

# University of Waikato Personal Safety Plan

*Supporting document for the Interpersonal Violence Policy & Procedures*

# Table of Contents

<b>Important Contacts</b>	3
<b>Introduction</b>	4
What is a safety plan and why is it important?	4
How to use this document	5
<b>Overview: Responding to a disclosure of an experience of violenceAssess risk/immediate safety</b>	6
<b>Support &amp; Reporting Options</b>	8
Support	8
Mental Health & Wellbeing Support	8
Basic Necessities	8
Reporting options	8
<b>How-to: A safe &amp; supportive response to someone with an experience of violence</b>	9
<b>Supporting someone else</b>	10
<b>Safety Planning – People who have been or are being harmed</b>	12
Code word	12
Safety at home	12
Safety on campus	13
Safety in the Halls of Residence	13
Safety in public	14
Phone & online safety	14
Support network	14
Legal support	15
Leaving an unsafe relationship	16
<b>Safety Planning – People who use or have used violence</b>	18
<b>Bystander Intervention</b>	20
<b>Related documents</b>	21

# Important Contacts

## **Emergency**

If you or others are in **immediate danger**, call **111**.

[Silent Solution](#) - If you cannot speak, stay silent and press **55**.

For people with hearing or speech difficulties, you may choose to register for the [111 emergency TXT service](#).

## **Unisafe (24/7 Campus Security Tauranga & Hamilton)**

07 838 4444

## **The University of Waikato**

0800 WAIKATO ( 0800 924 528) or 07 838 4176 - Monday - Friday 8:30am - 5pm

## **Women's Refuge**

0800 733 843

## **Rape Crisis NZ**

0800 88 33 00

## **Student Health Service (Hamilton)**

07 838 4037 or 0800 WAIKATO

## **Student Health Service (Tauranga)**

022 013 9003

**Bay Counselling (Tauranga)** - Speak to the Student Health Nurse or call and provide your student ID for free short-term counselling.

07 578 0959

[Violence Prevention: Helplines](#)

# Introduction

## What is a safety plan and why is it important?

This document seeks to provide a template with which discussions around safety & wellbeing are able to stem from. A safety plan needs to take into account all aspects of a person - physical, mental, spiritual, and social - to ensure safety.

[Te Whare Tapa Whā](#) is a wellbeing model developed by Sir Mason Durie which drew from the [work](#) of the Māori Women's Welfare League. It acknowledges the four walls/pou, of a person's whareniui/wellbeing: taha wairua/spiritual wellbeing, taha hinengaro/mental and emotional wellbeing, taha tinana/physical wellbeing and taha whānau/family and social wellbeing. The whenua is our connection to the land, nature, and our roots or sense of belonging. The whenua/sense of belonging is the foundation of the whareniui/wellbeing.



Source: [Te Whare Tapa Whā | Mental Health Foundation](#)

If a person feels unsafe and/or is experiencing violence, there is an impact on all four walls/pou of a person's whareniui/wellbeing.

### ***An example:***

#### Scenario:

If a person is in a violent relationship where yelling and physical violence is occurring, and as a result their ability to care for themselves well in this environment is affected (e.g. eating well etc.), their *taha hinengaro* and *taha tinana* will be impacted.

They may become isolated from family & friends which further impacts their already strained *taha whānau*.

Through the abuse, their sense of self may be severely depleted, and therefore impacting their *taha wairua*.

The whareniui, or the person's wellbeing has been affected to the point where they are now only operating in survival mode.

A safety plan may provide tools to:

- Increase safety strategies that support their taha tinana and taha hinengaro;
- Access support for food to support their taha tinana and taha hinengaro;
- Access counselling or a safety programme to enhance their taha hinengaro and taha wairua;
- Reach out to a family member, friend or professional to let them know what's happening to support their taha tinana, taha hinengaro, taha wairua, and taha whānau.

Other models of health include, but are not limited to, [Te Wheke](#), the [Fonua Model](#), and the [Fonofale Model](#).

## **How to use this document**

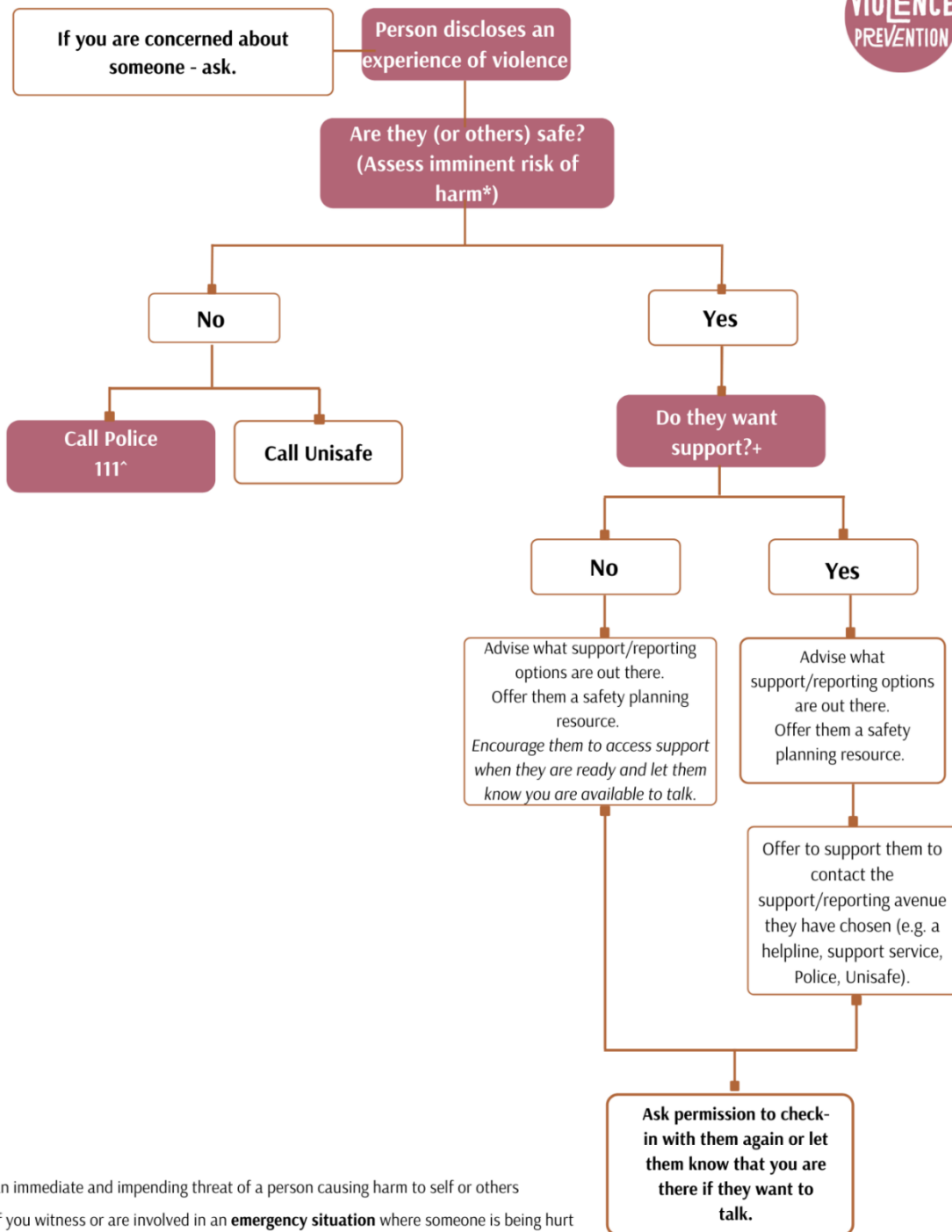
This document was developed with the University of Waikato Community at the forefront. This means that it is specific to our community, however, many of these strategies are transferable.

This document acts as a template and checklist: Each strategy has a checkbox next to it with which you can choose to tick if this is something you or the person you are supporting have considered and feel it may be relevant.

Some strategies require you to add additional information relevant to you or the person you are supporting.

Once the document has been filled in, keep it somewhere safe where only you can access it. You may choose to share it (or elements of it) with a trusted support person, workplace, Unisafe, or if you have children you may provide it to their school. This is a working document, meaning you may update it regularly to keep it relevant to your circumstances.

# Overview: Responding to a disclosure of an experience of violence



\*an immediate and impending threat of a person causing harm to self or others

\*If you witness or are involved in an **emergency situation** where someone is being hurt or threatened, **call 111**. You could prevent someone from experiencing further injury or being killed. In emergency situations, you do not need permission to contact the Police.

+ Provide information and support, not advice e.g. telling them what you think they should do. It is important that your conversation lets them know you are there to support them, not to judge them. It is likely that an experience of violence has made them feel powerless - it is important that we empower through our response.

# Assess risk/immediate safety

1. **Do they feel safe now?** If they or others are in **immediate danger**, call **111**.
2. **Do they feel safe to go home?** Consider: Do they have somewhere else they can go that is safe? Contact a specialist agency or information line while the person is present/encourage them to do so.
3. **Do they feel safe on campus?** Contact Unisafe and create a safety plan with them.

# Support & Reporting Options

## Support

### Mental Health & Wellbeing Support

The Violence Prevention Webpage has up-to-date resources both on-campus and in the community: [Violence Prevention - Student Health: University of Waikato](#).

Students can access free short-term counselling & mental health support: [Student Health Service: Hauora Ākonga](#) or [Bay Counselling & Therapy Service](#). Student Health can also make referrals to external support where appropriate.

Staff can access short-term support through the [Employee Assistance Programme \(EAP\)](#). Staff do not have to ask their manager or Human Resources to engage with EAP.

Free counselling sessions can also be requested through discussion with a doctor.

### Basic Necessities

If a member of the University Community is struggling to make ends meet, they can access support: [Heretohelpu.nz](#), [Work and Income](#), [Waikato Students' Union](#), or a [local foodbank](#) may be able to help.

## Reporting options

### 1. Report to Police

- Information on reporting *family violence* to Police: [Steps you can take after family violence and harm | Victim Support](#)
- Information on reporting *sexual violence* to Police: [For people affected by sexual violence](#)
- Information on reporting *community violence* to Police: [Victims Information](#)

### 2. Report to the University (if violence occurred between two members of the University community): [Complaints](#)

### 3. Report to both Police & the University

### 4. Not to report

### 5. Report at a later stage



# How-to: A safe & supportive response to someone with an experience of violence

Members of the University Community can support someone who has experience of violence by:

- a. ensuring the conversation is conducted privately;
- b. listening with empathy and without interrupting or judgement;
- c. asking if they need any medical attention (victim/survivor);
- d. not asking too many detailed/content related questions;
- e. validating their decision to share with you;
- f. letting the affected person know that the incident they are disclosing was not their fault (victim/survivor);
- g. making them aware of all available support services and reporting options;
- h. respecting their decisions; not imposing what you think they should do;
- i. keeping all information confidential unless there are serious concerns of imminent harm for the survivor or others;
- j. practicing self-care after the discussion

*Note: In the event a person is unable to articulate or action their own decision making due to a legitimate impairment verified by a registered health professional, persons appropriately delegated should make decisions in consensus with the person.*

*Note: Members of the University Community are not required to provide ongoing support or attend appointments with the person with experience of violence.*

# Supporting someone else

- If you witness or are involved in an **emergency situation** where someone is being hurt or threatened, **call 111**. You could prevent someone from experiencing further injury or being killed. In emergency situations, you do not need permission to contact the Police.
- If someone has just been assaulted - ask if they need medical attention.
- If an emergency situation happens on campus or you are concerned about your safety or the safety of others, after calling 111, you may choose to call Unisafe 07 838 4444.
- Ensure the person you're supporting knows that you will not share anything they tell you, unless it is an emergency situation, or you have their consent to do so.
- Are their basic needs being met? Do they need support with kai (food), housing, transport? [Heretohelpu.nz](https://www.heretohelpu.nz), [Work and Income](#), [Waikato Students' Union](#), or a [local foodbank](#) may be able to help.
- Provide information, not advice. It is in our nature to want to help people, however, in situations of violence you may not be aware of the true extent. In situations of family violence, leaving the relationship is the most dangerous time. There is a lot for a person to weigh up and consider in order to be able to leave safely.
- If you are supporting someone that is experiencing violence, particularly family violence, be mindful when utilising written methods of communication. If the person doing the harm picked up the phone, would it raise suspicions? Could it put the person you're supporting at risk of further harm?
- If you are supporting someone who is using violence, be mindful when sharing your concerns, that they are from your own observations. Advise them that violence is not okay, but it is okay to ask for help.
- Do not support both the victim/survivor and user of violence. This can create significant safety issues. Support them to access the necessary support, but remove yourself from the situation. Under no circumstances should you tell the person using the violence, what the victim/survivor has disclosed to you. You will place them at additional risk.
- In situations of ongoing violence, most people have created their own safety plans without realising. It is important that as a support person that you acknowledge the strategies that they already have in place when supporting the creation of a safety plan.

- If you are unsure how to support someone, you can contact (with consent or removing identifying information) a free 24/7 [helpline](#) for advice: **Shine** 0508 744 633, **Safe To Talk** 0800 044 334, **Family Violence Information line** 0800 456 450, **Human Rights Commission** 0800 496 877, **1737**.

# Safety Planning – People who have been or are being harmed

## Code word

- A code word is a word that a person establishes with their support network. It can be said verbally or sent in a text, and is obscure enough that if a person doing the harm is present, they will not understand what it means. The code word signals that a person needs help and, for the person whom the code word was directed to, to call police. You may want to share this code word with a Residential Leader or staff within accommodation, friends, family.

## Safety at home

- The safest way for me to leave where I live is:
- If I need to leave in an emergency, I will go to:
- Ensure access to transportation. If you have a car, ensure it always has enough petrol and is not blocked in. If you use the bus, ensure there is money on your card and that it can be easily accessed in an emergency.
- If you do not live with the person who is hurting you, ensure you keep your doors locked when they're not being used.
- Where possible, install outside sensor lights (these can be purchased for as little as \$25) and/or security cameras. *Work and Income may be able to support you with security cameras, as well as other basic necessities.*
- Change your locks if you are unsure who may have access to a key. *If you are in a Kainga Ora home, Kainga Ora may support you to change your locks in instances of safety concerns. Otherwise, speak to your landlord if you are renting.*
- I could use a code word so that I can alert my flatmate, children, or whānau. This code word must be made known to these people first. My code word is:
- Emergency bag: Keep copies of all of your important documents (and your children's) in a central place that only you can access in an emergency (either electronic or physical copies). Consider things such as birth certificates, passports, tenancy agreements and Restraining or Protection Order documentation. You may also choose to include some cash, spare keys, medication.

## Safety on campus

- The safest way for me to get to my classes is:
- If I feel unsafe on campus, I will go to these places where I feel safe (e.g. Student Health Service, a café, dining hall, public space):
- I can advise Unisafe/Campus Security of my situation. I can make them aware of my safety plan and include them in my support network. I can contact Unisafe on 07 838 4444.
- I can call Unisafe for any reports of suspicious behaviour, or whenever I am feeling unsafe.
- After dark I can request a 'safe walk', where I can be walked to my car or residential hall by a member of UniSafe.
- If I have a Protection Order or Restraining Order, it is important that I make Unisafe aware of this and provide them a copy.
- I can let \_\_\_\_\_ [department administration team] know to screen my calls and not allow the person using violence to get through to me [staff member].

## Safety in the Halls of Residence

- *I can tell these people* (Residential Leader's, Halls Managers, Accommodation Manager, other residents) what is going on:
- The safest way for me to leave my hall of residence is [be specific about which route you would take]:
- If I have to leave my hall of residence in an emergency, I should try to go to a public place, or somewhere safe. *I could go here:*
- I can contact Unisafe, a Residential Leader, Accommodation Manager, or Hall Manager if I feel unsafe. *These people are* [include names and contact details]:
- After dark I can request a 'safe walk', where I can be walked to my residential hall by a member of UniSafe.
- I could use a code word so that I can alert a Residential Leader, the Hall Manager, Accommodation Manager, friends in the Halls. This code word must be made known to these people first. *My code word is:*

## Safety in public

- I can change my routine where possible; take a different route to work or campus or use a different supermarket.
- If I feel unsafe when I am in public, I will go to (local police station, a friend or family member's home when they are present):

## Phone & online safety

- [Abuse and technology](#) (while you're with an abusive partner) – from Netsafe
- [Preventing technology abuse](#) (after leaving an abusive partner) – from Netsafe
- [Keeping safe online](#) – from Netsafe
- I will ensure my phone remains charged and has credit and/or data.
- I can set up a pin or password on my devices.
- I will only share my location with people I trust.
- I can block the person using violence and their associates on all social networking sites and on my mobile phone.
- If a person using violence contacts me at all, I can screenshot this contact and report it to the Police.
- If I think someone may be monitoring my computer use, I can clear my cache, history and cookies regularly: [How To Hide Web History](#).
- I can check my profile settings across all social networking sites – Including who can add me or follow me, who can see my photos, stories, videos and posts, If I am friends or being followed on social media by people associated with the person harming me.
- I will ensure I have access to my own bank account that only I can access.
- I will be mindful of who has my bank account number and how bank transfers can be used to send threatening messages.

## Support network

- If someone is hurting you or making you feel fearful, *let someone know*. It could be a friend, family member, Student Health, Waikato Student Union, EAP (staff), doctor, Residential Leader (RL), community agency, Police, or a lawyer.
- Let a friend or family member know where you are and what you are doing (going to class, going out etc.). Regularly check-in with someone you trust.
- I can contact [Student Health](#) to speak to a counsellor or Mental Health Nurse – for free – about what is happening for me. Student Health 07 838 4037 or 0800 WAIKATO.
- As a staff member, I can access [EAP](#) - for free - to discuss what is happening.
- People in my network of support:
- Professionals I can contact:

## Legal support

- I can get a [Protection Order](#) if I have been or am in a family/close relationship with the other person. (A Protection Order is a legal document that protects someone and any children - including those not born yet - from someone who has been violent (emotionally, psychologically, financially and/or sexually)).
- I can get a [Restraining Order](#) if I am being harassed by someone and if the harassment has happened at least twice in the past 12 months.
- I can contact [Community Law](#) for free legal advice.
- If I have a Protection Order or Restraining Order, *it is important that I let these people know* [Manager at a workplace, Unisafe (on campus), Child(ren)'s school or Early Childhood Education centre]:
- If the person breaches the Protection Order or Restraining Order, I must call the Police and advise them without hesitation. Each time I call, it builds up a case against the person breaching the order.

*Note: You may be able to apply for a [waiver](#) if you cannot afford to pay the court fees.*

*Note: You may be eligible for [legal aid](#) if you require a lawyer.*

## Leaving an unsafe relationship

- Do not let the person know that you are considering leaving. Make sure you share your plans with someone - but only advise someone you can trust or a professional.
- Leaving is the most dangerous time. The person who has been using abuse would now lose all control. This can lead to extreme behaviour. Therefore, it is integral that there is a comprehensive safety plan in place and that you have support in doing this.
- When you leave (if living together), do so when they are not home e.g. at work or are away for a period of time.
- If you are thinking about leaving an unsafe relationship, consider *documenting* the abuse.
  - Ensure this is kept in a safe place where someone else cannot find it - consider google drive or something external.
  - When documenting the events, ensure you record the date and time and details of what occurred.
  - You may also consider asking your doctor to take photos of any injuries.
  - This documentation will support you if you choose to seek legal support through a Protection and/or Parenting Order, or, if you choose to report to the Police.
- [Work and Income](#) may be able to support you if you're living in or leaving a violent relationship. They can provide financial assistance, help to find somewhere to live, and referral to services and agencies that may be able to help.
- [Community Law](#) provides free legal help throughout Aotearoa New Zealand. They can provide free legal advice to those who do not have much money. You may be eligible if you are a student, a beneficiary, unemployed or on a low income. They are able to help with issues such as family violence and other forms of violence.
- You can also contact a *free helpline* for advice on what support is available:
  - Women's Refuge** - For women living with violence or in fear in their relationship or family  
Crisis Line: 0800 733 843  
Website: <https://womensrefuge.org.nz/>
  - Shine** - Family violence service provider - confidential support, information and professional advice  
Free call: 0508 744 633 (24/7) or live chat  
Website: <https://www.2shine.org.nz/>
  - Are You Ok Family violence information line**  
Phone: 0800 456 450 or live chat  
Website: <https://www.areyouok.org.nz/>



- You can contact a local family violence agency for support and information:
  - **Tauranga Living without Violence** (Tauranga) 0800 577 003
  - **Tuu Oho Mai Services** (Hamilton & surrounding areas) 07 834 3148
- [Whānau Protect | Womens Refuge](#) - a service available in most locations around New Zealand to support victim/survivors of family violence who have separated from their abuser. It is designed to enable victim/survivors to remain living safely in their current homes with a reduced risk of family violence re-victimisation. This is a service for high-risk victims only and our initial referral form is designed to measure the client's eligibility against high-risk criteria.

# Safety Planning – People who use or have used violence

- I realise I am getting tense when [where do you feel anger first?]:
- Warning signs [thoughts, feelings, mood]

- My high-risk situations are [when I feel angry or that I may harm someone else]:

*Note: Anger is a normal emotion, but it can feel uncomfortable. The best thing we can do is look at our anger with curiosity e.g. What is its purpose? Where has it come from? Then we can put strategies in place to keep ourselves and others safe.*

- Things I can do to stay safe in high-risk situations are [coping strategies]:  
*e.g. remove myself from the situation and go for a walk or call someone I trust.*

- People in my network of support:

- Professionals I can contact:

*e.g. A local agency or helplines – see below.*

**Shine** – support, information and professional advice

Free call: 0508 744 633 (24/7) or live chat

Website: <https://www.2shine.org.nz/>

**Family Violence Information Line**

Phone: 0800 456 450 or live chat

Website: <https://www.areyouok.org.nz/>

**Safe To Talk** – 24/7 Sexual harm helpline  
Free call: 0800 044 334, free text 4334 or live chat  
Email: [support@safetotalk.nz](mailto:support@safetotalk.nz)  
Website: [www.safetotalk.nz](http://www.safetotalk.nz)

**Hey Bro** – Supporting men to be free from violence  
Phone: 0800 HEY BRO (439 276) - 24/7  
Website: <https://www.hewakatapu.org.nz/services/0800-hey-bro>

**Student Health Service** 07 838 4037 or 0800 WAIKATO

For support to stop using violence against family members/those you have close relationships with:  
**Tuu Oho Mai Services** (Hamilton & Surrounding areas) - They also can provide emergency housing for tāne who are issued with a Police Safety Order (PSO) 07 834 3148

**Tauranga Living Without Violence** 0800 577 003

# Bystander Intervention

**Safe bystander intervention** = At a distance, and with others.

**Unsafe bystander intervention** = Up close and alone.

The steps involved in safe prosocial bystander intervention are:

- a. noticing the situation – paying attention to what is going on nearby.
- b. deciding if it is a problem – considering whether someone might need help and checking with people around if unsure.
- c. accepting responsibility to take action – not assuming someone else will do something.
- d. making a plan to intervene and engaging others if possible to ensure a safe and effective intervention;
- e. Prosocial bystander intervention (appendix 2.16) can be enacted by delegating, documenting, directly intervening, delaying intervention, or distraction as follows:
  - delegation is asking a third party for help with intervening/empowering others to intervene. This could be making a plan with others of how to intervene, advising a person of authority, or calling Police (with consent if safe to do so).
  - directly intervening can be enacted by starting a conversation, directly saying something.
  - documenting the incident by recording or taking notes and then providing it to the person who was targeted for them to decide what to do.
  - creating a distraction by attempting to disrupt a situation, but not engaging with the situation directly.
  - delayed intervention by checking-in with the victim and providing comfort and support following the harmful situation.
- f. enacting self-care.

# Related documents

- [Bullying, Harassment and Discrimination Policy](#)
- [Child Protection Policy](#)
- [Code of Student Conduct](#)
- [Crimes Act 1961](#)
- [Education \(Pastoral Care of Tertiary and International learners\) Code of Practice 2021](#)
- [Employment Relations Act 2000](#)
- [Family Violence Act 2018](#)
- [Flexible Working Arrangements Policy](#)
- [Health Information Privacy Code 2020](#)
- [Health & Safety at Work Act 2015](#)
- [Interpersonal Violence Policy](#)
- [Interpersonal Violence Procedures](#)
- [Oranga Tamariki Act 1989](#)
- [Personal Information and Privacy Policy](#)
- [Privacy Act 2020](#)
- [Safety and Wellness Policy](#)
- [Sexual Violence Policy](#)
- [Sexual Violence Procedures](#)
- [Special Consideration](#)
- [Staff Code of Conduct](#)
- [Student Complaints Procedures](#)
- [Student Discipline Regulations](#)
- [Te Tiriti o Waitangi](#)
- [The University of Waikato Halls of Residence Rules and Regulations - Hamilton](#)
- [University of Waikato Safety and Wellness Management System - Principles and Requirements](#)
- [The University of Waikato Selwyn Street Studios Halls of Residence Rules and Regulations](#)
- [University of Waikato Treaty Statement](#)