



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

Tel: 0151 556 5000
Web: www.clatterbridgecc.nhs.uk

Date: 1 August 2019

Re: Freedom of Information Request
Ref: 184- 2019

Thank you for your email, dated the 11th July 2019 requesting information regarding domestic abuse.

The information that you require is 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 find a copy of the policy attached.

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 a copy/copies of the relevant policy/policies.

We do not have a leave policy specifically relating to domestic abuse.

We do have a Special Leave Policy which offers a range of different types of paid/unpaid leave. Please find a copy of this policy attached.

3. Please inform us when each of the policies caught by the above questions ('the relevant policies') were first created and, if applicable, subsequently reviewed and updated?

This information is included in the documents attached.

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 Trust has the following contact points:

- Access to Trust Safeguarding Team via the safeguarding duty line.
- Head of Safeguarding and Named Nurse for Safeguarding Children and Adults both commenced in post November 2018.
- 5 trained Freedom To Speak Up Guardians who have been in post since 2017, they would support and signpost employees experiencing domestic abuse to the safeguarding team.

5. How are HR staff and managers made aware of the existence of the relevant policies?

Updates on policies are communicated via the following methods:

- Trust Extranet
- Team Brief
- E-Bulletin

6. How are general staff made aware of the existence of the relevant policies?

As above

Should you require any further information please do not hesitate to contact me on the email address provided below.

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

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and 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: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/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.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:

<https://www.surveymonkey.co.uk/r/H39RFMM>