



# Ministry of Defence

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Thank you for your e-mail to the Ministry of Defence (MOD) dated 5 September 2017 in which you requested the following information:

The following document refers to JSP 913.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/642108/Practitioners\\_Handbook\\_-\\_Aug\\_17\\_update.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/642108/Practitioners_Handbook_-_Aug_17_update.pdf) I have been unable to find JSP 913 online anywhere, for example here - <https://www.gov.uk/government/collections/joint-service-publication-jsp> please could this be published under FOI, as it does not seem to be publicly available.

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. We have contacted the Subject Matter Expert responsible for Joint Service Publication 913 and received confirmation this document will shortly be available for general release. However to assist your enquiry the relevant document is attached to this e-mail.

The Ministry of Defence is absolutely clear that it does not tolerate domestic violence, domestic abuse or sexual violence. Our approach is to raise awareness about the policy on these types of violence and the sources of help available to everyone in the Service community.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>

Yours sincerely,

Defence People



Ministry  
of Defence

**JSP 913**  
**Tri-Service Policy on Domestic Abuse and Sexual**  
**Violence**

**Part 1: Directive**

## Foreword

People lie at the heart of operational capability; attracting and retaining the right number of capable, motivated individuals to deliver Defence outputs is critical. This is dependent upon maintaining a credible and realistic offer that earns and retains the trust of people in Defence. In order to achieve this, all personnel must be confident that, not only will they be treated fairly, but also that their families will be treated properly and that Service veterans and their dependants will be respected and appropriately supported.

JSP 913 provides policy guidance relating to domestic abuse and sexual violence. The Ministry of Defence is absolutely clear that it does not tolerate domestic violence, domestic abuse or sexual violence. Our approach is to raise awareness about the policy on these types of violence and the sources of help available to everyone in the Service community. This will ensure that people who are experiencing violence, or who are aware of someone else who is experiencing violence, know what to do to seek help and it will increase the probability that they have the confidence to do so.

**Lt Gen Andrew Gregory**  
**Chief of Defence People**  
**Defence Authority for People**

# Preface

## How to use this JSP

1. JSP 913 provides policy guidance on domestic violence, domestic abuse and sexual violence. It is designed to be used by all those in the Armed Forces, the MOD and supporting welfare organisations responsible for dealing with violence and abuse within the Service community.
2. The JSP is structured in two parts:
  - a. Part 1 - Directive, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.
  - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1. It also includes definitions of relevant terms, legislation and information about support available.

## Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where particular dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Related JSPs	Title
JSP 770	Tri-Service Operational and Non-Operational Welfare Policy
JSP 834	Safeguarding Children and Young People
JSP 839	Code of Practice on Services to be provided by the Armed Forces to Victims of Crime (see also DIN 2014DIN01-209: Guidance to Commanding Officers and victims when dealing with allegations of serious criminal offences including sexual offences)

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# 1 Introduction

## Section 1 – Summary

1.1 This policy guidance articulates the strategy to address domestic abuse and sexual violence within the Armed Forces and includes (but is not limited to) the cross-government approach to tackle violence against women and girls (VAWG)<sup>1</sup>. Any form of domestic violence, domestic abuse or sexual violence committed by Service personnel is not to be tolerated under any circumstances, nor should it be treated as a purely 'private matter' which is of little or no concern to the Service/MOD.

1.2 These types of violence can have a profound effect on the victim and others, especially children. Prompt and appropriate reporting of such incidents is a critical first step in addressing the problem and victims of these crimes should be encouraged to seek help. Violence and attitudes which condone it will not be tolerated.

1.3 This document provides the policy framework within which all those in the Armed Forces, the MOD and supporting welfare organisations responsible for dealing with violence and abuse within the Service community, both in the UK and overseas, are to operate. The material contained in this policy statement has been drawn from a number of sources, both Service and civilian and takes account of current Home Office policy directives and legislative requirements such as the Children Act 2004. It is to be used as the basis for orders, instructions, procedures and training on domestic abuse, sexual violence and all VAWG issues that relate to Service personnel serving in the UK and overseas. The content focuses on domestic abuse and sexual violence but information is also included about other forms of VAWG.

## Section 2 – Aim

1.4 The aim of this JSP is to publish the general Tri-Service policy regarding domestic abuse and sexual violence, as well as consideration of other forms of VAWG, within the Service community. This policy is for use for Command/Specialist Staff Instructions. The policy's intention is to raise awareness of domestic abuse and sexual violence and thereby reduce the occurrence of such violence and provide an effective response to victims who have been abused. In this way we aim to help sustain the well-being of the Service community. The MOD will monitor statutory and legislative changes and work closely with external stakeholders and specialist welfare providers to ensure this policy remains current.

1.5 Where violence does occur, this policy provides information about providing appropriate support to victims, and for bringing perpetrators of these crimes to justice. We recognise that domestic abuse and sexual violence can be complex issues. They are often hidden crimes and may be a consequence of deeply rooted beliefs. We are also aware that existing cultures may permit and perpetuate violence by condoning attitudes which tolerate violence and lead to a culture where the victim is not believed or supported. Where this is the case, it must be addressed.

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<sup>1</sup> On 25 November 2010, the government outlined their ambition and guiding principles in this area. Please visit [www.homeoffice.gov.uk/vawg](http://www.homeoffice.gov.uk/vawg) for more information.

## Section 3 – Application

1.6 This JSP applies to persons subject to Service law and civilians subject to Service Discipline in certain overseas commands who are directly or indirectly involved in incidents of domestic abuse and sexual violence. This policy also recognises the responsibility the MOD has for civilian employees subject to Service Discipline and recognises their contribution to overall operational effectiveness. Accordingly, the policy is necessarily broad to encompass this category of civilian personnel but recognises the limited courses for action available to the Service authorities in the event that an incident occurs.

1.7 The Service Police must be informed by the Commanding Officer (CO) of those instances he/she is aware of which occur in the UK and Overseas which are mandated under the Armed Forces Act 2006 (AFA 06) as being Schedule 2 Offences or those committed in Prescribed Circumstances. Whereas the civilian police may generally deal with domestic abuse and sexual violence cases in the UK, subject to the provisions of any status of forces agreement, memorandum of understanding or other arrangements between the UK and the receiving state, the Service Police will have a greater role in investigating such cases overseas. Similarly, in such situations, overseas commands are responsible for the provision of statutory social services requirements similar to those that in the UK fall to Local Authority Children's Services/Adult Social Care. Commands are to base their instructions and orders on this policy and on the contents of the Family Law Act 1996 – Part IV Family Homes & Domestic Violence and the HM Government – Working Together to Safeguard Children guide<sup>2</sup>. The guidance covers the legislative requirements and expectations on individual services to safeguard and promote the welfare of children; and a clear framework for Local Safeguarding Children Boards (LSCBs) to monitor the effectiveness of local services. Guidance on cooperating with LSCBs is contained in JSP 834<sup>3</sup>. It is important to note that specialist services are integral in supporting victims when abuse has occurred and, where possible, information about these services should be provided. Crimes of these types can have a huge impact on the victim's life both physically and emotionally as well as others in the household.

1.8 **Crime.** It must be a constant focus to those dealing with violence and other issues mentioned in this chapter that a crime may have occurred (see definitions set out in Part 2; not all categories of violence are offences). Whilst it is over simplistic to deal with these matters as 'simply' a crime, a welfare-only approach is also unlikely to succeed. Whenever an offence is suspected the most readily available police force should be contacted<sup>4</sup>.

1.9 In those overseas commands where jurisdiction lies with the Service Justice System (SJS), those tasked with investigating and subsequently dealing with allegations of domestic abuse crimes must do so expeditiously. Delay can have an adverse effect on the prospect of securing a conviction and places additional stress on the victims of domestic abuse. This is especially so given the central role within the SJS of the CO. The AFA 06 requires that the vast majority of criminal allegations are first referred to the CO, which may subsequently be referred on to the Service Prosecuting Authority (SPA). Summary hearing at unit level may not be the appropriate venue for dealing with cases of domestic violence. A quick and thorough investigation is important, as is swift staffing of such cases.

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<sup>2</sup> *Working Together to Safeguard Children* published in March 2015 is available at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

<sup>3</sup> <http://defenceintranet.diif.r.mil.uk/Reference/DINsJSPs/Pages/JSP834.aspx>

<sup>4</sup> Consideration should be made as to the requirement placed upon the CO in para 3.5.

## 2 Domestic Abuse Policy

### Section 1 – Policy Issues

2.1 Domestic abuse by Service personnel is not to be tolerated and all efforts should be made to increase awareness about the Armed Forces' approach to domestic abuse. Commanders need to be aware that a propensity towards domestic abuse may be made worse by stressful situations, for example particularly the time immediately before and after major deployments. This can be addressed in part by suitable proactive measures, including homecoming events and re-unions; psychological health and stress management briefings for both personnel and their families; wind-down periods; and increased publicity for sources of support.

2.2 Details of the services available to victims of domestic abuse from Service and non-Service sources<sup>5</sup> are to be published regularly by the relevant single-Service policy branches. There should also be engagement with respective Families' Federations to maximise awareness amongst the whole Armed Forces' community.

2.3 Domestic abuse encompasses a wide range of behaviours, and can include or ultimately lead to serious crimes being committed. Whatever form it takes, domestic abuse is rarely a one-off incident, and should in many cases instead be seen as a pattern of abusive and controlling behaviour through which the abuser seeks power over their victim. (See Part 2 paras 1.6 and 1.7) Domestic abuse is a common occurrence and statistics indicate that significant numbers of women, as well as men, experience domestic abuse at some point in their lives. The true extent and level of domestic abuse is often hidden by the nature of the offence; inadequate responses to incidents; and the lack of a comprehensive monitoring and reporting system. Service lifestyles can complicate the lack of visibility further, due to high levels of mobility, diversity of policing and welfare support, fears of the victim about loss of housing and family income, and the possible impact on the perpetrator's career prospects if offences are reported.

2.4 Research has shown that domestic abuse is likely to become more frequent and progressively more serious the longer it is allowed to continue. Victims may live with domestic abuse for a number of years before they tell anyone or seek help. Children are also affected by domestic abuse and many are traumatised by what they witness or hear. There is also a strong connection between domestic abuse, sexual violence and child abuse and the consequent long-term physical and emotional effects. It is therefore essential that the statutory Social Care Authority for the area is informed as soon as possible of any incident of domestic abuse in a household where there are children.

### Section 2 – Responsibilities

2.5 By its definition, domestic abuse takes many forms and often occurs in circumstances where it is not readily apparent, even to welfare and police specialists in the field. The CoC should ensure that appropriate training of support staff has taken place before dealing with domestic abuse cases; however no one organisation has sole or statutory responsibility for detecting or dealing with all forms of domestic abuse within the

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<sup>5</sup> As set out in JSP 839 and DIN 2014DIN01-209 and in the Armed Forces' domestic abuse information source on the GOV.UK website <https://www.gov.uk/government/collections/domestic-abuse-guidance-and-support-for-the-armed-forces-community>

Service community. There may be grounds in cases of domestic abuse for formal disciplinary or administrative action to be taken, which might lead to termination of service. Incidents require a wide range of skills from a variety of Service and civilian support agencies if they are to be dealt with effectively and should be judged on a case by case basis. These might include:

- a. Local Authority Children's Services, Adult Social Care and statutory bodies;
- b. Royal Navy and Royal Marines Welfare Service;
- c. Army Welfare Service (AWS);
- d. British Forces Social Work Service (BFSWS);
- e. The Soldiers, Sailors, Airmen and Families Association (SSAFA) Personal Support and Social Work Service (RAF) (PS&SWS(RAF));
- f. UK civilian Police, MOD Police Family and Child Protection Teams and in Overseas commands, the Service Police, specialist teams such as the Joint Response Team (JRT) in BFG;
- g. the British Government's Forced Marriage Unit;
- h. Woman's Aid, Refuge, Respect, Victim Support, Independent Domestic Violence Advisors, Men's Advice Line, and other voluntary organisations concerned with professional counselling;
- i. Local Authority Family Support Units;
- j. Unit Welfare Officers (UWOs);
- k. Employee Wellbeing Service provided by Defence Business Services (DBS);
- l. Padres and Chaplains;
- m. Primary and Secondary Health Care teams, Medical Practitioners including Military Medical Centre staff and Health Visitors;
- n. Local refuge providers;
- o. Commanders at all levels.

2.6 **COs' Procedures.** The CO's duty to maintain the operational capability of their unit requires them to be responsible for the discipline and welfare support<sup>6</sup> of their personnel. COs and, particularly, line managers must be vigilant for those in their workforce who are victims of domestic abuse in their home situation. Suspected victims of domestic abuse should be encouraged to approach a source of confidential advice and support. During induction into the Services, personnel are to be briefed that domestic abuse is not tolerated, nor is it treated as a private matter and all reported instances,

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<sup>6</sup> JSP 770 para 1.1.16 refers.

allegations or reasonable suspicions of domestic abuse will be investigated fully. Victims will be listened to and taken seriously.

2.7 Depending upon the situation (including an accumulation of concern), it may mean making discreet contact with the alleged victim in ways that will not further endanger them or any children (preferably by specialist support services). (See also the guidance in JSP 839 and DIN 2014DIN01-209) The primary purpose of the contact is to ensure the safety of the victim and any children; providing support; and listening to the victim's needs. Consideration should be given to what practical assistance can be offered such as:

- a. Informing the UK civilian Police (or Service Police<sup>7</sup>) if an offence is suspected;
- b. In any incident of domestic abuse in a household where there are children or vulnerable adults present or when a woman is pregnant, it is essential that the statutory Social Care Authority for the area should be informed as soon as possible;
- c. Providing confidential means of seeking help, for example permission to use facilities to contact help lines or services if the individual does not feel safe to do so at home;
- d. Information about internal and external organisations that can help (see Part 2 of this JSP);
- e. Where appropriate, providing special considerations at the workplace for their safety;
- f. Where appropriate, making work schedule adjustments to obtain medical, counselling or legal assistance;
- g. Where appropriate, enabling workplace relocation;
- h. Ensuring that the victim has access to information and help in developing a safety plan;
- i. Encouraging the reporting of domestic abuse to the police so that appropriate safety planning and consideration for bringing the perpetrator to account is given. (Bearing in mind that in many cases there will be a duty to make the Service Police aware).

2.8 The single Services are to arrange participation by a specialist welfare agency worker at area Domestic Abuse Forums or equivalent. BFG has an established Domestic Abuse Forum with representation from the statutory and voluntary agencies. Such groups are critical for successful inter-agency working (including the involvement of the Services where appropriate); such inter-agency working is the key to addressing domestic abuse more effectively. The representatives have the prime responsibility for disseminating general domestic abuse information to other Service or Service-related agencies not directly represented or such groups. Additionally Establishment/Unit/Garrison/ Station commanders in the UK and overseas are to ensure that domestic abuse is a specific

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<sup>7</sup> Remembering also the CO's statutory duties under Sections 113-115 AFA 06 (see para 3.5 below).

standing item within existing inter-agency welfare meetings where appropriate. Where this is not appropriate consideration should be given to establishing local inter-agency domestic abuse groups. In any event, whenever COs suspect that domestic abuse may be occurring, they should seek the advice of their legal advisory office and specialist welfare organisation to ensure they are doing everything they ought to be doing.

**2.9 Specialist Welfare Provider Procedures.** In the early stages, the victim needs advice and support. The development of a safety plan must be an early consideration, developed in partnership with the victim. (For example by using the safety plan in Part 2 of this JSP) The specialist welfare organisation, subject to its own protocols, may also notify the suspected perpetrator's CO of the outline facts of the case. In responding to situations where domestic abuse may be present, considerations by the professional welfare service should include:

- a. Helping the victim to anticipate and plan ahead, rather than reacting to events as they happen. Preparing the victim to deal with crisis situations (such as when the victim's partner or former partner is being violent) in ways that increase the safety of the victim and their children. Helping the victim to plan a safe way to take the action they are considering, such as leaving their partner or raising a specific issue;
- b. Ensuring throughout contact with the victim that they are provided with reassurance and support including providing full information on their legal, housing and financial rights and the extent and limits of statutory duties and powers;
- c. Assisting victims (and their children if applicable) to escape from violence by providing relevant practical and other assistance and support, including referral to specialist services including support groups, refuges and projects;
- d. Identifying trained professionals to work separately with the perpetrator and the victim to ensure the victim can speak freely and participate without fear of retribution. (This will need to be done with the express consent of the victim) To make contact with Respect to identify the nearest community based perpetrator programme. Members of Respect should be used to ensure interventions meet safe quality service standards. There are also programmes run by the Probation Service but these are only available as part of sentencing and cannot be accessed by abusers who have not been convicted.

**2.10** Organisations dealing with domestic abuse should be aware of the NSPCC Animal Abuse and Child Maltreatment 2007 Report. This report noted that there are strong links between the abuse of adults and children and the abuse of animals. Where an animal has been abused there may be an increased likelihood that adults and children within that household are also being abused. The RSPCA believes there are some links between different forms of violent and anti-social behaviour in individuals and households, and that can be directed at humans and animals. The RSPCA has also established formal protocols for the exchange of appropriate information about specific cases of concern between agencies dealing with animal and human abuse<sup>8</sup>.

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<sup>8</sup> Abusers may threaten, injure or kill pets to manipulate and control victims. Information and advice for families fleeing domestic abuse about pet fostering is available from animal charities such as the RSPCA, the Dogs Trust and Cats Protection.

2.11 Co-operation and liaison between the various agencies and organisations that might be involved in a case is important due to the mobile nature of the Service community. In the UK, the single-Service specialist welfare services should develop procedures that recognise the importance of concurrent multi-agency activity and cooperation. They are to engage appropriately with mechanisms such as the Multi-Agency Risk Assessment Conferences (MARAC) which facilitate this type of work. Overseas commands are to establish procedures that mirror practice in the UK. There is also a requirement to establish local inter-agency groups in order to raise levels of awareness of domestic abuse at the local military level, and establish cooperation and best practice between involved agencies.

2.12 **Information Sharing.** Information that an individual is suffering domestic abuse may come to the attention of the CoC on the basis that it has been given in confidence. Where the individual concerned has not consented to the sharing of such information, their wishes should be respected and confidentiality preserved unless there are exceptional circumstances which demand disclosure or the sharing of such information with other agencies. Exceptional circumstances may include the prevention of crime or protecting the health and safety of a victim and/or their children<sup>9</sup>. In such circumstances, a failure to share information with appropriate agencies such as the police may have catastrophic consequences for the victims of domestic abuse and/or their children. The CoC should seek appropriate advice when the matter is brought to their attention. When considering the need to share confidential information provided by a victim of crime or abuse, advice should be sought from specialist data protection and legal staffs. It is important that those offering this advice also have sufficient knowledge of the complex nature of domestic abuse.

### **Section 3 – Training of Specialist Welfare Providers**

2.13 Adequate training should be provided and, if necessary, training strengthened for the relevant professionals dealing with all forms of domestic abuse and the needs and rights of victims. If a case has been reported to the single-Service welfare providers and the case workers do not have the appropriate training, the welfare providers must signpost the victim to the appropriate external services which are listed in Part 2 of this JSP. This is to ensure that adequate support is given.

### **Section 4 – Foreign and Commonwealth (F&C) Dependants**

2.14 Domestic abuse victims (and their children) who are subject to UK immigration controls may be eligible for settlement (indefinite leave to remain (ILR)) if they have experienced domestic abuse as the partner of a British citizen, a person settled in the UK, or a member of HM Armed Forces who has served for at least 4 years. The Domestic Violence Concession allows domestic abuse victims who are eligible to apply for settlement (ILR) to access to UK state support whilst they make their application. Spouses or partners of Service personnel who are not British citizens nor settled in the UK and who have not yet served for 4 years are not eligible for leave to remain under the domestic violence provisions. Victims would need to take Office of the Immigration Service Commissioner (OISC) accredited advice on whether they were eligible to remain for other reasons. For applications, see <https://www.gov.uk/settle-in-the-uk/y/you-re-the-family-member-of-a-british-citizen/HM-Forces> . Up-to-date information regarding the rules for ILR

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<sup>9</sup> It should also be remembered that the CO may have a statutory duty to notify the service police of an offence.

applications for victims of domestic abuse is available from Home Office UK Visas and Immigration (UKVI): <https://www.gov.uk/government/publications/victims-of-domestic-violence>

2.15 **Applications for settlement in the UK (ILR).** Victims may be eligible for settlement (ILR) if they have experienced domestic abuse as outlined above:

- a. **When to apply.** Applications must be made as soon as possible after the relationship has broken down in order the UKVI can deal with evidence while it is recent. Victims should not wait until their current visa expires;
- b. **Eligibility.** The victim's last visa (or permission) must have been:
  - (i) As the partner of a British citizen, a person settled in the UK, or a member of HM Forces who has served for at least 4 years;
  - (ii) Or have been issued in order for them to get public funds to be able to apply for ILR (called the 'Victim of Domestic Violence Concession') (see para 2.16 below);
- c. **Evidence.** Victims must have evidence to prove that the relationship was genuine and ongoing when they were last given leave to enter/remain as a partner of the Serviceperson and that they were the victim of domestic violence from their partner, their family, or both, and this is why the relationship has broken down before their visa expires;
- d. **Application.** To apply, the victim must download and complete [SET DV 08-15 Form](#). They will need to send supporting documentation as outlined in the link to the SET(DV) with the application. Victims should be aware that if they decide they no longer want to apply as a victim of domestic violence, then they may not be eligible to apply to settle as a partner. In this scenario they should be advised to talk to an Immigration Adviser about possible changes to the conditions of their stay.

2.16 **Victims of Domestic Violence Concession.** Victims of domestic violence can ask for permission to stay in the UK for 3 months with access to public funds while they apply to settle as a victim of domestic violence. If given the concession, they can then apply for financial help from the UK government. Victims can apply for the concession by completing the application form: <https://www.gov.uk/government/publications/application-for-benefits-for-visa-holder-domestic-violence>. To be eligible, victims must:

- a. Have permission to be in the UK as the partner of a British citizen, someone settled in the UK or a foreign or Commonwealth member of HM Forces who has served for at least 4 years; or
- b. Not have enough money to support themselves or pay for somewhere to live (this is known as being destitute).

2.17 **Application Refusals.** Applications might be refused if, for example, the victim has:

- a. a criminal record in the UK or another country;
- b. provided false or incomplete information to the Home Office; or
- c. broken UK immigration law.

2.18 **Immigration Advice.** Those supporting victims of domestic violence who are subject to immigration control should advise them to seek qualified immigration advice. The Office of the Immigration Services Commissioner (OISC) has a list of regulated legal advisers or representatives in local areas who can help with immigration or asylum problems. The Army Families Federation Foreign and Commonwealth (F&C) Specialists are also regulated by the OISC to give immigration advice. Contact details for the OISC are as follows: by email [info@oisc.gov.uk](mailto:info@oisc.gov.uk); and by telephone 0345 000 0046.

## Section 5 – Accommodation

2.19 In cases of suspected domestic abuse, COs may consider it appropriate to make alternative Service accommodation available to Service personnel. In any event, in cases reported to the UK civilian police, the suspected offender is likely to be placed under restrictions by the police or courts which will include living in alternative accommodation.

2.20 Further information about the regulations relating to the occupation of Service Families Accommodation (SFA) and the rules relating to vacating accommodation is set out in JSP 464, Tri-Service Accommodation Regulations.

2.21 **Domestic Violence Protection Notices and Orders.** On 25 Nov 13, the Home Secretary announced her intention to roll out nationally Domestic Violence Protection Orders (DVPOs) nationally across England and Wales from Mar 14. This followed the successful conclusion of three pilots to test these provisions.

2.22 DVPOs are a power introduced by the Crime and Security Act 2010 and enable the police to put in place protection for the victim in the immediate aftermath of a domestic violence incident. Under DVPOs, the civilian and MOD police have the power to issue a Domestic Violence Protection Notice (DVPN) to a perpetrator of domestic violence where certain conditions are met. Although a civilian scheme, these provisions are applicable to members of the Armed Forces in England and Wales. Upon being called to an incident of domestic violence, if the civilian or MOD police have reasonable grounds to believe the victim remains at risk of domestic violence, they can choose to issue an emergency non-molestation and eviction notice, the DVPN. Because the DVPN is a civilian police-issued notice, it is effective from the time of issue, thereby giving the victim the immediate support they require in such a situation. A DVPN can be issued to a perpetrator in SFA (or its substitute equivalent) and Single Living Accommodation (SLA), though if the perpetrator is subject to Service law and required to leave such premises, reasonable efforts must be taken to inform their CO. It should be noted that DVPN and DVPOs are not provisions applicable to the Service Police and are only awarded by civilian police forces and therefore these provisions are not available to those outside England and Wales including those in Overseas Commands.

2.23 Where a DVPN is issued the civilian police must apply to a Magistrates' Court for a DVPO and the court must hear the application within 48 hours of the issue of the DVPN. If a DVPN is breached, the perpetrator may be arrested without a warrant and taken to the court that will hear the application for a DVPO. If a DVPO is issued, the perpetrator could be prevented from returning to a residence and from having contact with the victim, allowing the victim a level of breathing space to consider their options, with the help of a support agency. The DVPO lasts for a minimum of 14 days and a maximum of 28 days. The perpetrator can be arrested without a warrant where the police reasonably believe that he or she has breached a DVPO.

## **Section 6 – Domestic Violence Disclosure Scheme**

2.24 On 25 Nov 13, the Home Secretary announced that the Domestic Violence Disclosure Scheme (DVDS) would be rolled out across England and Wales from Mar 14. The issue of disclosing information about an individual's history of domestic violence to a new partner was highlighted following the murder of Clare Wood by her former partner in 2009 (hence the DVDS is also known as 'Clare's Law').

2.25 The DVDS introduced a framework with recognised and consistent processes to enable the Home Office police force to disclose to the public information about previous violent offending by a new or existing partner where this may help protect them from further violent offending. The DVDS introduces two types of process for disclosing this information. The first is triggered by a request from a member of the public (the 'right to ask'). The second is triggered by the Home Office police force where they make a proactive decision to disclose the information in order to protect a potential victim (the 'right to know'). Both processes can be implemented within existing legal powers. If records show that an individual may be at risk of domestic violence from a partner, the Home Office police force will consider disclosing the information. A disclosure can be made if it is legal, proportionate and necessary to do so. Any 'right to ask' applications should be made to the respective local civilian Constabulary in England and Wales. If the local Constabulary considers that there is a 'right to know' they will approach a potential victim.

## 3 Sexual Violence Policy

### Section 1 – Issues

3.1 Any form of sexual violence involving any members of the Service community is not to be tolerated. Guidance for COs when dealing with an allegation of a sexual offence is available in JSP 839, Code of Practice on services to be provided by the Armed Forces to victims of crime, supplemented by DIN 2014DIN01-090. Information to increase awareness about this should be promulgated locally on a regular basis. In addition, details of the services available to victims from Service and non-Service sources should be published regularly.

3.2 Rape and sexual assaults happen far more often than statistics indicate. Most sexual violence is committed by someone known to the victim and victims may feel unable to speak out about their experiences because of the position of power of the perpetrator (e.g. partner/employer/community member). Most perpetrators of sexual violence are male and most victims are female, but men and boys are also abused and some perpetrators of sexual assaults are women.

3.3 Adult survivors of childhood sexual abuse are recognised as being at an increased ongoing risk of experiencing sexual abuse and rape. In addition, increased awareness of issues around sexual violence and sexual abuse may prompt increased disclosures from adult victims. Procedures and support services should reflect the needs of female and male personnel who disclose historic childhood sexual abuse.

### Section 2 – Responsibilities

3.4 If the victim decides to report a case of sexual violence (eg sexual assault), the procedures set out in DIN 2014DIN01-209, which provides guidance to COs and victims when dealing with allegations of serious criminal offences including sexual offences, should be followed. The UK civilian Police (if not the first force contacted), or, if overseas, the Service Police, are to be contacted as soon as possible and primacy is to be passed to them immediately on their attendance to an incident. Any appropriate formal disciplinary or administrative action will be taken, which might lead to prosecution or termination of service. Incidents require a wide range of skills from a variety of Service and civilian support agencies if they are to be dealt with effectively and each incident should be judged on a case by case basis. Sources of support might include:

- a. Independent Sexual Violence Advisor Services (see their website [www.thesurvivorstrust.org](http://www.thesurvivorstrust.org) for a list);
- b. Sexual Assault Referral Centre (SARC) see NHS choices for a list;
- c. Royal Navy and Royal Marines Welfare Service;
- d. Army Welfare Service (AWS);
- e. British Forces Social Work Service (BFSWS) in British Force Germany (BFG);
- f. PS&SWS(RAF);

- g. The Soldiers, Sailors, Airmen and Families Association (SSAFA) to the RAF in the UK and Army in some Overseas Commands (eg Brunei and Nepal);
- h. UK civilian Police, MOD Police Family and Child Protection Teams and in Overseas commands, the Service Police, specialist teams such as the Joint Response Team (JRT) in BFG;
- i. Victim Support, Rape Crisis Centres, The Survivors Trust, and other voluntary organisations concerned with professional counselling;
- j. UWOs;
- k. Civilian Employee Wellbeing Service (EWS);
- l. Padres/Chaplains;
- m. Primary and Secondary Health Care teams, Medical Practitioners, Health Visitors; and
- n. Commanders at all levels.

3.5 **CO Procedures.** The CO's duty to maintain the operational capability of their unit requires them to be responsible for the discipline and welfare support of their personnel. COs need to be aware of their duties under the AFA 06. These are:

- a. Section 113 of the AFA06 which states that if a CO becomes aware of an allegation of circumstances that would indicate to a reasonable person that a Schedule 2 offence has or may have been committed by a relevant person, they must as soon as is reasonably practicable ensure that a Service Police force is aware of the matter;
- b. Section 114 of the AFA06 which states that if a CO becomes aware of a prescribed circumstance, they must as soon as is reasonably practicable, ensure that the Service Police are aware of the matter; and
- c. Section 115 of the AFA06 highlights the duty of a CO with respect to investigation of Service offences not covered by s113 or s114, by ensuring that they are investigated in such a way and to such an extent as is appropriate or by ensuring as soon as is reasonably practicable, that the Service Police are made aware of the matter.

3.6 COs and, particularly, line managers must be vigilant for those in their workforce who are victims of recent or historic sexual abuse. Because of the serious psychological effect of such violence it can be extremely difficult for someone who has experienced it to take steps to talk about it and seek help or advice. Therefore, it is important that the CoC, colleagues and welfare staff remain calm, impartial and reassuring and support and assist them with whatever decisions are made to help them overcome the abuse. Proof of physical violence alone need not be apparent, as the violence may be psychological and/or emotional abuse, which can be just as damaging as physical violence.

3.7 Pressure must not be exerted on an individual who experiences violence to take any particular course of action and it is useful to make the individual aware of options

available to them. (The duty to make the Service Police aware of certain matters should however not be forgotten) Any explanation of options should include an honest discussion about what the victim might expect, for example if they choose to make a report to the police, they will need to explain in detail exactly what happened to them, and may be requested to do so in court should the case proceed. A recommended publication is *'From Report to Court – a Handbook for Adult Survivors of Sexual Violence'* available from Rights of Women which provides information to victims as well as to organisations which support them<sup>10</sup>.

3.8 It is particularly important for people experiencing such violence to be able to make decisions for themselves. It is crucial that no action is taken without their full involvement and permission but there may be certain circumstances, for example when a child is involved, where action is necessary without the full involvement of the victim. The handbook explains the different stages of the legal process, from the point of deciding whether or not to report the incident to the police, through to the trial, verdict and sentence. *From Report to Court* also sets out the relevant law and what obligations the different agencies in the criminal justice system (for example, the police and the Crown Prosecution Service) have to survivors of sexual violence. In any event, whenever COs suspect that domestic abuse may be occurring, they should seek the advice of their legal advisory office and their specialist welfare organisation to ensure they are doing everything they ought to be doing.

3.9 **Specialist Welfare Services Procedures.** The specialist welfare services should raise general awareness of sexual violence amongst personnel, and make it clear where victims who are sexually assaulted, harassed or bullied by their colleagues can seek support on a confidential basis (bearing in mind the duty to make the service police aware of certain matters). This should include the signs of all forms of abuse to aid people in identifying abusive situations early. There are many materials and tools which can be used to raise general awareness. The Department of Health has produced a range of support materials with the help of the voluntary sector to help plan and carry out local campaigns about violence against women and children, including sexual violence. For more information and to access these resources visit [www.dh.gov.uk/vawc](http://www.dh.gov.uk/vawc) and <https://www.gov.uk/government/publications/guidance-for-health-professionals-on-domestic-violence>

### Section 3 – Training of Specialist Welfare Providers

3.10 Adequate training should be provided or current training strengthened for the relevant professionals dealing with cases between personnel who have been sexually assaulted by their colleagues. If a case has been reported to the single Service welfare providers and the appropriate training has not been given to the case workers, the welfare providers must signpost the victim to the appropriate external services which can be found in Part 2 of this JSP. This is to ensure that adequate support is given.

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<sup>10</sup> The report is available to download at <http://rightsofwomen.org.uk/get-information/criminal-law/report-court-handbook-adult-survivors-sexual-violence/>

# 4 Action to be Taken

## Section 1 – Cases Involving Children and Young People

4.1 Exposure to domestic abuse and sexual violence may have a serious impact on a child's development and emotional wellbeing. Where there is concern about the safety or wellbeing of a child, the incident must be referred to the Local Authority Children's Services or its overseas equivalent. This should also apply to pregnant women. The appropriate Service specialist welfare organisation must also be informed, if they are not already aware. Children's Services have primacy in the area of child protection. It is also important that there is clarity about whether the family is aware that a referral has been made. Any response by Children's Services to such referrals should be discreet, to ensure that any contact with the victim will not further endanger them or their children. In extreme cases, a child may be in need of immediate protection. Normally one serious incident, or several lesser incidents where there is a child in the household, would indicate that Children's Services should carry out an initial assessment of the child and family, including consulting existing records.

## Section 2 – Immediate or Imminent Physical Harm

4.2 Where an incident, suspicion or allegation of violence involves immediate or imminent physical harm to a victim, the most readily available police force should be contacted to take immediate action, under their existing powers to prevent such harm continuing or occurring. It is important to note that the victims are aware of all the options and consents to all the actions which affect them. Where children are present a referral is to be made to the Local Authority Children's Services (or its equivalent overseas) and to the specialist welfare provider. The development of a Safety Plan (see example in Part 2 of this JSP) can be a useful tool to support a victim to manage some of the risk to themselves, if appropriate to the situation: this work can be undertaken by the specialist welfare provider in collaboration with the victim. Where contact has been made with either a police force, Local Authority Children's Services (or equivalent overseas) and/or a specialist Welfare provider, victims are to be informed who has been told and that this has been done to prevent harm continuing or occurring.

## Section 3 – Criminal Offences

4.3 When dealing with criminal offences the most readily available police force should be contacted to take immediate action. All allegations or reasonable suspicions of a domestic or sexual violence incident are to be reported, but as stated in para 3.7 pressure should not be exerted on an individual who experiences violence to take any particular course of action.

4.4 On attending a domestic or sexual incident, where there have been offences committed, the police will take a decision on what action is appropriate in the circumstances.

4.5 In overseas commands such as BFG, the Service Police are to inform the relevant CO and thereafter it is a unit/BFSWS responsibility. All victims of domestic or sexual violence should be encouraged to seek help from specialist organisations. The wishes of the victim are important when considering the involvement of other agencies (including when there is a vulnerable adult involved who does not have the capacity to make

decisions); the only exceptions to this will be when children are involved, in which case the Local Authority Children's Services (or its equivalent overseas) and the relevant specialist welfare providers must also be informed; and where there is a duty to inform the police.

4.6 In cases dealt with by the Service Police, the relevant CO must be informed of all arrests, and criminal allegations made against personnel in their command and, overseas, for those civilians subject to Service discipline for whom they are responsible. Subject to the protocols of the specialist welfare organisations, the CO may also be advised of alleged, suspected or non-criminal incidents that the local specialist welfare organisation, believe may have affected, or are likely to affect, the operational efficiency or effectiveness of the Service.

#### **Section 4 – Non-Criminal Incidents, Allegation and Suspicions**

4.7 Non or sub-criminal incidents, allegations and suspicions of cases of abuse can be difficult to deal with as they are not susceptible to one-off solutions. There is a natural tendency to underestimate and to downplay what is going on when violence or abuse is committed. For example, research shows that many domestic violence murders have had prior agency intervention but, frequently, agencies have worked in isolation and the extent of the abuse has not been recognised and an effective response has not been provided. Therefore, it is crucial to ensure a joined-up, multi agency response to abuse. Attitudes can also play a big role in how reports of abuse are handled. The Department of Health has published material to raise awareness about VAWG which can be used to counter these attitudes and encourage women to report abuse<sup>11</sup>.

4.8 Coercive control<sup>12</sup>, which is almost always sub or non-criminal in its nature, has been identified as the best indicator of a future domestic homicide. Personnel subject to Service Law and civilians subject to Service discipline, who become aware of non-criminal incidents of domestic violence, receive allegations or have suspicions thereof, should report the matter to the relevant Service specialist welfare organisation in the first instance. The organisation's response will depend upon an identified level of risk (using a recognised risk assessment tool for example) of the situation and reflect Local Authority Children's Services practice. The specialist welfare organisation should, within the constraints of professional codes of confidentiality, make enquiries with other professional welfare bodies.

#### **Section 5 – Domestic Homicide Reviews**

4.9 Domestic Homicide Reviews (DHRs) were established on a statutory basis in England, Wales and Northern Ireland under section 9 of the Domestic Violence, Crime and Victims Act 2004 and became law on 13 Apr 11. They do not replace, but are in addition to, the inquest or any other form of inquiry into a homicide.

4.10 The purpose of a DHR is to consider the circumstances that led to a domestic violence death and identify where responses to the situation could have been improved. In so doing the lessons learned will be taken on board by the professionals and agencies involved (i.e. the Police, Social Services, Councils, and other community based organisations). A review team will be responsible for undertaking the DHR and will be formed from members of local statutory and voluntary agencies. The team will consider

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<sup>11</sup> [www.dh.gov.uk/vawc](http://www.dh.gov.uk/vawc)

<sup>12</sup> See JSP 913 Part 2 paras 1.6 and 1.7

what happened and what could have been done differently. They will also recommend actions to improve responses to domestic violence situations in the future.

4.11 The MOD is not listed as one of the statutory bodies to whom DHR provisions apply and who may be directed to establish, or participate in, a DHR. However, to contribute to the lessons learnt process and to ensure a consistent approach, Single Points of Contact (SPOCs) from each of the Service police have been nominated to co-ordinate requests for DHR input on behalf of their Service. Requests for DHR input from the Armed Forces should be directed to them. Contact details are as follows:

a. Naval Service  
Provost Marshal (Navy)  
Headquarters Provost Marshal (Navy)  
Building 25, HMS EXCELLENT  
Whale Island  
Portsmouth  
Hampshire PO2 8ER

Email: [NAVYPOLICE-HQMAILBOX@mod.uk](mailto:NAVYPOLICE-HQMAILBOX@mod.uk)

b. Army  
SO1 Professional Standards and Review  
Headquarters Provost Marshal (Army)  
Professional Standards and Review Branch  
Campion Lines  
High Street  
Bulford  
Wiltshire  
SP4 9DT

Email: [ArmyPM-PSR-GroupMailbox@mod.uk](mailto:ArmyPM-PSR-GroupMailbox@mod.uk)

c. RAF  
Provost Marshal (RAF)  
Royal Air Force Honington  
Bury St Edmunds  
Suffolk  
IP31 1EE

Email: RAFP-HQ PM

4.12 As stated above, requests for participation in a DHR should be sent to the SPOCs for action. General information about DHRs is available from the Home Office at the following website: <https://www.gov.uk/government/collections/domestic-homicide-review>

## 5 Conclusion

5.1 In addition to the potentially devastating effects on the victim, incidents of any type of domestic violence and/or abuse can have a detrimental effect on the morale, discipline and operational efficiency of Service personnel. This policy is intended to serve as the basis for orders, instructions, procedures and training on domestic and sexual abuse issues, in order to reduce the incidence of abuse and thus sustain the well-being of the Service community. The action to be taken in the event of an allegation or case of suspected abuse will depend on an identified level of risk (using a recognised domestic/sexual violence risk assessment tool) and may require the cooperation of a large number of organisations including Service, MOD and UK civilian Police Forces, Local Authorities and a range of specialist welfare agencies. There is a requirement for Commanders and Line Managers to:

- a. Put in place measures to raise awareness and inform Service personnel, persons subject to Service Law and civilians subject to Service Discipline about this policy;
- b. Take such proactive measures which are necessary to minimise the incidence of and ameliorate the effects of domestic and sexual abuse;
- c. Ensure that proper inter agency co-operation takes place;
- d. Support a victim of any type of violence or abuse and take action against perpetrators.



Ministry  
of Defence

**JSP 913**  
**Tri-Service Policy on Domestic Abuse and Sexual**  
**Violence**

**Part 2: Guidance**

# Foreword

Part 2 of JSP 913 provides guidance in accordance with the policy set out in Part 1 of this JSP; the guidance is sponsored by the Defence Authority for People. It provides policy-compliant business practices which should be considered best practice in the absence of any contradicting instruction.

# Preface

## How to use this JSP

1. JSP 913 provides policy guidance on domestic violence, domestic abuse and sexual violence. It is designed to be used by all those in the Armed Forces, the MOD and supporting welfare organisations responsible for dealing with violence and abuse within the Service community.
2. The JSP is structured in two parts:
  - a. Part 1 - Directive, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.
  - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1. It also includes definitions of relevant terms, legislation and information about support available.

## Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where particular dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Related JSPs	Title
JSP 770	Tri-Service Operational and Non-Operational Welfare Policy
JSP 834	Safeguarding Children and Young People
JSP 839	Code of Practice on Services to be provided by the Armed Forces to Victims of Crime (see also DIN 2014DIN01-209: Guidance to Commanding Officers and victims when dealing with allegations of serious criminal offences including sexual offences)

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# 1 References

## Section 1 – Relevant References and Legislation

- 1.1
- a. Call to End Violence Against Women and Girls (2010) [VAWG](#);
  - b. JSP 834 Safeguarding Children [JSP 834](#);
  - c. JSP 830 Manual of Service Law (MSL) [JSP 830](#);
  - d. UK National action Plan on UNSCR 1325 Women, Peace and Security [NAP UNSCR 1325](#);
  - e. Improving services for women and child victims of violence – the Department of Health Action Plan [DH Action Plan](#);
  - f. Department of Health – Improving Safety, Reducing Harm: children, Young People and Domestic Violence [DH Improving Safety Reducing Harm](#);
  - g. HM Government publication 'Working Together to Safeguard Children' [Safeguarding Children](#);
  - h. Domestic Violence, Crime and Victims Act 2004 [Domestic Violence Crime and Victims 2004](#); [Domestic Violence Crime and Victims Amendment 2012](#);
  - i. Sexual Offences Act 2003 [Sexual Offences Act 2003](#);
  - j. Family Law Act 1996; Part IV Family and Domestic Violence [FamilyLawAct96PtIV](#);
  - k. Armed Forces Act 2006 [ArmedForcesAct06](#) ;
  - l. JSP 839 Code of Practice on services to be provided by the Armed Forces to victims of crime [JSP 839](#);
  - m. DIN 2014DIN01-209 Guidance for Commanding Officers and victims when dealing with allegations of serious criminal offences including sexual offences [DINS2014DIN01-209](#) ;
  - n. JSP 770; Tri-Service Operational and Non-Operational Welfare Policy [JSP770](#);
  - o. GOV.UK website information on domestic abuse and the Armed Forces [gov.uk domestic abuse information source](#)

## Section 2 – Definitions

- 1.2 **VAWG.** In 1993, the first internationally agreed definition of violence against women was introduced as the United Nations Declaration on the Elimination of Violence

against Women (1993)<sup>1</sup>. This has been accepted across the UK Government and defines such violence as:

*'Any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life'.*

1.3 Acts of gender-based violence that affect women disproportionately include:

- a. domestic abuse;
- b. sexual assault;
- c. stalking;
- d. 'honour-based' violence including female genital mutilation (FGM);
- e. forced marriage.

Women may be subjected to multiple forms of violence. We also recognise that men and boys can be victims of violence and that it can affect whole families, including children.

1.4 **Domestic Abuse or Domestic Violence.** On 19 Sep 12, it was announced that the Government would be extending the definition of domestic violence so that young people aged 16 and 17 would be included. The change was introduced to increase awareness that young people from this age group do experience domestic violence and abuse. The new definition<sup>2</sup> was implemented from 31 Mar 13 and whilst this is not a legislative change, the definition will send a clear message to victims about what constitutes domestic violence and abuse.

1.5 **New Definition of Domestic Violence.** The new definition from 31 Mar 13 is: *Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. This abuse can encompass, but is not limited to:*

- a. psychological;
- b. physical;
- c. sexual;
- d. financial;
- e. emotional.

1.6 **Controlling Behaviour** is defined as *'a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their*

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<sup>1</sup> <http://www.un.org/documents/ga/res/48/a48r104.htm>

<sup>2</sup> See <https://www.gov.uk/domestic-violence-and-abuse>

*resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour’.*

1.7 **Coercive Behaviour** is defined as *‘an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim’*. The Government’s definition, which is not a legal definition, includes so called ‘honour’ based violence, FGM and forced marriage, and is clear that victims are not confined to one gender or ethnic group. It has been widely understood for some time that coercive control is a core part of domestic abuse. As such the extension does not represent a fundamental change in the definition. However it does highlight the importance of recognising coercive control as a complex pattern of overlapping and repeated abuse perpetrated within a context of power and control. Without the inclusion of coercive control in the definition of domestic violence and abuse, there may be occasions where domestic violence and abuse could be regarded as an isolated incident. As a result, it may be unclear to victims what counts as domestic violence and abuse. For example, it may be thought to include physical violence only. The first incident reported to the police or other agencies is rarely the first incident to occur and often people have been subject to violence and abuse on multiple occasions before they seek help. The Serious Crime Act 2015, which received Royal Assent on 3 Mar 15 (but is yet to be commenced), creates an offence of controlling or coercive behaviour where perpetrated against an intimate partner or family member, causing victims to feel fear, alarm or distress.

1.8 Domestic abuse occurs irrespective of actual or perceived ethnicity, class, sexuality, sexual orientation, age, rank, religion, gender, gender identity and mental or physical ability. It can also affect men and women in same sex relationships, men in heterosexual relationships and can involve children and young people witnessing this abuse including sexual violence. Domestic abuse does not only affect married or cohabiting partners it can be experienced by partners who have never lived together or cohabited with their abuser. It often continues after a relationship has ended and this may be when victims experience the most dangerous forms of violence.

1.9 The effects of domestic abuse are wide-ranging and should not be underestimated as it can result ultimately in death or permanent injury. Less visible effects may include fear, diminishing self esteem, guilt, insomnia, depression, agoraphobia and difficulty in trusting people. Domestic abuse can escalate therefore early intervention, where possible, is key.

1.10 **Forced Marriage** occurs when one or both parties do not (or in cases of people with learning or physical disabilities, cannot) consent to the marriage and pressure or abuse is used<sup>3</sup>. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, being made to feel that they are bringing shame on their family). Financial abuse, which can include taking an individual’s pay or not giving them any money, can also be a factor. Forced marriage is an abuse of human rights; a form of violence against women and men; and where it affects children, child abuse. Where it affects those with disabilities it is an abuse of vulnerable people. (Note: An arranged marriage is not the same as a forced marriage. In an arranged marriage, the families take a leading role in choosing the marriage partner, but the choice of whether to enter the marriage is left to both individuals).

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<sup>3</sup> Legislation introduced in Jun 14, The Anti-social Behaviour, Crime and Policing Act 2014, created an offence of Forced Marriage.

1.11 If someone is being forced into marriage, either in the UK or abroad, the Government's Forced Marriage Unit (FMU) can provide confidential information and assistance to potential victims and concerned professionals. It works with partner organisations, both in the UK and overseas, to ensure that action is taken to try to prevent a forced marriage taking place. The FMU also provides support and information to individuals who have already been forced to marry. All caseworkers in the FMU have experience in dealing with the cultural, social and emotional issues surrounding forced marriage. The FMU can offer advice and support to anyone in the UK regardless of nationality and can be contacted at [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk) or by telephone on 020 7008 0151.

1.12 **'Honour-Based' Violence/Abuse (HBV).** 'HBV' or 'honour' crime is an act of violence explained by the abuser as being committed in order to protect or defend the 'honour' of the family or community. Women may experience HBV if they are accused of not conforming to traditional cultural and religious expectations. In cases of HBV the risk of harm may be high as there may be a number of abusers in the extended family or community who may be responsible for an organised and concerted campaign of harassment or abuse. Other people in the family or community may pressure the victim to return to abusive situations or fail to support them.

1.13 **FGM/Cutting** refers to *'procedures that intentionally alter or injure female genital organs for non-medical reasons'* (World Health Organisation)<sup>4</sup>. Carrying out FGM is a criminal offence under the Female Genital Mutilation Act 2003. It is also an offence for UK nationals or permanent UK residents to carry out FGM overseas, even in countries where the practice is legal. Further information and advice for those who may be at risk of FGM in the UK is available from: [www.fco.gov.uk/fgm](http://www.fco.gov.uk/fgm) and [www.forwarduk.org.uk](http://www.forwarduk.org.uk)

1.14 **Stalking** is a particular kind of harassment which involves a long-term pattern of persistent and repeated following of the victim, communication with them or other intrusions into the privacy of the victim. Stalking cases can lead to serious violence including rape and murder. On 25 Nov 12, amendments to the Protection from Harassment Act 1997 made by the Protection of Freedoms Act 2012 introduced two specific offences of 'stalking' and 'stalking involving fear of violence or serious alarm or distress' in England and Wales, along with additional police search powers. This provides extra protection for victims; highlights the serious impact stalking can have on their lives and help bring more perpetrators to justice. Where an offence under Section 4 of the Protection from Harassment Act 1997 is alleged, the matter is a Prescribed Circumstance in accordance with Part 2 of the Armed Forces (Part 5 of the Armed Forces Act 2006) Regulations 2009 and must be referred to the Service Police.

1.15 **Sexual Violence** may encompass a number of different behaviours and includes all forms of sexual violence and abuse against women, men and children. People who have suffered sexual violence may report it immediately after it happens; several years after it has happened; or many years afterwards (when it is considered to be historic abuse). Historic abuse often includes past abuse which happened to survivors when they were children and was committed by close family or extended family members. Sexual violence includes:

- a. **Child Sexual Exploitation.** This is a form of child sexual abuse where young people receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money) as a result of performing sexual activities on others

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<sup>4</sup> A WHO fact sheet about FGM can be found at <http://www.who.int/mediacentre/factsheets/fs241/en/>

and/or allowing others to perform sexual activities on them. Those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength, economic resources, etc. Violence, coercion and intimidation are common. The full extent of sexual exploitation is hidden as it is difficult to identify and mostly takes place away from public view. Some of these offences are included under the Children and Young Persons Act 1933 and the Protection of Children Act 1978 and are Schedule 2 offences under the AFA 06. The AFA 06 Section 113 mandates the CO to notify the Service Police if they are aware of the possibility such an offence, as listed in Schedule 2 of AFA 06, has or may have been committed;

b. **The Sexual Offences Act 2003.** This replaced the Sexual Offences Act 1956 and redefined rape to include penetration of the mouth or anus in addition to the vagina. Sexual offences include indecent exposure; sexual threats and unwanted touching; rape or assault by penetration including attempts by any person including a partner or family member. The Act also introduced for the first time, a statutory definition of consent, requiring that someone 'agrees by choice [to sexual activity], and has the freedom and capacity to make that choice'. It also modernised the law, eliminating discrepancies in penalties for offences against boys and girls and removing laws which treated homosexual activity differently from heterosexual activity. Offences that predate the Sexual Offences Act 2003 and historic allegations may still be investigated by the Service Police where applicable. This is inclusive of historic offences which occurred overseas and where the suspect was subject to Service Jurisdiction at the time of the alleged offence. The Act also makes it a separate offence to give someone any substance, for instance by spiking their drink, without their consent and with the intention of stupefying them so that sexual activity can take place. In this instance, sexual activity could include removing someone's clothing or taking pornographic photographs of them. Someone can be charged with this offence in addition to any separate charge for rape or sexual assault. They can also be charged when the intended sexual activity did not take place, for instance when someone sees what is going on and intervenes to stop it;

c. With the exception of Sections 3, 66, 67 and 71 of the Act, all offences come within Schedule 2 of AFA 06, therefore the CO is mandated by the AFA 06 Section 113 to inform Service Police when he becomes aware of such an allegation. The exceptions must, however, be reported to Service Police as prescribed circumstances exist. Para 30 A of Chapter 6 of JSP 830 (Manual of Service Law) states: *'if a CO becomes aware of an allegation or circumstances which would indicate to a reasonable person that one of the offences specified below may have been committed, the CO should take legal advice to assist them in making the most appropriate decision on who should investigate. The offences are: sexual assault (section 3 of the Sexual Offences Act 2003), exposure (section 66 of that Act), voyeurism (section 67 of that Act) and sexual activity in a public lavatory (section 71 of that Act. There is a presumption that a CO should normally ensure that the Service Police are aware of such an allegation;*

d. **Sexual Assault.** This is any kind of intentional sexual touching of somebody else without their consent. It includes touching any part of their body, clothed or unclothed, either with the body or with an object;

e. **Causing a person to engage in a sexual activity without consent.** This is any kind of sexual activity without consent. For instance it would apply to a woman who forces a man to penetrate her; or an abuser who makes their victim engage in masturbation. These types of sexual activity are offences under the Sexual Offences Act 2003 and are Schedule 2 offences. Therefore the CO is mandated under the AFA 06 Section 113 to inform the Service Police when they become aware of such an allegation;

f. **Sexual abuse against children.** This can be defined as forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities such as involving children looking at, or taking part in the production of sexual online images; watching sexual activities; or encouraging children to behave in sexually inappropriate ways;

g. **Sexual Bullying.** This is any bullying behaviour, physical or non-physical, that is based on a person's sexuality or gender. It occurs when sexuality or gender is used as a weapon against individuals and can be carried out to a person's face, behind their back or through the use of technology, e.g. cyber bullying.

1.16 **Family Members.** Sexual violence occurs irrespective of actual or perceived ethnicity, class, sexuality, sexual orientation, age, rank, religion, gender, gender identity, mental or physical ability. The effects of sexual violence can range enormously from physical health effects through to mental health impacts such as depression, self-harm and suicide. Sexual violence can also involve family members such as a mother, father, son, daughter brother, sister and grandparents, either directly related, in-laws or step family. In cases of so-called honour based violence and forced marriage, this can involve the extended family and the wider community located both in the UK and overseas. (See paras 1.10 to 1.12 above).

## 2 How to Identify Domestic Violence

2.1 There are some common signs which might indicate that an individual could be experiencing or has experienced some form of violence. The list below is not exhaustive, but provides indications that violence may be taking place. However, it is essential that assumptions about a person's behaviour are not made from the existence or absence of any of these signs.

a. **Physical signs, which may include:**

- Visible bruising, either a single or repeated injury with unlikely explanations;
- A change in the pattern or amount of make-up used;
- A change in the way a person dresses, for example clothes that do not suit the climate (such as a long-sleeved jumper in hot weather) which may be to hide injuries;
- Exaggerated startle response;
- Medical problems such as chronic itching, pain in the genitals, venereal diseases;
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia;
- Bed-wetting;
- Bald patches;
- Unexplained recurrent injuries or burns;
- Difficulty in moving or sitting down.

b. **Psychological or emotional signs, which may include:**

- A change in a person's attitude, for example becoming insular, anxious, frightened, tearful or aggressive;
- Fear of medical help or examination;
- Frequent self-certified sickness absences and/or frequent hospital visits.

c. **Behavioural signs, which may include:**

- A change in a person's working patterns, for example frequent lateness or needing to leave early;

- A change in the use of the telephone for example a large number of personal calls resulting in a strong reaction;
- A reduction in quality and quantity of work;
- improbable excuses for, or a refusal to explain, injuries;
- Unaccounted absences;
- Being uncomfortable or nervous around certain individuals;
- Destructive tendencies;
- Acting out of character or making sudden life-changing decisions.

### 3 Making a Safety Plan for those Experiencing Domestic Violence and Abuse

3.1 A personal safety plan is a way of helping you to protect yourself and your children. It helps you to plan in advance for the possibility of future violence and abuse. It also helps you to think about how you can increase your safety either within the relationship, or if you decide to leave.

3.2 You cannot stop your partner's violence and abuse, only they can do that. But there are things you can do to increase your own safety and that of your children:

- a. Keep with you any important and emergency telephone numbers such as:
  - Your local Women's Aid refuge organisation or other domestic violence service;
  - The police domestic violence unit;
  - Your GP;
  - Your social worker (if you have one);
  - Your children's school;
  - Your solicitor;
  - The Freephone 24 Hour National Domestic Violence Helpline run in partnership between Women's Aid and Refuge: 0808 2000 247.
- b. Teach your children to call 999 in an emergency and what they would need to say (for example, their full name, address and telephone number);
- c. Are there neighbours you could trust and where you could go in an emergency? If so, tell them what is going on, and ask them to call the police if they hear sounds of a violent attack;
- d. Rehearse an escape plan so in an emergency you and the children can get away safely;
- e. Pack an emergency bag for yourself and your children and hide it somewhere safe (for example at a neighbour's or friend's house). Try to avoid mutual friends or family members;
- f. Try to keep a small amount of money on you at all times including change for the telephone and for bus fares;
- g. Know where the nearest phone is and ensure your mobile phone is always charged and try to keep it with you;

- h. If you suspect that your partner is about to attack you, try to go to a lower risk area of the house, for example where there is a way out and access to a telephone. Avoid the kitchen or garage where there are likely to be knives or other weapons and avoid rooms where you might be trapped, such as the bathroom, or where you might be shut into a cupboard or other small space;
- i. Be prepared to leave the house in an emergency.

### **Preparing to leave**

- 3.3
  - a. If you have decided to leave your partner, it is best if you can plan this carefully;
  - b. Sometimes abusers will increase their violence if they suspect you are thinking of leaving so this can be a particularly dangerous time for you;
  - c. Plan to leave at a time you know your partner will not be around. Try to take everything you will need with you, including any important documents relating to yourself and your children, as you may not be able to return later;
  - d. Take your children with you, otherwise it may be difficult or impossible to have them living with you in future. If they are at school, make sure that the head and all your children's teachers know what the situation is, and who will be collecting the children in future;
  - e. Thinking about leaving and making the decision to leave can be a long process. Planning it doesn't mean you have to carry it through immediately or at all. But it may help to be able to consider all the options and think about how you could overcome the difficulties involved. If at all possible, try to set aside a small amount of money each week, or even open a separate bank account.

### **What to pack if you are planning to leave your partner**

- 3.4 Ideally, you need to take all the following items with you if you leave. Some of these items you can try to keep with you at all times; others you may be able to pack in your 'emergency bag':
  - a. Some form of identification;
  - b. Birth certificates for you and your children;
  - c. Passports (including passports for all your children), visas and work permits;
  - d. Money, bankbooks, cheque book, credit and debit cards;
  - e. Keys for house, car, and place of work. (You might wish to get an extra set of keys cut, and put them in your emergency bag);
  - f. Cards for payment of Child Benefit and any other welfare benefits you are entitled to;
  - g. Driving licence and car registration documents;

- h. Prescribed medication;
- i. Copies of documents relating to your housing tenure (for example, mortgage details or lease and rental agreements);
- j. Insurance documents, including national insurance number;
- k. Address book;
- l. Family photographs, your diary, jewellery, small items of sentimental value;
- m. Clothing and toiletries for you and your children;
- n. Your children's favourite small toys.

3.5 You should also take any documentation relating to the abuse, eg police reports, court orders such as injunctions and restraining orders, and copies of medical records if you have them.

### **Protecting yourself after you have left**

3.6 If you leave your partner because of abuse, you may not want people to know the reason you left. It is your decision whether or not you tell people that you have suffered domestic violence; but if you believe you may still be at risk, it might increase your safety if you tell your family and friends, your children's school, and your employer what is happening, so that they do not inadvertently give out any information to your ex-partner. They will also be more prepared and better able to help you in an emergency.

3.7 If you have left home, but are staying in the same town or area, these are some of the ways in which you might be able to increase your safety:

- a. Try not to place yourself in a vulnerable position or isolate yourself;
- b. Try to avoid any places, such as shops, banks, cafes, that you used when you were together;
- c. Try to alter your routines as much as you can;
- d. If you have any regular appointments that your partner knows about (for example, with a counsellor or health practitioner) try to change your appointment time and/or the location of the appointment;
- e. Try to choose a safe route, or alter the route you take or the form of transport you use when approaching or leaving places you cannot avoid, such as your place of work, the children's school, or your GP's surgery;
- f. Tell your children's school, nursery or childminder what has happened, and let them know who will pick them up. Make sure they do not release the children to anyone else, or give your new address or telephone number to anyone. (You may want to establish a password with them, and give them copies of any court orders, if you have them);

g. Consider telling your employer or others at your place of work, particularly if you think your partner may try to contact you there. If you have moved away from your area, and don't want your abuser to know where you are, then you need to take particular care with anything that may indicate your location; for example:

- Your mobile phone could be 'tracked'; this is only supposed to happen if you have given your permission, but if your partner has had access to your mobile phone, they could have sent a consenting message purporting to come from you. If you think this could be the case, you should contact the company providing the tracking facility and withdraw your permission; or if you are in any doubt, change your phone;
- Try to avoid using shared credit or debit cards or joint bank accounts because if the statement is sent to your ex-partner, they will see the transactions you have made;
- Make sure that your address does not appear on any court papers;
- If you need to phone your abuser (or anyone with whom they are in contact) make sure your telephone number is untraceable by dialling 141 before ringing;
- Talk to your children about the need to keep your address and location confidential;
- If you stay or return to your home after your partner has left, then you will probably have an occupation order or a protection order. If the injunction has powers of arrest attached, then do make sure that your local police station has a copy and that the police know that they need to respond quickly in an emergency.

3.8 You could also consider the following:

- Changing the locks on all doors;
- Putting locks on all windows;
- Installing smoke detectors on each floor, and providing fire extinguishers;
- Installing an outside light (back and front) which comes on automatically when someone approaches;
- Informing the neighbours that your partner no longer lives there, and asking them to tell you or to call the police if they see him/her nearby;
- Changing your telephone number and making it ex-directory;
- Using an answering machine to screen calls;
- Keeping copies of all court orders together with dates and times of previous incidents and call-outs for reference if you need to call the police again.

3.9 If your ex-partner continues to harass, threaten or abuse you make sure you keep detailed records of each incident including the date and time it occurred, what was said or done, and, if possible, photographs of damage to your property or injuries to yourself or others. If your partner or ex-partner injures you see your GP or go to hospital for treatment and ask them to document your visit. If you have an injunction with a power of arrest or there is a restraining order in place, you should ask the police to enforce this; and if your ex-partner is in breach of any court order, you should also tell your solicitor. In an emergency always dial 999 and ask for the police.

# 4 Advice, Support and Counselling

## Section 1 – Reporting of Incidents

4.1 People seeking help should be advised that in an emergency or they fear for their safety to always call 999 or the relevant emergency number in the overseas theatre. People seeking help should also be signposted to appropriate services including national helplines and local services.

4.2 Incidents of suspected or actual domestic abuse within the UK must be reported promptly to the Police (particularly when someone is in immediate danger), the relevant single-Service Specialist Welfare Provider and/or the Social Services. Where a child is, or would normally be present, or where the woman is pregnant, or where a vulnerable adult is part of the household, the abuse should also be reported immediately to the Local Authority Children's Social Care Services/Adult social care services. The single-Service Specialist Welfare Provider can provide guidance regarding this process.

4.3 In all cases, where the victim gives consent (and for Specialist Welfare Providers when consent is not present, subject to their own confidentiality protocols) the CO should be informed. Whilst single-Service Specialist Welfare Providers (or the social work provider overseas) have a responsibility to provide active case management, the CO should ensure that they retain oversight of the case through the unit Welfare/Health committees and work closely with lead agencies, having first sought guidance from the appropriate Specialist Welfare Provider, to provide support to both the victim and perpetrator. Victim, child and vulnerable adult safety are of paramount importance. COs should seek advice from the appropriate agencies before any decision is taken regarding Service Family Accommodation.

4.4 Incidents overseas should be reported to the Service Police and the Commanding Officer should also be informed. The following paragraphs provide information on regional variations for reporting procedures and sources of help and information at overseas locations.

## Section 2 – Regional Variations Overseas

### GERMANY

#### Emergency Reporting Procedures

4.5 People seeking help should be advised that in an emergency, they should always call the German Civilian Police. Non-emergency enquiries should be directed to the agencies detailed below.

#### Routine Reporting Procedures

4.6 The CO's duty to maintain the operational capability of their unit requires them to be responsible for the discipline and welfare support of their personnel. All incidents of domestic abuse should be reported to the British Forces Social Work Service (BFSWS) Central Referral, where appropriate resources will be allocated. As a minimum this assessment process will involve the Service Police and AWS. COs should also be informed. (This does not remove the responsibility of COs to ensure UK Service Police are

aware of any incident that constitutes a Schedule 2 offence or an offence committed in prescribed circumstances; seek legal advice if in doubt).

### **Key Contacts and Support Services**

4.7 British Forces Germany currently has the following support services:

- RMP Emergency: 05254 9822222
- German Civilian Police Emergency Services: 110
- BFSWS Central Referral (24 hours): +49 0800 724 3176
- Victim Support and Supporting Witnesses in Court (accessed via CR): 0800 724 3176
- AWS: Mil: 79 4340 Civ: 05254 982 4340
- Relate: Mil: 81 2709 Civ: 05219 2542709 Email: [office.relatebfg@googlemail.com](mailto:office.relatebfg@googlemail.com)
- SSAFA ForcesLine: From Germany 0800 1827 395
- Unit Welfare Officers (UWOs) and Padres
- Health professionals
- Women's Aid (UK): +44 808 2000 247 [www.womensaid.org.uk](http://www.womensaid.org.uk)

### **Actions to be taken following domestic abuse disclosure in Germany**

- 4.8
- a. If there are any immediate concerns for the victim's safety, in an emergency call the German Civilian Police on 110 or RMP on 05254 9822222 and ensure the individual's safety;
  - b. If there are children in the household or the victim has additional vulnerabilities (eg disabilities, mental health issues, addictions) make a referral to BFSWS Central Referral on +49 0800 724 3176;
  - c. If you are trained to complete a DASH risk assessment, complete it with the victim. Otherwise, refer to someone in your organisation who has received specialist DASH risk assessment training and can complete the assessment;
  - d. If the assessment is HIGH RISK (14+ ticks on the DASH or professional judgement) make an immediate referral to BFSWS Central Referral for the MARAC and SDAA service;
  - e. If the assessment is MEDIUM RISK (10-13 ticks on the DASH or professional judgement) with the victim's consent, make a referral to BFSWS Central Referral for MARAC and SDAA service;

- f. If the assessment is STANDARD RISK (1-9 ticks on the DASH or professional judgement) signpost the individual to AWS, Victim Support, UWO, Relate, Health Services or Helplines.

## **CYPRUS**

### **Emergency Reporting Procedures**

4.9 People seeking help in an emergency should call either the SBA Police on 112 or the Cyprus Joint Policing Unit +357 2596 3300 or 94120 3300.

### **Routine Reporting Procedures**

4.10 The CO's duty to maintain the operational capability of their unit requires them to be responsible for the discipline and welfare support of their personnel. All incidents of domestic abuse should be reported to the British Forces Cyprus Social Work Service, where an appropriate response will be formulated. (This does not remove the legal responsibility of COs to ensure the UK Service Police are aware of any incident that constitutes a Schedule 2 offence or an offence committed in prescribed circumstances; seek legal advice if in doubt).

### **Key Contacts and Support Services**

4.11 British Forces Cyprus currently has a number of support services:

- Sovereign Base Areas Administration Emergency Services: 112 (Outside the SBAs you will be connected to the RoC Emergency Services)
- Cyprus Joint Police Unit (CJPU) Emergency Contact: +357 2596 3300 or 94120 3300
- British Forces Cyprus Social Work Service Referrals:
  - Akrotiri Mil: 94120 5838 Civ: 00357 2527 5838
  - Episkopi Mil: 94120 3609 Civ: 00357 2596 3609
  - ESBA Mil: 94120 4453 Civ: 00357 2474 4453
  - Outside normal working hours emergency referrals: 00357 97771252
- Victim Support: Mil: 94120 2593 Civ: 00357 2596 2593 Mob: 00357 9961 7690
- SSAFA Personal and Family Support Service:
  - Akrotiri: Mil: 94120 5838 Civ: 00357 2527 5838
  - ESBA: Mil: 94120 4453 Civ: 00357 2474 4453
  - Episkopi: Mil: 94120 3609 Civ: 00357 2596 3609
- Solutions: Mil: 94120 3318 Civ: 00357 2596 3318
- SSAFA ForcesLine: From Cyprus 800 91065
- UWOs and Padres

## **Actions to be taken following domestic abuse disclosure in Cyprus**

- 4.12 a. If there are any immediate concerns for the victim's safety, in an emergency call either CJPU on 2596 3300 or the SBA Emergency Police on 112 and ensure the individual's safety;
- b. If there are children in the household or the victim has additional vulnerabilities (eg disabilities, mental health issues, addictions) make a referral to the BFC Social Work Service as follows: Akrotiri on Mil 94120 5838, Civ 00357 2527 5838; Episkopi on Mil 94120 3609, Civ 00357 2596 3609; ESBA Mil 94120 4453, Civ 00357 2474 4453;
- c. If you are trained to complete a DASH risk assessment, complete it with the victim. Otherwise, refer to someone in your organisation who has received specialist DASH risk assessment training and can complete the assessment;
- d. If the assessment is HIGH RISK (14+ ticks on the DASH or professional judgement) make an immediate referral to the BFC Cyprus Social Work Service. A MARAC will be convened;
- e. If the assessment is MEDIUM RISK (10-13 ticks on the DASH or professional judgement) with the victim's consent, make a referral to the BFC Cyprus Social Work Service. A MARAC will be convened;
- f. If the assessment is STANDARD RISK (1-9 ticks on the DASH or professional judgement) signpost the individual to SSAFA P&FS, Victim Support, UWO, Solutions, Health Services or Helplines.

## **GIBRALTAR**

### **Emergency Reporting Procedures (not Spain)**

- 4.13 a. **On the MOD Estate.** For emergency policing assistance on the MOD estate, including within SFA, call the Gibraltar Defence Police Operations Room on 200 55026 or 200 55121;
- b. **Off the MOD Estate.** For emergency policing assistance off the MOD estate, including in private accommodation, call the Royal Gibraltar Police on 199.

### **Non-emergency enquiries in Gibraltar**

- 4.14 a. **Military Personnel, UK Civil Servants and Dependants.** For non-emergency policing assistance, including within SFA, call the Joint Provost and Security Unit during normal working hours on 200 55815 or 200 5574;
- b. **Locally Employed Civilians.** For non-emergency policing assistance call the Royal Gibraltar Police on 200 72500.

### **Routine Reporting Procedures**

- 4.15 The CO's duty to maintain the operational capability of their unit requires them to be responsible for the discipline and welfare support of their personnel. All incidents of

domestic abuse should be reported to the Joint Social Worker Service (JSWS) (Gibraltar), where appropriate resources will be allocated. As a minimum this assessment process will involve the Joint Service Police and JSWS (Gibraltar). CO's should also be informed. (This does not remove the responsibility of COs to ensure the UK Service Police are aware of any incident that constitutes a Schedule 2 offence or an offence committed in prescribed circumstances; seek legal advice if in doubt).

#### **Key Contacts and Support Services**

4.16 British Forces Gibraltar currently has a number of support services as detailed:

- Gibraltar Defence Police and Joint Service Police: Emergency 200 55026 or 200 55121
- Royal Gibraltar Police Emergency Services: 119
- JSWS, 24 hrs: For Confidential Support or further information call the JSWS on Mil: 5481 Civ: 200 55481
- Women in Need Gibraltar: 8018
- UWOs and Padres
- Health Professionals
- Women's Aid (UK): +44 808 2000 247 [www.womensaid.org.uk](http://www.womensaid.org.uk)

#### **FALKLAND ISLANDS**

##### **Emergency Reporting Procedures**

4.17 People seeking help should be advised that in an emergency they should always call Joint Services Police and Security Unit (JSPSU) or Royal Falkland Island Police (RFIP). (In emergency situations at Mount Pleasant Complex (MPC) JSPSU should be the first contact point due to the location and the ability to respond immediately).

##### **Routine Reporting Procedures**

4.18 The CO's duty to maintain the operational capability of their unit requires them to be responsible for the discipline and welfare support of their personnel. All incidents of domestic abuse should be reported to the SSAFA Social Worker or FIG Social Services, where appropriate resources will be allocated. As a minimum this assessment process will involve the Service Police and SSAFA. COs should also be informed. (This does not remove the responsibility of COs to ensure the UK Service Police are aware of any incident that constitutes a Schedule 2 offence or an offence committed in prescribed circumstances; seek legal advice if in doubt).

## Key Contacts and Support Services

4.19 BFSAI currently has the following support services:

- Mount Pleasant contacts:
  - SSAFA Social Worker: 3331 (Mil XT), 73331 (Civ), 54688 (Mobile)
  - Padre: 3209 (Mil XT), 73209 (Civ), 53920 (Mobile)
  - JSPSU: 6666/6484 (Mil XT), 76666/76484 (Civ)
  - SMO: 6334 (Mil XT), 76334 (Civ)
- Falkland Island contacts:
  - FI Social Services: 27296
  - FI Police: 28100 (Civ), 0999 (Mil)
  - FI Community Psychiatric Nurse (counselling support): 28082
  - FI Health visitor: 28080

## Actions to be taken following domestic abuse disclosure in the Falkland Islands

- 4.20
- a. If there are any immediate concerns for the victim's safety, in an emergency contact JSPSU on 6484/76484, or the Royal Falkland Islands Police (RFIP) on 28100;
  - b. If there are children in the household or the victim has additional vulnerabilities (eg disabilities, mental health issues, addictions) make a referral to SSAFA Social Worker on 3331/73331, mobile 54688 or FIG Social Services 27296;
  - c. If you are trained to complete a DASH risk assessment, complete it with the victim. Otherwise, refer to someone who is. JSPSU and/or SSAFA will be able to advise on current qualified individuals;
  - d. If the assessment is HIGH RISK (14+ ticks on the DASH or professional judgement), make a referral to SSAFA;
  - e. If the assessment is MEDIUM RISK (10-13 ticks on the DASH or professional judgement) with the victim's consent, make a referral to SSAFA;
  - f. If the assessment is STANDARD RISK (1-9 ticks on the DASH or professional judgement) signpost the individual to SSAFA, Padre or FISU for support whilst in BFSAI.

## BRUNEI

### Emergency Reporting Procedures

4.21 People seeking help should be advised that in an emergency they should always call the RMP.

### Routine Reporting Procedures

4.22 The CO's duty to maintain the operational capability of their unit requires them to be responsible for discipline and welfare support of their personnel. All incidents of

domestic abuse should be reported to the SSAFA Social Work Service, where appropriate resources will be allocated. As a minimum this assessment process will involve the Service Police and AWS. COs should also be informed. (This does not remove the responsibility of COs to ensure the UK Service Police are aware of any incident that constitutes a Schedule 2 offence or an offence committed in prescribed circumstances; seek legal advice if in doubt).

### Key Contacts and Support Services

4.23 Currently Brunei has a number of support services as detailed:

- RMP Emergency:  
Mil 9240 3767  
Civ 00673 3224101  
Mobile 00673 8716245
- SSAFA Social Work Service:  
Mil 9240 3371  
Civ 00673 3220172  
Mobile 00673 7177995
- AWS:  
Mil 9240 3300  
Civ 00673 3224101 ext 3300  
Mobile 00673 7193020
- SSAFA ForcesLine:  
From Brunei Phone +44 207 463 9292 and the support staff will phone back
- UWO:  
SSO 9240 3202 Civ 00673 3224101 Ext 3202 Mobile 00673 8778509  
UWO 9240 3216 Civ 00673 3224101 Ext 3216 Mobile 006738772305
- Women's Aid (UK):  
+44 808 2000 247  
[www.womensaid.org.uk](http://www.womensaid.org.uk)

### Actions to be taken following domestic abuse disclosure in Brunei

- 4.24
- a. If there are any immediate concerns for the victim's safety, in an emergency call the RMP;
  - b. If there are children in the household, or the victim has additional vulnerabilities (eg disabilities, mental health issues, addictions) make a referral to the SSAFA Social Work Service;
  - c. If you are trained to complete a DASH risk assessment, complete it with the victim. Otherwise, refer to someone in your organisation who has received specialist DASH risk assessment training and can complete the assessment;
  - d. If the assessment is HIGH RISK (14+ ticks on the DASH or professional judgement) make an immediate referral to SSAFA Social Work Service;

- e. If the assessment is MEDIUM RISK (10-13 ticks on the DASH or professional judgement) with the victim's consent, make a referral to the SSAFA Social Work Service;
- f. If the assessment is STANDARD RISK (1-9 ticks on the DASH or professional judgement) signpost the individual to AWS, Victim Support, Unit Welfare Officer, Health Services or Helplines.

#### **UNITED STATES OF AMERICA (USA)**

4.25 The USA is different from the UK due to the absence of a UK Military Police provision or dedicated welfare/community support; however, this does not detract from the MOD's commitment to addressing domestic abuse.

#### **Emergency Reporting Procedures**

4.26 People seeking help should be advised that in an emergency they should always call the police on 911. Non-emergency enquiries should be directed to Unit HR staffs or the USA Sp Gp/BDSUS Duty Officer on 202 288 6083. (This does not remove the responsibility of COs to ensure the UK Service Police are aware of any incident that constitutes a Schedule 2 offence committed in prescribed circumstances; seek legal advice if in doubt).

#### **Support Services**

4.27 The Embassy does not have any personnel professionally qualified to deal with domestic abuse but can assist with signposting individuals to official support groups.

#### **Key Contacts and Services USA and UK**

- 4.28
- a. USA
    - Emergency Services in USA 911
    - National Coalition Against Domestic Violence <http://www.ncadv.org/>
    - For anonymous, confidential help, 24/7, call the National Domestic Violence Hotline on 1-800-799-7233 (SAFE)
  - b. UK
    - SSAFA UK 0845 241 7141
    - 24hr National Domestic Violence Freephone Helpline: 0808 2000 247
    - Men's Advice Line 0808 801 0327 [www.mensadvice.org.uk](http://www.mensadvice.org.uk)

#### **Actions to be taken following domestic abuse disclosure in the US**

- 4.29
- a. If there are any immediate concerns for the victim's welfare or safety, in an emergency call the police on 911;
  - b. If there are no immediate concerns for the victim's welfare or safety, contact Unit HR or USA Sp Gp (normal working hours 202 588 6666) or BDSUS Duty Officer (out of hours 202 288 6083).

## **KENYA**

### **Emergency Reporting Procedures**

4.30 People seeking help should be advised that in an emergency they should always call the BATUK RMP. Non-emergency reporting should be directed to the Duty Officer or the UWO.

### **Routine Reporting Procedures**

4.31 The CO's duty to maintain the operational capability of their unit requires them to be responsible for discipline and welfare support of their personnel. All incidents of domestic abuse must be reported to the UWO or directly to BFSWS Central Referral for their action (tel: 0049 5241 84 3039/3040). (This does not remove the legal responsibility of COs to ensure the UK Service Police are aware of any incident that constitutes a Schedule 2 offence or an offence committed in prescribed circumstances; seek legal advice if in doubt).

### **Children**

4.32 Any incident of domestic abuse in a household where children are or are usually present or where the woman is pregnant must be reported to BFSWS Central Referral.

### **Key Contacts and Support Services**

4.33 BATUK relies on the AWS duty officer or BFSWS Central Referral for support in this area:

- RMP +254 90) 713 371103
- BFSWS Central Referral 24 hrs: Tel: +49 0800 724 3176
- AWS Intake and Assessment Team: Mil 94777 3053 Civ +44 1904 882053
- SSAFA ForcesLine from Kenya + 44(0) 2074639293
- UWOs +254(0)700 638675
- Women's Aid (UK) +44 808 2000247 [www.womensaid.org.uk](http://www.womensaid.org.uk)

### **Actions to be taken following domestic abuse disclosure in Kenya**

- 4.34
- a. If there are any immediate concerns for the victim's safety, in an emergency call the BATUK RMP on +254(0)713 371103 to ensure the client's safety;
  - b. If there are children in the household or the victim has additional vulnerabilities (eg disabilities, mental health issues, addictions) make a referral to BFSWS Central Referral on 0049 5241 84 3039/3040;
  - c. If you are trained to complete a DASH risk assessment, complete it with the victim. Otherwise, refer to someone who has received specialist DASH risk assessment training and can complete the assessment;

- d. If the assessment is HIGH RISK (14+ ticks on the DASH or professional judgement), made a referral to BFSWS Central Referral;
- e. If the assessment is MEDIUM RISK (10-13 ticks on the DASH or professional judgement), with the victim's consent, make a referral to BFSWS Central Referral;
- f. If the assessment is STANDARD RISK (1-9 ticks on the DASH or professional judgement) signpost to AWS, BFSWS, UWO, Relate, Health Services or Helplines.

### **BATUS Alberta, Canada**

4.35 BATUS has support through the RMP and the Canadian Forces Military Police. Those not subject to service law in Canada (all non-military personnel, including dependents, and any other civilians subject to Service discipline) are entitled to support commensurate with any other legal Canadian resident. Support services are provided by a mix of UK, international and local providers and vary depending on individual circumstances.

### **Emergency Reporting Procedures**

4.36 In an emergency the initial point of contact should always be the Canadian civilian police on 911, although the first responder will be the Canadian Force Military Police who are located at BATUS. To begin support to a domestic abuse victim the Regimental Field Officer will contact the SO3 G1 who will initiate contact with BFSWS Central Referral. (This does not remove the legal responsibility of COs to ensure the UK Service Police are aware of any incident that constitutes a Schedule 2 offence or an offence committed in prescribed circumstances; seek legal advice if in doubt).

4.37 When a domestic abuse related incident occurs in a household where children are usually present, a referral to either the South Alberta Child and Family Service or BFSWS Central Referral must be made.

### **Routine Reporting Procedures**

4.38 Any person subject to domestic abuse can initiate the reporting process as follows:

- a. **Inform** a friend, colleague, member of the CoC, Station Medical Officer (SMO), Padre, UWO, SSAFA health visitor, Army Families' Federation representative or any other channel;
- b. **Report** by default, the matter will be passed to the UWO who, on a case-by-case basis, will liaise with the appropriate local agencies (such as RMP, civil police, Family Violence Information Line, South Alberta Child and Family Service, Medicine Hat Family Service) and overseas agencies such as the AWS, Victim Support UK, Women's Aid UK; and also report the matter to BFSWS Central Referral to potentially deploy a Social worker and offer advice.

4.39 Cases will be dealt with on a case-by-case basis, due to issues surrounding privacy laws in Canada, but the principle of protecting individual needs and safety will take precedence.

#### 4.40 Key Contacts and Services

- BFSWS Central Referral 0049 800 724 3176 (NB They can give advice but do not hold jurisdiction in Alberta Canada)
- Royal Military Police/Canadian Forces Military Police (RMP/CFMP)  
Emergency 403 544 4911  
General enquiries: 403 544 4311  
Station Direct: 403 544 4110
- Canadian Civilian Police Emergency Services 911
- South Alberta Child and Family Services Main line 403 529 3607
- Victim Support UK 0845 3030 900
- AWS IAT +44 1904 882053 Mil 94777 3053
- Family Violence Information line: (no area code required) 310-1818 (available 24hrs 7 days a week. Help is available in over 170 languages)
- Alberta Council of Women's Shelters 1 866 331 3933 [www.acws.ca](http://www.acws.ca)
- Women's Aid (UK) +44 808 2000 247 [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Safe Families Intervention Team (SFIT) 403 529 8463
- Family Mediation Services (no area code required) 310 0000  
[www.albertacourts.ab.ca/familyjusticeservices/](http://www.albertacourts.ab.ca/familyjusticeservices/)
- Medicine Hat Family Service 403 504 8026 relationship/marriage counselling
- UWO 403 544 4772
- Padre Base Chaplain 403 502 4046

#### NEPAL

##### Emergency Reporting Procedures

4.41 People seeking help should be advised that in an emergency they should always call the guardroom. The guardroom will contact the Deputy Chief of Staff (DCOS) via the duty officer. The DCOS will contact the Service Police Crime Bureau (SPCB).

##### Routine Reporting Procedures

4.42 The Chief of Staff's duty to maintain the operational capability of their unit requires them to be responsible for the discipline and welfare support of their personnel. All incidents of domestic abuse should be reported to the Brunei SSAFA Social Work Service, where appropriate resources will be allocated. As there is no AWS presence in Nepal,

notification of an incident should be directed to AWS via the Intake and Assessment Team on 94777 2613 or 01904 662613. The Chief of Staff should also be informed.

### Support Services

4.43 Nepal currently has the following support services:

- a. **Guardroom:**
  - Kathmandu Civ: 01423500/014235301 or Mil: 92406 300/92406 301
  - Pokhara Civ: 061567300 or Mil: 92407 300
- b. **Service Police Crime Bureau (SPCB) 24 hours Ops Room:**
  - Mil: 93835 5170 or 5180 Civ: 02392 2851 or 285180
- c. **SSAFA Brunei Social Work Service:**
  - Mil: 9240 3371 Civ: 00673 3220172 Mobile: 00673 7177995
- d. **AWS Intake and Assessment Team:**
  - Mil 94777 2613 Civ: 01904 662613
- e. **SSAFA ForcesLine:**
  - Call +44 207 463 9292 and the support staff will phone back
- f. **Brigade and Unit Welfare Officer:**
  - Civ: 014235229 or Mil: 92406 229
- g. **Padre:**
  - Mobile: 9849505708
- h. **Medical Centre:**
  - Kathmandu Civ: 014235222 or Mil: 92406 222
  - Pokhara Civ: 061 567289 or Mil: 92407 289
- i. **Women's Aid (UK):**
  - +44 808 2000 247 [www.womensaid.org.uk](http://www.womensaid.org.uk)

### Actions to be taken following domestic abuse disclosure in Nepal

4.44 a. If there any immediate concerns for the victim's welfare or safety, in an emergency always call the guardroom who will contact DCOS;

- b. If there are children in the household or the victim has additional vulnerabilities (eg disabilities, mental health issues, addictions) make a referral to the Brunei SSAFA Social work Service;
- c. If you are trained to complete a DASH risk assessment, complete it with the victim. Otherwise, refer to someone in your organisation who has received specialist DASH risk assessment training and can complete the assessment;
- d. If the assessment is HIGH RISK (14+ ticks on the DASH or professional judgement) make an immediate referral to the Brunei SSAFA Social Work Service;
- e. If the assessment is MEDIUM RISK (10-13 ticks on the DASH or professional judgement) with the victim's consent, make a referral to Brunei SSAFA Social Work Service;
- f. If the assessment is STANDARD RISK (1-9 ticks on the DASH or professional judgement) signpost the individual to UWO, Health Services or Helplines.

### **Section 3 – Support Services and Resources**

4.45 The following services should be drawn to the attention of all those who may be subject to violence or those who need to signpost victims to external support services. It is vital that when informing possible victims of violence and abuse of these services, who have not referred themselves, they should be advised in a way that does not place them in greater risk of abuse. Details of the available services should also be routinely publicised in relevant single Service intranet sites, publications or handouts.

4.46 The specialist welfare services can also advise on the availability of other sources of support and intervention such as perpetrator programmes. This section also includes links to some resources available to welfare professionals.

#### **Service/MOD Sources of Assistance and Welfare Support**

- Royal Navy and Royal Marines Welfare Service  
(Mil): 9380 28777  
(Civ) +44 (0)23 9272 8777
- Army Welfare Service  
AWS Intake and Assessment Team (AWS IAT) 0830-1630 UK local time)  
Monday-Thursday, 0830-1600 on Fridays  
(Mil) 94777 3053  
(Civ) +44 (0) 1904 882053  
Email: [AWS-HQ-AWS IAT \(MULTIUSER\)@mod.uk](mailto:AWS-HQ-AWS IAT (MULTIUSER)@mod.uk)

Out of hours the AWS can be contacted through the Unit Welfare Officer and/or the Staff Duty Officer

- **Royal Air Force Welfare Service**  
Details of RAF Welfare Services are provided locally via the Personnel Management Squadron
- **PS&SWS (RAF)**  
RAF personnel and their families stationed in the UK and overseas are able to contact the SSAFA PS&SWS (RAF) out of hours telephone service in the UK on +44 (0)207 463 9358 for advice and support.
- **SSAFA**  
0845 241 7141 <https://www.ssafa.org.uk/>
- **Defence Business Services – Employee Wellbeing Service (EWS)**  
(MOD Civilian Staff)  
Civilian employees can access the EWS between 0830 and 1630 Monday to Friday by calling the EWS helpline on 0800 345 7047 or 93345 7750 (mil)

#### **Organisations offering support to those experiencing domestic abuse**

- **Women’s Aid** – a national charity working to end domestic violence against women and children. 24 Hour National Domestic Violence Helpline for women, children and young people. 0808 2000 247 <http://www.womensaid.org.uk/>
- **Men’s Advice Line** – advice for male victims of domestic abuse. Tel: 0808 801 0327 [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- **Broken Rainbow** – advice for gay, lesbian, bisexual, transgender victims of domestic abuse. Tel: 0300 999 5428 <http://www.brokenrainbow.org.uk/home>
- **Respect** – the UK membership organisation for work with domestic violence perpetrators, male victims, young people and employers. Tel: 0808 802 4040 for domestic violence perpetrators; 020 7549 0578 for general enquiries [www.respect.org.uk](http://www.respect.org.uk)
- **National Centre for Domestic Violence** – a national, free legal resource for those dealing with domestic violence, including emergency civil injunctions. <http://www.ncdc.org.uk/>
- **NSPCC** – free 24 hour help line for anyone concerned about a child at risk. Also includes **Childline** an organisation providing help and advice directly to children who are dealing with any kind of abuse or cruelty. Tel: 0808 800 5000 to report concerns about a child. <http://www.nspcc.org.uk/> Tel: 0800 1111 helpline for children and young people. <http://www.childline.org.uk/Pages/Home.aspx>

### Organisations offering support to those experiencing sexually-related crime

- **Sexual Assault Referral Centres (SARCs)** – the following links provide SARC telephone numbers and addresses <http://www.nhs.uk/Service-Search/Rape-and-sexual-assault-referral-centres/LocationSearch/364> and <http://www.thesurvivorstrust.org/sarc>
- **Rape Crisis:** [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk) 0800 802 9999
- **Rape Crisis Scotland:** 08088 01 03 02 <http://www.rapecrisisscotland.org.uk/>
- **The Survivors Trust** – support to survivors of rape and sexual assault 01788 550554 <http://www.thesurvivorstrust.org/>
- **Survivors UK:** male victims of rape and sexual abuse – helpline 0845 122 1201 or 0203 5983898 <http://www.survivorsuk.org/>

### Organisations offering victim support

- **Victim Support Supportline** – independent national charity supporting victims of crime in England and Wales 0845 30 30 900 <https://www.victimsupport.org.uk/>
- **National Health Service (NHS) Direct** – 24hr health information service Telephone 111 [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)