order-help-%20%20%20%20%20protect-potential-victims-domestic-abuse/) [protect-potential-victims-domestic-abuse/](https://northyorkshire.police.uk/news/police-raise-awareness-clares-law-order-help-%20%20%20%20%20protect-potential-victims-domestic-abuse/)

Humberside Police https://[www.humberside.police.uk/](http://www.humberside.police.uk/)

https[://w](http://www.humberside.police.uk/Domestic-Violence-Disclosure-Scheme)ww[.h](http://www.humberside.police.uk/Domestic-Violence-Disclosure-Scheme)u[mberside.police.uk/Domestic-Violence-Disclosure-Scheme](http://www.humberside.police.uk/Domestic-Violence-Disclosure-Scheme)

## National Support and Services

There are local and regional support services in your area for anyone who has experienced any form of sexual misconduct.

Full details are available in the document below



Bi Survivors Network are a group of bisexual survivors facilitating peer-led, online support groups for survivors of sexual and/or domestic violence/abuse.

Galop support the LGBT+ community and have experienced sexual assault, abuse or violence.

Loving Me support for people who are trans and non-binary victims and have experienced domestic or sexual violence.

Man Kind supports people who self-identify as male who are affected by unwanted sexual experiences.

NAPAC (National Association for People Abused in Childhood) offers support to adults who have experienced of all types of childhood abuse, including physical, sexual and emotional abuse or neglect.

One In Four supporting people who have experienced sexual violence and abuse.

Rape Crisis provide specialist information and support to all those affected by rape, sexual assault, sexual harassment and all other forms of sexual violence and abuse in England and Wales.

Respond support services to people with learning disabilities, autism or both who have experience abuse, violence or trauma.

Safeline provides specialist, tailored support for anyone affected by or at risk of sexual abuse and rape, that empowers them to make choices about the lives they want and helps prevent abuse.

SARSAS support for people affected by rape or any kind of sexual assault or abuse at any time in their lives.

Southall Black Sisters is a support service for black and minoritised women who have experienced sexual violence.

The Survivors Trust work with people of all ages, all genders, of all forms of sexual violence, sexual abuse and sexual exploitation, including support for partners and family members.

Survivors UK provide a national online helpline, individual and group counselling for boys, men and non-binary people aged 13+ who have experienced sexual violence at any time in their lives.

Stop It Now provides support for people who have concerns that they may commit sexual abuse or sexual violence or are concerned about another person’s behaviour, or a child’s behaviour.

Rights of Women offer support services providing free legal advice for women in the UK who are experiencing sexual harassment in the workplace

## APPENDIX 3: HOW CAN I SUPPORT SOMEONE WHO HAS EXPERIENCED SEXUAL VIOLENCE?

If a member of staff comes to you and is alleging sexual violence or abuse they should be believed.

You should:

* Listen carefully and provide a private space to talk. Assure them of your confidentiality unless there are safeguarding issues which must be reported.
* Remember it’s not their fault and recognise how tough it might have been to disclose
* Let them stay in control – sexual violence is about the perpetrator exerting power and control over the victim, therefore allowing the victim to control their disclosure and their choices about next steps is essential to their process of recovery. To this end you should respect their decisions and their boundaries.
* Ask the member of staff if they want to report it to the police and/or need to see their General Practitioner for medical attention - again this is their choice. If the person is injured, they should be encouraged to see their GP or to access Accident and Emergency to have any injuries assessed and documented with their consent.
* Check out with them whether there are any safety concerns at work – this may involve things such as perpetrators having access to information or perpetrators waiting for them outside the workplace in order to do harm, In this instance discuss with them what will help them be safe and feel safe and take the appropriate action,
* Give information (not advice) about local sexual violence support services or help lines. Remember inaccurate or bad information is worse than no information at all.
* Give information to the member of staff about Counselling Services or Occupational Health services.
* Support can be accessed via Occupational Health Department; this can be either self- referral or referral by line manager. See ICB website for contact details
* Be prepared to offer the same standard of support on all occasions no matter how many times the same member of staff comes forward.
* Assist them in making contact with agencies who may be able to help (Appendix 2). Work with them to establish a personal safety plan at work.

You should not:

* Ask why they didn’t say anything sooner
  + Judge
  + Ask why they didn’t run away or fight back
  + Judge them for how they’ve responded to sexual harassment or abuse
  + Tell anyone else without their permission

## Remember

Offering basic information about services is very helpful whether they are used immediately or not. Victims need a link to the larger community and may be unaware that they need or deserve the services because they may be minimising the abuse.

Pressuring victims to leave the abuser is NOT helpful. Violence usually escalates after an attempt to leave. Leaving the situation is a step that should be carefully planned after support and must be taken at the victim’s pace.

## APPENDIX 4: SAFETY PLANNING

|  |  |
| --- | --- |
| Consider security, changing keypad numbers or reminding staff of any restricted access arrangements which may apply. |  |
| Remind members of staff not to divulge any information about any members of staff, especially personal details such as telephone numbers, addresses or shift patterns. |  |
| Changing duty arrangements such as reception or answering the phone. Consider the layout of the room so that the individual cannot be seen from reception / entrances or through a window. |  |
| Provide colleagues with a photograph and other relevant details of the abuser e.g., car make and registration. |  |
| Systems for recording staff’s whereabouts are adequate and if work requires going out of the office/department, consider how to minimize the risks |  |
| Considering special arrangements for when a member of staff has to leave work at the end of their working day e.g., being given a parking space close to their work venue or arranging for the member of staff to be accompanied to their car. |  |
| Ensuring that any incidents are recorded using the organisation’s risk incident reporting mechanisms. Bear in mind that these reports may be used in court or civil proceedings. Details of all witnesses should be recorded. |  |
| Ensuring that staff are aware of procedures for dealing with violence/threatening incidents. |  |
| Ensuring that security arrangements have been considered for members of staff working alone. |  |
| Reviewing work arrangements to accommodate individual circumstances which may include working at a different work base in the area where appropriate, a change in working hours or other temporary measures. |  |