
WORKPLACE AND FAMILY HARM PREVENTION AND SUPPORT POLICY

Child Matters Workplace Violence Free Statement

Child Matters is committed to providing support to employees so that they may lead violence free lives. In accordance with this commitment, Child Matters has the expectation that all staff members should be free from family harm in all its forms, including but not limited to:

- Physical violence
- Emotional violence
- Psychological violence
- Sexual violence

Being Violence Free means:

- Not being a victim of family violence
- Not being a user of family violence
- Not being a witness to family violence

Definitions

Workplace Violence

Workplace violence is any act of physical violence, harassment, intimidation, or other threatening disruptive behaviour that occurs at work. It may affect and involve staff members, students, customers and visitors.

Family Harm

Family harm, also known as family violence or domestic violence is the physical, sexual, and psychological abuse of one member of a family by another. Family harm refers to not only acts of physical or sexual violence, it also includes intimidating behaviour such as harassment, threatening to harm people, pets or property, financial or economic abuse. Children are always affected either emotionally or physically where there is family violence even if they are not physically present.

Policy statements

1. All employees are responsible for their conduct on Child Matters premises, whether they are working or not.
2. Child Matters does not tolerate acts of violence committed by or against employees. Child Matters strictly prohibits employees from making threats, bullying and engaging in violent or perceived violent behaviours.
3. Child Matters has a zero tolerance policy, which means that violent or abusive behaviours will immediately be assessed by Child Matters management to determine the most appropriate cause of action. This may include reporting to an

- external agency (such as the Police or the Ministry for Children - Oranga Tamariki), disciplinary action such as suspension or dismissal, being implemented immediately.
4. Any reported violence, threats, or harassment will be immediately investigated by the Chief Executive or an independent person authorised by the Chief Executive.
 5. Employees at risk of violence (either subjected to, or involved in) must immediately notify their line manager, so that they can work together to address the situation.
 6. Employees who have concerns about another employee should take their concerns to their line manager, immediately without discussion with other employees.
 7. Employees who have concerns about the safety and wellbeing of Child Matters' students or customers should take their concerns to their line manager, immediately without discussion with other employees or students.
 8. In the event that you are a victim or perpetrator of Family Violence, Child Matters will provide support strategies for you.

This policy shall apply to ALL Child Matters staff, which includes:

- All Child Matters employees, contractors and volunteers that are visiting or carrying out any child matters work, at any location.
- Child Matters employees, contractors and volunteers travelling on Child Matters business.
- All Child Matters employees, contractors and volunteers who are working for or representing Child Matters away from their regular work location
- All Child Matters employees, contractors and volunteers, whether or not they are engaged in Child Matter's business at the time of the relevant incident/s.

Child Matters' Responsibilities

- To provide a safe, respectful, and supportive environment
- Ensure and provide training for all employees to:
 - inform them of the Workplace Violence and Family Harm Prevention and Support Policy
 - assist them in recognising the signs of a potentially violent situation
- Conduct an appropriate and timely investigation into any reported violence, harassment or threats committed on Child Matters premises, or by Child Matters staff.
- To action appropriately/investigate all staff concerns regarding violence by or against a student.
- To maintain strict confidentiality.
- Where adult victims of family harm or workplace violence are at immediate risk or the safety of a Child Matters employee is compromised, Child Matters will report the matter to the Police.
- Where there are concerns about the safety and wellbeing of children, or a child is at imminent risk of harm, Child Matters will follow the organisational Child Protection Policy and contact Oranga Tamariki and/or the Police.
- Brief new employees about the Workplace and Family Harm Prevention and Support Policy.

- Encourage employees to seek help for personal or medical problems that may lead to acts of violence or aggression.
- Counsel all parties involved in a situation and discuss results.
- Provide support and assistance to employees who are victims of workplace violence and who request help from the organisation.

Employee Responsibilities

- Comply with and implement this policy against workplace violence and family harm.
- Report real or implied violent behaviour or violations of this policy to their line manager immediately.
- Report any violence against employees to their line manager.
- Report any concerns around family harm against or involving students to their line manager.
- Information is to be disclosed to the employee's line manager who will then determine what further action to be taken.
- If any staff member is at risk due to threatened or actual violence, stalking, or other personal violence threats, you should notify your line manager immediately. Steps will be taken to protect your privacy while attempting to protect your safety while at work.
- All staff should exercise good judgment and inform your line manager if you become aware of potentially dangerous behaviour.

Examples of potentially dangerous behaviour:

- *Discussing weapons in a potentially threatening manner, or bringing them to the workplace*
- *Displaying overt signs of extreme stress, resentment, hostility, or anger.*
- *Making threatening remarks.*
- *Displaying irrational or inappropriate behaviour.*

Management Responsibilities

Management should encourage work environments that are safe from violence, threats, and harassing/aggressive behaviour. Child Matters managers have individual and professional responsibility for compliance with, support and implementation of the Workplace and Family Harm Prevention and Support Policy, which includes responsibility to:

- Report any suspicion or knowledge of a current or potential incident of workplace violence to the Chief Executive. Where the employee is at imminent risk of harm or their safety is compromised, the Chief Executive will contact the Police.
- Report any concern regarding a current or potential incident of family harm relating to an employee or student to the Chief Executive. Where the student or employee, or associated person is at imminent risk of harm or their safety is compromised, the Chief Executive will contact the Police.
- Learn the steps to prevent incidents of workplace violence and the measures to be taken if such an incident occurs.
- Investigate and document all incidents of workplace violence.

- Record all incidents of family harm.
- Advise the Board of Trustees of any concerns around workplace violence or family harm.
- Provide staff training regarding the application of this policy and workplace violence training and family harm.

Child Matters support for employees

- Child Matters will provide reasonable support for employees and volunteers who are currently experiencing family harm, or who have previously experienced family harm and who continue to be adversely affected by it, so as to enable them to continue to maintain employment.
- Child Matters will provide information to affected employees regarding support resources and referral information.
- Flexible work arrangements and hours (where possible) for affected employees in order to take care of legal matters, court appearances, medical appointments and counselling, seeking safe housing and/or any other matters arising as a result of family harm or workplace violence.
- Employees, who voluntarily seek help for personal problems with abusive or hostile behaviour, will be offered assistance.

Child Matters support for students

- Flexible arrangements to attend classes or complete assignments may be requested.
- Compassionate consideration may be applied for if study or performance has been affected by family violence. Compassionate considerations include considerations regarding class attendance, course requirements, assessment, deadlines and extensions.
- Each situation will be considered on a case by case basis.

Prohibited Conduct

It is a violation of this policy to engage in any behaviour(s) including but not limited to:

- Subjecting any employee to intimidation, threats, physical attack(s), and sexual, emotional and/or psychological intimidation.
- Intentional damage to property which includes property owned by Child Matters employees, students, visitors, and vendors.
- Stalking or engaging in actions intended to frighten, coerce, or induce stress.
- Using, possessing, or threatening to use dangerous or unauthorised materials such as explosives or weapons
- Committing injurious acts motivated by, or related to, violence or sexual harassment.

Termination of employment

- If a complaint is made against an employee, the Chief Executive or person authorised by the Chief Executive will undertake an investigation and follow the appropriate

disciplinary procedures. An outcome of workplace violence or harassment or family harm may result in disciplinary action against the employee. If appropriate, this may include suspension or termination of employment.

- An employee terminated from Child Matters due to an act of workplace violence or harassment will not be eligible for re-employment.