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The Board of Management of Glasgow Kelvin College is a Scottish Registered Charity. Registration no. SC021207

www.glasgowkelvin.ac.uk

LC/DHD: 1480521

20 May 2021

Dear Ms

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

The College has completed the attachment received as part of your request on the domestic abuse support for staff at our College. Please refer to the attached enclosure.

I trust the attached meets your request for information in full.

Should you be unhappy with the College's response you are entitled to seek a review of the response. To seek a review, you should apply, in writing, to Derek Smeall, Principal, stating the grounds for seeking a review.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

www.itspublicknowledge.info/appeal.

Other contact information for the Scottish Information Commissioner is listed below:

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Thank you for your interest in the College.

Yours sincerely

Pp.

Director of Corporate Services



Enc



FREEDOM OF INFORMATION REQUEST

Requester:

Contact Details: ;

Date: 28th April 2021

Subject: Domestic Abuse Support for Staff in the FE sector in Scotland

Purpose: Research

INFORMATION REQUEST

1. Does the College provide 'Safe Leave' for members of staff who have experienced domestic abuse?

The College has in place a comprehensive Flexible Working and Family Friendly (FW & FF) Policy and Procedure, which provides for paid and unpaid leave covering a wide range of areas including flexibility with regards to working arrangements and time off to attend appointments. It recognises however that in situations involving gender-based violence additional leave or flexibility may be required over and above that within the FF & FW Policy. The College is currently working in partnership with its staff, recognised Trade Unions and external partners to develop a Policy for the prevention and management of gender based violence, this Policy will specifically provide for paid safe leave. It is also reviewing other policies such as its FW & FF Policy and Attendance Management and Support Policy and Procedure to align with it.

It should be noted that the College would support any member of staff who experiences gender based violence, a Policy is being developed to ensure that staff are fully aware of the support and assistance available to them and to demonstrate clearly the College's commitment to tackling gender based violence.

2. If Safe Leave is in place, can you please tell me how many days safe leave is available?

The College is currently considering the number of days as part of its consultation process, up to ten days leave is currently being discussed. It would be supportive towards any member of staff who required time off, flexibility or adjustments to working arrangements in advance of this Policy being implemented. The Policy will also reserve the right to grant additional leave, paid or unpaid, should this be required.

3. What is the criteria to be eligible for Safe Leave?

All staff will have access to this Policy from day one of their employment. Each situation will be dealt with on its own merits working with the staff member to ensure that their specific needs are met using a range of approaches.

4. Is Safe Leave paid?

The Policy will provide paid safe leave, additional paid or unpaid leave could be agreed if this was required, this would be at the discretion of the Principal on recommendations from HR.

5. Can you please provide me with a copy of your Safe Leave policy?

The College would be happy to forward a copy of its Policy once approved by its Board of Management. It is anticipated that the Policy will be available by the end of the calendar year.

6. If the College has no Safe Leave policy- can the College explain why this support is not in place?

Support is in place under other policies that have been implemented.

7. If you have no policy in place does the College have any plans to introduce a safe leave policy in the next 12 months?

Yes

8. More broadly does the College have a specific policy or support in place for staff who are experiencing domestic abuse, if yes can you please provide me with a copy of the policy or support document, including criteria used if any to assess eligibility for the support

See the response to question 1 and our [Website - College Policies and Procedures](#)

9. If the College does not have a specific policy or support can you provide information as to what the College put in place during COVID-19 to support staff experiencing domestic abuse if any?

The College has in place a range of support mechanisms for staff (and students) including: an independent Employee Assistance Provider; TogetherAll; Student Counsellors; Safeguarding and Corporate Parenting Team. The College was the first in Scotland to make the White Ribbon pledge and receive recognition, its Principal is an Ambassador for the campaign. The College delivers three staff development days per academic year which provides a wide range of training, including awareness training and the management of, areas covering equality, diversity and inclusion.

In recognition of the reported increase in gender based violence and domestic abuse the College has undertaken a series of campaigns to publicise the support available internally and externally. In addition it trained 30 members of staff, front line staff, Trade Union representatives, members of its Safeguarding and Corporate Parenting Team and managers, as 'First Responders'. The Rape Crisis Centre provided the training and supporting materials.

10. Has the College identified if domestic abuse support would be at the line manager's discretion or if not, who would determine if a member of staff was eligible for any support?

Managers play a key role in supporting staff and receive appropriate training. Managers liaise with Human Resources to identify and provide support and assistance to meet the needs of staff.

11. Has the College introduced any training for staff on Domestic Abuse impacting on staff employed by the College?

See the response to Question 9.

In addition, a series of training events and campaigns are planned for academic year 2021/22. The College is part of the Fearless Glasgow Collaboration. As part of this group the College has recently purchased a Report and Support Tool, which specifically aims to encourage staff and students to report sexual harassment and

gender-based violence. The website will provide information, advice and support to staff and students. The online reporting tool will be launched 01 August 2021.

12. Between October 2019 and October 2020 how many members of staff have asked for support for Domestic Abuse and what type of support did staff ask for?

One member of staff requested support and this was provided by their line manager.

13. Please can you tell me if you have an Employee Assistance programme and if so who your Employee Assistance Provider is and how long you have used them?

Yes, staff can access support 24/7. The College has had an Employee Assistance Programme in place since merger in 2013 (all legacy colleges had similar arrangements). The current provider has been in place for three years.

14. Please can you complete the tables on the next page

Completed as requested.

15. Do you wish to add any comments on the data in the table in relation to Athena Swan or any other policy or College position re gender pay?

The College's [Public Sector Equality Duty](#) Report 2021 provides its gender pay information at 01 April 2020, a copy is available on its Website. The data on average pay for staff based on gender provided as part of this FOI is based on salary information at 18 May 2021.

16. Is there any further information you would like to share with me with regards to support for staff experiencing domestic abuse,

We were the first College in Scotland to achieve White Ribbon Status thanks to the hard work of our Student Association, staff and students. Supporting our students and local schools to look at gendered based violence using White Ribbon presentations. We have continued to work with White Ribbon Scotland to eliminate gender based violence and improve the lives of our staff and students. We are in discussions with White Ribbon Scotland to pilot their new toolkit for supporting an end to violence against women and this will be progressed once the toolkit is available.

NAME OF FURTHER EDUCATION COLLEGE: Glasgow Kelvin College

Total number of Staff employed	Total Number of Male Employees	Total Number of Male Academics	Average pay for Male Academics	Total Number of Male Support Staff	Average Pay for Male Support Staff	Total Number of Male Line Managers both academic and Support staff	Total Number of Male Senior Managers	Average Pay for Male Senior Managers
528	244	156	£43,176.63	86	£31,257.45	37	6	£80,732.67
Total number of Staff employed	Total Number of Female Employees	Total Number of Female Academics	Average pay for Female Academics	Total Number of Female Support Staff	Average Pay for Female Support Staff	Total Number of Female Line Managers both academic and Support staff	Total Number of Female Senior Managers	Average Pay for Female Senior Managers
528	284	142	£43,719.49	138	£30,219.19	41	4	£72,612.50