

Family Violence Procedure - Staff

1.0 Purpose

BKI is committed to working towards the prevention of violence and prioritises the health, safety and wellbeing of its staff on and off campus and in our workplaces. This procedure documents how to respond to matters involving family violence (FV), implement agreed adjustments to work and ensure ongoing internal and external support for those impacted.

2.0 Scope

This procedure applies to all staff/employees, volunteers, contractors, service providers, labour hire workers, secondees and visitors across all BKI campuses and locations, where a person is affected by family violence, whether on or off campus. It also extends to family violence against an intimate partner or family member and to those who primarily care for children under the age of 18 of whom they bring onto BKI premises or learning sites.

3.0 Legislative References

As outlined in the Family Violence Policy.

4.0 Procedural Steps

The following procedural steps provide guidance for BKI staff in responding to disclosures of family violence. While not all staff may be trained in specialist family violence responses, they can play a crucial role in recognising the signs, responding with care and referring staff to appropriate support. A staff member may choose to speak about their experiences of family violence, however in the absence of a disclosure, physical or behavioural signs may be observed, prompting discussion with the affected staff member.

Responding staff members should aim to provide compassionate, trauma informed and culturally safe responses, ensuring staff members feel heard, believed and supported.

No.	Phases and Steps	Name of role, who actions
4.1	Identifying and Receiving a Disclosure	
4.1.1	Where a staff member receives a disclosure they must act promptly, confidentially and with sensitivity in accordance with this procedure.	Responding staff member

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No.	Phases and Steps	Name of role, who actions
4.1.2	Responding staff member to assess the immediate safety of the staff member experiencing FV and initiate the emergency response procedure noted in 4.3.1, if there are any immediate safety concerns.	Responding staff member
4.1.3	Responding staff member to inform the staff member experiencing FV about this procedure and that they can seek out support from the Family Violence Support Worker, the Manager, P&C Business Partnering or P&C Business Partner.	Responding staff member
4.1.4	With consent of the staff member, the responding staff member must immediately escalate the disclosure to the Family Violence Support Worker, the Manager, P&C Business Partners or P&C Business Partner and document the details.	Responding staff member
4.1.5	If a staff member declines engagement, the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner will: • Respect the staff members' right to make their own decisions while ensuring they are aware of the support available. • Offer ongoing, non-judgmental support, recognising that readiness to engage may change overtime. • Provide discrete access to external supports services and crisis contacts, ensuring staff members have pathways to assistance when needed. • Where appropriate, explore alternative support measures that do not require formal safety planning.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.2	Safety Planning	
4.2.1	The Family Violence Support Worker, Manager P&C Business Partnering or P&C Business Partner to provide advisory advice and support to staff experiencing FV including adjustments to	Family Violence

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No.	Phases and Steps	Name of role, who actions
	work, leave provisions, safety planning and referral for external specialised support.	Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.2.2	If the staff member is not in immediate danger and agrees, the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner to complete a Family Violence Safety Plan (staff) with the staff member experiencing FV, outlining agreed adjustments at work. They may also choose for the adjustments to be documented separately depending on the circumstances. The Family Violence Safety Plan is limited to the implementation of safety measures and workplace adjustments.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.2.3	With the staff member's consent, The Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner to communicate the FV safety plan to: - The staff members Line Manager where additional support can be provided. - Security and ICT staff where additional measures such as restricted campus or access to online safety strategies is required. - Head of Health, Safety and Wellbeing who can ensure compliance with any court orders. - Any other relevant staff members involved in supporting the staff member experiencing FV.	Line Manager Manager, P&C Business Partnering or P&C Business Partner Head of Health, Safety and Wellbeing

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No.	Phases and Steps	Name of role, who actions
4.2.4	The Manager, P&C Business Partnering or P&C Business Partner and the Head of Health, Safety and Wellbeing to oversee the FV safety plan and agreed adjustments to work, to ensure consistency with this procedure.	Manager, P&C Business Partnering or P&C Business Partner Head of Health, Safety and Wellbeing
4.3	Reports or Notifications to Police	
4.3.1	If the affected staff member is in immediate danger, the responding staff member to contact Victoria Police immediately (000) and inform the Manager, P&C Business Partnering or P&C Business Partner. In addition, contact Campus Security and follow the BKI emergency response plans and procedures Emergency / Incident Management Metro - Security Dial 55, Blue Phone or 03 9279 2636 for any Metro Campus Regional - Security 0419 749 271 or 03 9279 2636 for any Regional Campus	Responding staff member Manager, P&C Business Partnering or P&C Business Partner
4.3.2	The Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner can provide support to a staff member experiencing FV who wishes to make a Police report, however they cannot make a report on the person's behalf.	Responding staff member Manager, P&C Business Partnering or P&C Business Partner

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No.	Phases and Steps	Name of role, who actions
4.3.3	In certain circumstances, the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner may be required to notify the Police about an incident of FV: - Where it involves an unacceptable risk to staff, - Where the person disclosing presents a risk to themselves or others or; - If there is a risk to children under the age of 18.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.3.4	The Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner must consider the following when notifying the Police: - Evidence that is of an unacceptable risk to BKI's community or the public. - Multiple disclosures, reports or complaints about the same person. - The wishes of the staff member who made the disclosure initially.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.4	Work Adjustments	
4.4.1	Staff impacted by FV may require time off from work for medical or mental health care, legal or court proceedings, relocation or emergency accommodation, or counselling appointments. Staff members experiencing FV can speak to the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner regarding agreed adjustments at work to help manage their safety and work simultaneously. The agreed adjustments may include but are not limited to: Paid and unpaid leave entitlements, which are in addition to other types of accrued leave and are aligned with the	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner

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No.	Phases and Steps	Name of role, who actions
	National Employment Standards and relevant Enterprise Agreements. - Hours of work: changes to start and finish times or an increase/ decrease to hours. - Patterns of work: split shift or job sharing. - Locations of work: being based at a different BKI location, working from home or another location. - A variation or redesign to work duties. - Screening procedures to minimise contact via digital means including telephone, email and mail by changing contact details and removing them from public directories. - Time off work to attend medical or mental health care, legal or court proceedings, relocation or emergency accommodation, or counselling appointments.	
4.4.2	The Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner to consult with the staff member requiring adjustments at work in the development and implementation of the Family Violence Safety Plan. They may also choose for the adjustments to be documented separately depending on the circumstances.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.4.3	The Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner will communicate the agreed adjustments and safety plan if implemented, with the Line Manager and other relevant stakeholders, ensuring consent-based communication and that the information shared is necessary to support the implementation of the agreed workplace adjustments.	Line Manager Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner

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No.	Phases and Steps	Name of role, who actions
4.4.4	The FV safety plan if implemented and agreed adjustments, will be reviewed by the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner with the staff member every 4-6 weeks, or as needed, to ensure the plan remains relevant.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.4.5	In rare cases, the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner may decline the request for reasonable adjustments to work. The reason for refusal can only be made due to reasonable business grounds (see Fair Work Commission Guidelines), however all attempts will be made to reduce any barriers and implement adjustments aimed at empowering staff fair access to their work, while reducing the impact of FV.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.4.6	The Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner to ensure the staff member is aware of and empowered to engage in internal and external support as required.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.5	Staff who use Family Violence	

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No.	Phases and Steps	Name of role, who actions
4.5.1	If a staff member becomes aware that another staff member is using family violence or coercive control they must not engage in direct confrontation, as this may increase the risk to those affected.	Responding staff member
4.5.2	The responding staff member to report the concerns immediately to the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner who will provide advice, support and referral to external services.	Responding Staff Member FV Support Officer Manager, P&C Business Partnering or P&C Business Partner
4.5.3	The Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner to coordinate consultation with appropriate staff including the Line Manager, Security, ICT and the Head of Health and Safety to prioritise the immediate safety of those impacted if required.	FV Support Officer Manager, P&C Business Partnering or P&C Business Partner
4.5.4	Where a staff member discloses current or pending legal matters (e.g. intervention orders in which they are the respondent) the responding staff member to refer to the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner who with consent, will implement appropriate reasonable adjustments to work, as well as access to FV counselling or the employee assistance program (EAP).	Responding Staff Member Manager, P&C Business Partnering or P&C Business Partner Family Violence

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No.	Phases and Steps	Name of role, who actions
		Support Worker
4.5.5	Where a staff member who has used violence and the person affected by FV are both members of the BKI community, the FV Support Worker, Manager, P&C Business Partnering or P&C Business Partner will seek to ensure the safety of all parties. This may be treated as a breach of the applicable staff code of conduct policy, resulting in possible disciplinary measures and escalation.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.5.6	If a staff member using family violence declines internal support, the Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner will make all attempts to engage the staff member in external services for support. However, if the staff member is not willing to engage with external support and safety concerns remain, a report to Victoria Police may be required.	Family Violence Support Worker Manager, P&C Business Partnering or P&C Business Partner
4.5.7	The Head of Health, Safety and Wellbeing to be consulted regarding compliance with intervention court orders.	Head of Health, Safety and Wellbeing
4.6	Training and Prevention Strategies	
4.6.1	To support staff in understanding, preventing and addressing family violence, the Manager, Organisation Capability to develop, implement and oversee training packages targeted towards addressing gendered- based violence. All training will be aligned	Manager, Organisational Capability

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No.	Phases and Steps	Name of role, who actions
	with MARAM best practice, Our Watch and Respect and Equality in TAFE.	
4.6.2	The Manager, Organisational Capability to use de-identified data about disclosures of FV to inform preventative strategies, identify trends and develop targeted educational packages in response to FV in the BKI community.	Manager Organisational Capability
4.7	Child Safety Obligations	
4.7.1	Children and young people under the age of 18 may be exposed to family violence or are directly harmed in their own home by their parents, caregivers, siblings or other relatives. It is important to note if a child under the age of 18 is exposed to, or affected by FV, the responding staff member must follow the Four Critical Actions, inclusive of mandatory reporting requirements as outlined in the Child Safety Policy, (Find a Policy) and the BKI Child Safe Toolkit.	Responding staff member Child Safety Officer
4.8	Privacy, Confidentiality and Record Keeping	
4.8.1	BKI maintains a confidential register of disclosures and reports about FV. The Manager, P&C Business Partnering or P&C Business Partner to ensure all information related to incidents of FV will be recorded and stored confidentially on secure internal BKI databases which may include the staff member's personal file and any information (unless legally required) will only be shared with consent to relevant internal and external stakeholders.	Manager, P&C Business Partnering or P&C Business Partner
4.8.2	The Family Violence Support Worker, Manager, P&C Business Partnering or P&C Business Partner may be required to disclose identifying information about a person for their safety and wellbeing which may include:	Family Violence Support Worker

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No.	Phases and Steps	Name of role, who actions
	- sharing the information to protect the life, health, or immediate safety of the affected person; or - when required by law and in relation to Child Safe matters, including Mandatory Reporting procedures as outlined in the Child Safety Policy and Four Critical Actions for VET and higher education providers. - de-identified data to external agencies, where required, to ensure compliance with legislated reporting requirements.	Manager, P&C Business Partnering or P&C Business Partner

5.0 Roles and Responsibilities

Role	Responsibilities
Head of Governance, Risk and Compliance	Custodian to the Family Violence Policy ensuring compliance with current legislation and the policy is reviewed and renewed as required. Provide guidance on the Policy.
Head of People and Culture	Custodian to the Family Violence Procedure and the Family Violence Safety Plan for staff, ensuring compliance with current legislation and the procedure is reviewed and renewed as required. Provide guidance on the procedure.
Head of Student, Support and Success	Custodian to the Family Violence Procedure and the Family Violence Safety Plan for students, ensuring compliance with current legislation and the procedure is reviewed and renewed as required. Provide guidance on the procedure.
Family Violence Support Worker	Take a lead role in responding to staff experiencing family violence. Ensure support provided is in accordance with family violence policies and procedures. Follow functions as indicated in the policy and procedure.
Manager(s), Student Wellbeing and Support	Take a lead role in responding to students experiencing family violence. Ensure support provided is in accordance with family violence policies and procedures. Follow functions as indicated in the policy and procedure.

Approval Authority: Head of People and Culture

Doc Custodian: Child Safety Officer

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Role	Responsibilities
Manager, Organisational Capability	Ensure the development and implementation of a family violence specific training package, aligned with evidence based and best practice guidelines.
Child Safety Officer(s)	Follow functions as indicated in this policy and related procedures, with a specialised focus on children and young people under the age of 18.
Responding Staff Member	Follow functions as indicated in the FV policy and procedure documents.

6.0 Definitions

Word/Term	Definition
Multi-Agency Risk Assessment and Management (MARAM)	The MARAM Framework is legislated under the <i>Family Violence Protection Act 2008</i> (Vic). It aims to increase the safety and wellbeing of Victorians by ensuring that prescribed organisations can effectively identify, assess and manage family violence risk, and keep perpetrators in view and held accountable for their actions.
Family Violence (FV)	Family violence or FV, encompasses a range of abusive behaviours by one person towards another, including physical, sexual, emotional, psychological, and economic abuse, as well as threats and coercion that establish fear for safety or wellbeing. It also covers actions that expose children to the effects of such behaviours, such as witnessing assaults or threats. The understanding of family violence impacting Aboriginal and Torres Strait Islander peoples is connected to the extended meaning of family, including the diverse kinship relationships.
Gender- based violence	Is based on an imbalance of power and is carried out with the intention to humiliate and make a person or group of people feel inferior and/ or subordinate. Gender violence can happen in both the public and private spheres and it affects women disproportionately.
Gender equity	Is the fair and just distribution of benefits and responsibilities among people of all genders, addressing gender inequalities that limit access to opportunities. Gender equality prevents violence against women and girls. Societies that value women and men as equal are safer and healthier. Gender equity is a human right.

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Word/Term	Definition
Trauma	An event that involves exposure to actual or threatened death or serious injury, or sexual violence that has the potential to be traumatic. The trauma experienced can be physical or mental in nature and not everyone will respond in the same way.
Trauma-informed	Trauma-informed care is an approach to care that recognises the widespread impact of trauma and promotes environments that aid healing and recovery and that avoids re-traumatisation.
Coercive Control	A pattern of abusive and controlling behaviour, used by a perpetrator of Family Violence to establish and maintain control over another person. Over time this creates fear and takes away the person's freedom and independence.
Safety Planning	Involves thinking about practical actions a person (and/ or services) can take to be safer when living with family violence. The process looks at the current situation and assesses what steps and strategies can be implemented to mitigate the risk in the workplace or learning environment.
External support services	Is inclusive of services that specialise in providing family violence specific support to address the needs to the person impacted.
Affected Staff	Includes Bendigo TAFE and Kangan Institute employees whether full or part time, casual and/ or sessional, contractors or volunteers experiencing family violence.
Perpetrator of family violence/ person using family violence	A person who engages in FV, or may be referred to as a perpetrator, is someone who uses violence or abusive behaviour towards their (ex) partner or family members. This behaviour can manifest in various forms and is considered FV.

7.0 Related Documents

Document Name
Family Violence Policy
Family Violence Safety Plan- staff
Family Violence Procedure- students
Family Violence Safety Plan- students

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8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	30/04/2025	Child Safety Officer	New Procedure	Head of People and Culture

9.0 Document Custodian and Approval Authority

Document Custodian	Approval Authority	Approval Date	Scheduled Review Date
Child Safety Officer	Head of People and Culture	30/04/2025	30/04/2026