



SECTION	People and Culture
POLICY	Safe Leave
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VERSION	2
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1. Purpose

This policy provides a framework for granting paid leave to Employees who are victims of domestic abuse, enabling them to manage personal matters related to their situation without compromising their employment or income.

2. Eligibility

All Employees, regardless of length of service, are eligible for safe leave if they are experiencing domestic abuse.

Domestic abuse encompasses physical, sexual, emotional, psychological, and financial abuse, as well as controlling coercive behaviour, as defined by the Domestic Abuse Act 2021.

3. Entitlement

Eligible Employees are entitled to up to 10 days of paid safe leave per year.

This leave can be taken as consecutive days or as individual days, depending on the Employee's needs.

Safe leave is separate from other leave entitlements such as annual leave or sick leave.

4. Permissible uses of safe leave

Safe leave may be used for activities including, but not limited to:

- Seeking medical attention for injuries related to domestic abuse.
- Accessing support services such as counselling or support groups.
- Relocating to a safe place or arranging alternative housing.
- Attending legal proceedings or obtaining legal advice.
- Organising childcare or schooling arrangements.

5. Application process

Employees should notify their line manager and the People and Culture department as soon as reasonably possible when requesting safe leave.

No detailed evidence or documentation is required; however, Employees may be asked to provide general indication of the reason for the leave to facilitate appropriate support.

All requests will be handled with the utmost confidentiality and sensitivity.

6. Confidentiality

Information disclosed by Employees regarding domestic abuse will be kept strictly confidential.

Details will only be shared with relevant personnel on a need-to-know basis, and with the employee's consent, unless there is an immediate risk to the Employee or others.

7. Support and resources

The organisation is committed to supporting Employees experiencing domestic abuse.

Employees are encouraged to access available support services. These support services can be accessed 24/7 through Westfield Health Care or Able Futures.

People and Culture will assist with providing information on local and national support services upon request.

8. Protection and detriment

Employees taking safe leave will not face any adverse consequences or discrimination as a result of their leave.

Club Doncaster prohibits any form of retaliation against Employees who disclose domestic abuse or take safe leave.

9. Review and monitoring

This policy will be reviewed annually to ensure its effectiveness and alignment with legal requirements.

Feedback from employees will be considered in the review process to improve support mechanisms.