

Domestic and Family Violence Support

1.0 Purpose

2.0 Scope

3.0 Procedure

3.1 Support for University staff | 3.2 Support for University students | 3.3 Privacy of personal information
| 3.4 Support for staff members supporting people experiencing domestic and family violence

4.0 Definitions

5.0 Information

6.0 Related policy documents and supporting documents

1.0 Purpose

Griffith recognises that staff and students may be among those within the community who are experiencing or have experienced domestic and family violence, and the impact of this may extend to the work and study environment.

This procedure outlines the University's commitment to supporting staff and students who have been impacted by domestic and family violence and provides information for them and those supporting them.

2.0 Scope

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

3.0 Procedure

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. Families include people of diverse genders, bodies and sexualities (LGBTIQ+/DGBS), and their partners and families. Domestic and Family violence can be a form of Gender-Based Violence (GBV).

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, financial control, isolation from family and friends, threats of harm and constant monitoring of whereabouts or stalking. This also includes behaviour such as abuse that occurs online or through electronic media and communication technologies.

Griffith 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, we empower staff and line managers with the confidence to act appropriately when receiving a disclosure of family and domestic violence concerns by a colleague or student.

Information on domestic and family violence preventative measures can be found on the University's Domestic and Family Violence website.

Griffith engages with the United Nations Sustainable Development Goals (SDGs) as a powerful articulation of our equity, diversity, and inclusion values.

3.1 Support for University staff

3.1.1 Domestic violence leave provisions for staff

Under the [Enterprise Agreements](#), a staff member, including casual staff members, may be granted up to ten days of paid 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;
- other necessary actions associated with dealing with domestic and family violence.

A staff member may be required, within a reasonable time when it is safe and practical to do so, to produce evidence that family or domestic violence has occurred. Such evidence can include a medical certificate; or a document issued by the police service and/or court. We acknowledge that each person's experience with family or domestic violence is personal. The University will be led by the advice of the person on their individual needs and what information they can provide.

If it is not practicable for the staff member to offer prior notice of absence, the staff member should notify their line manager by phone or email at their first opportunity, where possible on the first day of absence.

In circumstances where domestic and family violence is of such a nature and/or frequency as to require longer leave, the HR Director, or delegate, may, upon application by the staff member, permit the staff member to utilise their unused Family or Other Special Circumstances Leave and then any accumulated sick leave to attend to necessary related matters.

[Human Resources](#) can be contacted if staff members require clarification or assistance in accessing the support outlined in this policy.

Under the Fair Work Act 2009 (Cth), an employer must not, other than with the consent of the employee, use this information for a purpose other than satisfying themselves in relation to the employee's entitlement to leave. In particular, an employer must not use such information to take adverse action against an employee.

3.1.2 Flexibility in work arrangements for staff

Under the [Fair Work Act 2009](#) (Cth) staff who are experiencing family or domestic violence may request flexible work arrangements. Staff have access to a variety of leave and flexible work arrangements, as outlined on the [Workplace flexibility](#) webpage, and detailed in the Enterprise Agreements.

Where the University requires staff to work from home (for example, due to a pandemic) staff experiencing domestic and family violence concerns may request that they work on campus. Staff can discuss their needs with their line manager, Dean (Academic), and/or Director.

3.1.3 Safety and security on campus for staff

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:** staff can access a [security escort](#) to accompany them to their car or other on-campus location. Call [1800 800 707](#).
- **Griffith Phone Book:** If a staff member is concerned about their personal safety and security, they may select to prevent their data from publishing (displaying) in the Griffith Staff Directory. Refer to the [How to Update My Staff Directory Guide](#)

- **Emergency Call Points:** Emergency call points are located at each campus. The Campus Support Team can provide information on call points across the University campus. Emergency call points provide a direct and immediate line to the Campus Support Team.
- **Duress Buttons:** Some spaces are equipped with duress buttons that can be used by staff who perceive that they are in danger. A discrete Security Site Assessment of a space can be conducted to provide options for uplifting security controls in a workspace.

Other measures may be explored, for example not requiring staff to answer public phone lines, restricting calls being transferred to them, email filtering, informing staff in the same area that the person who uses violence is not to be admitted.

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 (QPS) on 000. Where possible, Campus Support Team should also be notified so they can direct QPS/other emergency services.

3.1.4 Staff performance and attendance issues

Performance standards for Academic and Professional 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 their line manager or Head of Element.
- Staff members affected by domestic and family violence may experience difficulty in attending work. Attendance can be addressed through the relevant leave provisions. Flexible work may also be arranged.
- Staff members and line managers can access the [Achievement Relative to Opportunity Guideline](#) for support on how to account for these circumstances within performance processes.

3.1.5 Referral to support services

Referral and support services for staff include:

- **Employee Assistance Program:** A staff member who discloses that they are experiencing or using family and domestic violence can be referred to the University's [Employee Assistance Program](#) (EAP) for support.
- **Employee Assistance – Domestic and Family Violence Support Service:** Through a Domestic and Family Violence Specialist Phone Helpline, the [Employee Assistance Program](#) also offers specialised support for staff members and families who are experiencing or using domestic and family violence; and can provide advice to staff and line managers about supporting a friend or colleague, and providing a safe and supportive workplace environment. There is also a Specialist Phone Helpline for employees seeking support for any issues specific to LGBTIQ+ experiences, First Nations support or Disability and Carers support.
- **Manager Assistance Program:** A line manager whose staff member has disclosed that they are experiencing or using family and domestic violence leave may contact the University's [EAP provider](#) to access the Manager Assist Service.
- **Safe Campuses:** The [Safe Campuses](#) website outlines a range of information relating to support and reporting options for sexual assault, sexual or other harassment; regardless of whether it was experienced on campus, online or external to university.

- **SASH Responder Network:** **SASH Responders** are a network of staff who are trained to receive disclosures of sexual assault and sexual harassment (SASH) and domestic and family violence with empathy and compassion and provide information about the options available.
- **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 people who are experiencing family and domestic violence. Details of some providers are listed on the Griffith University **Domestic and Family Violence website** and the **Safe Campuses website**.
- **Resources for DGBS staff:** The University acknowledges the specific challenges faced by people of diverse genders, bodies and sexualities in domestic and family violence situations. Staff can access resources that address these challenges, including information on **Intimate Partner Violence in LGBTIQ+ relationships** and avenues for support, on the Griffith University **Domestic and Family Violence website**.

3.2 Support for University Students

3.2.1 Referral to support services

Referral and support services for students include:

- **Counsellor, Violence Response and Prevention:** The University provides access to **priority appointments** for students who have been affected by sexual assault, sexual harassment, domestic, family or other types of personal violence. The Counsellor can discuss with students, difficulties with their study arrangements, and provide information on precautionary and other academic and personal support options. Students can access priority appointments by phone or email or can request the counsellor to contact them back at a time and space they are safe to talk further.
- **SASH Responder Network:** **SASH Responders** are a network of staff who are trained to receive disclosures of sexual assault and sexual harassment (SASH) and domestic and family violence with empathy and compassion and provide information about the options available.
- **International Student Advisors:** An international student who is experiencing difficulties with their study arrangements as a result of family and domestic violence may contact **Student Support** in the first instance. Alternatively, students can 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.
- **Safe Campuses:** The **Safe Campuses** website outlines a range of information relating to support and reporting options for sexual assault, sexual or other harassment; regardless of whether it was experienced on campus, online or external to university.
- **Student Safety and Wellbeing:** The **Student Safety and Wellbeing team** provide confidential support for disclosures of concerning, threatening or inappropriate behaviour and can provide advice on reporting options as well as assist with finding support. Student, staff and members of the public with concerns are encouraged to contact the team.
- **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, sexual health care, pregnancy and antenatal care, General Practitioners, and ancillary health services such as Psychiatry and Mental Health care.

- The Griffith Mental Wellbeing Support Line provides immediate and crisis support for students 24 hours a day seven days a week on phone 1300 785 442 or text 0488 884 146 and can provide referral to Griffith and/or external support services as relevant.
- **External providers:** A number of community organisations can provide crisis and other support services to people who are experiencing family and domestic violence. Details of some providers are listed on the Griffith University [Domestic and Family Violence website](#) and the [Safe Campuses website](#).
- **Resources for DGBS students:** The University acknowledges the specific challenges faced by people of diverse genders, bodies and sexualities in domestic and family violence situations. Students can access resources that address these challenges, including information on [Intimate Partner Violence in LGBTIQ+ relationships](#) and avenues for support, on the Griffith University [Domestic and Family Violence website](#). People who are part of the LGBTIQ+ community can access any counsellor through the [Counselling and Wellbeing Service](#) but may choose to access a priority appointment with the Counsellor, Violence Response and Prevention or can make contact with the [LGBTIQ+ Counselling Service](#).

3.2.2 Safety and security on campus for students

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 or 112 from a mobile phone. Where possible, Campus Support Team should also be notified so they can direct QPS/other emergency services.

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:** Students can access a [security escort](#) to accompany them to their car or other on-campus location. Call [1800 800 707](#).
- **Emergency Call Points:** Emergency call points are located at each campus. The Campus Support Team can provide information on call points across the University campus. Emergency call points provide a direct and immediate line to the Campus Support Team.

3.2.3 Assignment extensions, deferred assessments and special consideration

Students are able to discuss their options by contacting the Counsellor, Violence Response and Prevention and arranging an appointment. The Assessment Procedure for Students provides information on assignment extensions (3.8.1), deferred assessments (3.8.2) and special consideration (3.8.3), including required evidence for these processes.

Students can request an extension on medical, disability or other grounds, including family or personal circumstances, employment-related circumstances, or unavoidable commitments. The Counselling and Wellbeing team can assist students with this process.

Special consideration applies on the grounds of illness, accident, disability, bereavement, technical issues or other compassionate circumstance, including serious illness of a family member or close relative, significant and unexpected employment problems or pressures or significant relationship problems.

3.3 Privacy of personal information

In accordance with the Griffith University [Privacy Statement](#), in general, we will not use or disclose personal information unless the person about whom the information was collected is aware of and has consented to that use or disclosure. However, the University may use or disclose personal information without explicit consent 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. In the Fair Work Commission's [Employer Guide to Family and Domestic Violence](#), it states on confidentiality that, "Employers need to be aware that any information about an employee's experience of family and domestic violence is sensitive. If information is mishandled, it could have adverse consequences for their employee including serious injury or harm. It is recommended that employers work with their employee to discuss and agree on how this information will be handled."

3.4 Support for staff members supporting people experiencing domestic and family violence

Griffith acknowledges the emotional toll that staff members supporting those experiencing domestic and family violence may experience. This can present itself as emotional residue (vicarious trauma) due to being exposed to traumatic stories and other challenging experiences over time, which is a normal response. In this case, the University encourages staff members to seek support and/or opportunities to debrief if they need it. Support and debriefing are available via the Employee Assistance Program's Domestic and Family Violence Specialist Phone Helpline.

4.0 Definitions

(Relevant) relationship means an intimate personal, family or informal care relationship. An intimate personal relationship is a spousal, an engagement or couple relationship. A spouse includes a former spouse, a parent, or former parent of a child of the person. A spouse includes a de facto partner and the gender of the persons is not relevant. Family relationships exist between two people who are related by either blood or marriage, including DGBS/LGBTIQ+ family relationships and extended or kinship relationships where a person is regarded as a relative. An informal care relationship exists when a person is or was dependent on the other person (the carer) for help in an activity of daily living. (Division 3 of the Domestic and Family Violence Protection Act 2012 (Qld))

People of **diverse genders, bodies, and sexualities (DGBS)** refers to those who are part of the LGBTIQ+ communities. As our understanding of identities grows and evolves, so does our language and to reflect this, Griffith now also uses "people of diverse genders, bodies and sexualities", in addition to the LGBTIQ+ acronym and its other variations.

Family and domestic violence (under the Fair Work Act) means if the employee's close relative, current or former intimate partner, or member of their household both seeks to coerce or control them and cause them harm or fear is violent, threatening or behaves in another abusive way.

A close relative is an employee's

- spouse or former spouse; **de facto partner** or former de facto partner; child; parent; grandparent; grandchild; sibling
- a child, parent, grandparent, grandchild or sibling of an employee's current or former spouse or de facto partner, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

LGBTIQ+ is a commonly used acronym for people of diverse genders, bodies and sexualities which stands for Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer. The '+' is used to indicate an inclusive umbrella to encompass a range of diverse genders and sexualities that are recognised but otherwise not listed. There are numerous variations of this acronym, which is often changed to include other diverse genders, bodies and sexualities.

5.0 Information

Title	Domestic and Family Violence Support Procedure
Document number	2024/0001028
Purpose	<p>The University recognises that staff and students may experience domestic violence, and this extends to the work and study environment.</p> <p>This procedure outlines the University’s commitment to supporting:</p> <ul style="list-style-type: none">• staff and students who have been impacted by domestic and family violence, and• staff and students who provide support to those who have been impacted.
Audience	Public
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	<p>This document aligns with Sustainable Development Goal/s:</p> <p>5: Gender Equality</p> <p>10: Reduced Inequalities</p> <p>3: Good Health and Well-Being</p>
Approval date	8 April 2024
Effective date	8 April 2024
Review date	2027
Policy advisor	Senior Lead (Inclusion & Development)
Approving authority	Deputy Vice Chancellor (Indigenous, Diversity & Inclusion)

6.0 Related Policy Documents and Supporting Documents

Legislation	<p>Domestic and Family Violence Protection Act 2012 (Qld)</p> <p>Fair Work Act 2009 (Cth)</p>
Policy	<p>Assessment Policy</p> <p>Code of Conduct</p> <p>Delegations Policy</p> <p>Equity, Diversity and Inclusion Policy</p> <p>Griffith University Academic Staff Enterprise Agreement 2023-2025</p> <p>Griffith University Professional and Support Staff Enterprise Agreement 2023-2025</p> <p>Health, Safety and Wellbeing Policy</p> <p>Managing Incidents Standard</p> <p>Student Charter</p>
Procedures	<p>Delegations Procedure</p> <p>Assessment Procedure for Students</p>
Local Protocol	N/A
Forms	N/A
Links	<p>Personal and Property Security on campus</p> <p>Privacy Statement</p> <p>Security Incident Report</p> <p>GSafe</p> <p>Safe Campuses</p> <p>Student Support - Counselling and wellbeing</p> <p>Health and Medical Services</p> <p>Student Financial Support</p> <p>International Student Advisory Services</p> <p>Workplace Wellbeing and Counselling</p> <p>Griffith Domestic and Family Violence website</p> <p>Intimate Partner Violence in LGBTIQ+ relationships</p>

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