

Date: Friday, 26 July 2019
Our Ref: MB/KF FIRM 3935

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Re: Freedom of Information Request FIRM 3935

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 11th July 2019.

Your request was received as follows: -

1. Do you have a domestic abuse policy or something equivalent that applies to employees experiencing domestic abuse? If so, please provide a copy of the applicable policy. - [Yes please see attached document.](#)
2. Do you have other policy/policies which provide for support for employees experiencing domestic abuse (for example, as part of a leave policy)? If so, please provide copy/copies of the relevant policy/policies. - [Yes please see attached document.](#)
3. Please inform us when each of the policies caught by the above questions ('the relevant policies') was first created and, if applicable, subsequently reviewed and updated?
[Special Leave Policy:](#)
[1st edition June 2012](#)
[Revised July 2013, reviewed 2015 and then on 30.01.2019](#)

[Supporting staff and patients experiencing domestic violence or abuse Policy:](#)
[1st edition 30th August 2017 – current until August 2020](#)
4. Do you have a dedicated point of contact staff member who is trained to provide information and support to employees experiencing domestic abuse? When was that role created and first made active?
- [The Walton Centre NHS Foundation Trust \(WCFT\) can confirm We have a Safeguarding Matron, this has currently been active over 5 years.](#)
5. How are HR staff and managers made aware of the existence of the relevant policies? - [All policies are located on the trust intranet for WCFT staff.](#)
6. How are general staff made aware of the existence of the relevant policies? – [Please see response to question 5.](#)

See our response above in [blue](#).

Re-Use of Public Sector Information

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further

information can be found at www.opsi.gov.uk where a sample license terms and



fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at www.opsi.gov.uk/advice/psi-regulations/index.htm

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Freedom of Information Office at the address above.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Mr Mike Burns, Executive Lead for Freedom of Information

