



Kindergarten

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## **Family violence Policy**

### **Why we have this policy**

We are committed to doing all we reasonably can to support employees who are victims of family violence.

If you are affected by family violence you will not be discriminated against or treated unfairly. Where possible, we will protect the privacy of employees who are experiencing family violence.

All requests for family violence leave or short-term safety measures at work will be considered urgently.

We define family violence as physical, sexual or psychological abuse.

### **Leave**

Our employees can take up to ten days of paid domestic violence leave if they are affected by family violence, in addition to annual leave and sick leave.

We may ask for supporting information from the police, government departments, a health professional or a family violence support service. This will be at the discretion of the Management Team.

### **Short-term safety measures**

A workplace safety plan will be developed between the employee who is concerned about their safety at work due to family violence and their manager (this would be the Kindergarten Manager for kindergarten staff, or a Management Team member for the Kindergarten Manager).

An employee is entitled to short-term flexible working arrangements including:

- flexibility in work hours and days of work
- flexibility in duties at work
- flexibility in place of work

Short-term flexible working requests will be considered urgently (within 10 working days or sooner).

The plan might also cover areas like:

- stopping the perpetrator from contacting the victim at work
- re-routing payslips and changing bank accounts
- designating a person to monitor attendance and follow up in the event of unplanned absences, including an appropriate emergency contact or potential code word to use in the event of danger
- change of work phone number and email address

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Signed: \_\_\_\_\_ Print Name \_\_\_\_\_ (Trust Chair)

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_