



Safe Haven
E D U C A T I O N

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SAFEPOLICY™ | FREE BASELINE SERIES

05

Domestic Abuse Disclosure Log

Annex A

This is a confidential record containing sensitive personal information.
It must be stored securely with access restricted to those who need it
for an authorised purpose.



Licence and Use

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About this document

This is a confidential record containing sensitive personal information. It must be stored securely with access restricted to those who need it for an authorised purpose. Information may need to be disclosed where there is a lawful requirement or appropriate safeguarding reason to do so.

Record facts. Not impressions.

How to Use This Log

This log is a confidential record. Complete it as soon as possible after a disclosure, while details are fresh.

- Record facts only. Do not include personal opinions, assumptions, or judgements.
- Store this log securely, with access restricted to those who need the information for an authorised purpose. Do not provide routine access to the employee's line manager or others who do not need the information.
- Retain the record in accordance with the organisation's documented retention schedule and applicable data protection requirements. Retention should be no longer than necessary for the purposes for which the information is held and should be reviewed where circumstances change.
- Information in this log may need to be disclosed where there is a lawful requirement or appropriate safeguarding reason to do so. Any disclosure should be limited to information that is necessary and appropriate, and handled in accordance with applicable data protection requirements and organisational procedures.

Do not record more personal data than is necessary for safeguarding purposes.

Where possible, distinguish clearly between what the employee has reported, information observed directly by the person completing the log, and actions taken by the organisation.

Part 1: Record Details

Date of disclosure:	
Time of disclosure:	
Location of conversation:	
Name of person completing this log:	
Role of person completing this log:	
Date this log was completed:	

Part 2: Employee Details

Do not record more personal data than is necessary for safeguarding purposes.

Employee name:	
Job title / department:	
Work location / site:	
Preferred contact method:	



Safe emergency contact (if provided by employee and safe to use):

Part 3: Nature of Disclosure

Record what was disclosed in factual terms. Do not interpret or paraphrase in a way that introduces assumptions.

Type(s) of abuse disclosed:	☐ Physical ☐ Sexual ☐ Emotional / Psychological ☐ Economic / Financial Abuse ☐ Controlling / Coercive Behaviour ☐ Tech-facilitated / Digital ☐ Image-based / Deepfake ☐ Stalking / Harassment ☐ Honour-based ☐ Forced marriage ☐ Reputation-based ☐ Other:
Summary of what was disclosed:	
Was this the first disclosure to the organisation?	
If not, who has the employee spoken to previously?	

Part 4: Immediate Risk and Safeguarding Considerations

This is not a specialist domestic abuse risk assessment. It is a prompt to help identify immediate safety or safeguarding concerns and whether further action may be required.

Is the employee in immediate danger right now?	☐ Yes ☐ No
Are there children in the household who may be at risk?	☐ Yes ☐ No
Has the employee disclosed a risk to their life (threats to kill, escalating violence)?	☐ Yes ☐ No
Has the employee disclosed forced marriage or FGM?	☐ Yes ☐ No
Has the employee indicated suicidal thoughts or intent?	☐ Yes ☐ No
Is the perpetrator known to or employed by this organisation?	☐ Yes ☐ No
Has the perpetrator attended or contacted the workplace?	☐ Yes ☐ No
Has the employee been followed, monitored, or tracked?	☐ Yes ☐ No

If you answered Yes to any of the first five questions above, consider whether immediate action, specialist advice or safeguarding escalation is required in accordance with applicable law and organisational procedures. Do not promise absolute confidentiality. Explain to the employee if information needs to be shared, what will be shared, with whom and why, wherever it is safe and appropriate to do so.

Was escalation or further action taken?	☐ Yes ☐ No
If yes, what action was taken, by whom and when?	

Part 5: Support Offered and Agreed

Paid safe leave discussed, where provided by the organisation	☐ Yes ☐ No ☐ N/A
Workplace safety measures discussed and agreed where appropriate (see Part 6)	☐ Yes ☐ No ☐ N/A
Relevant domestic violence disclosure scheme information provided, where applicable	☐ Yes ☐ No ☐ N/A
Desk or workspace relocation	☐ Yes ☐ No ☐ N/A
Start / finish time adjustment	☐ Yes ☐ No ☐ N/A
New work phone number or email address	☐ Yes ☐ No ☐ N/A
Buddy system for arrival and departure	☐ Yes ☐ No ☐ N/A
Reception and security briefed (with employee consent)	☐ Yes ☐ No ☐ N/A
Payroll confidentiality measures applied	☐ Yes ☐ No ☐ N/A
Salary advance or emergency fund discussed	☐ Yes ☐ No ☐ N/A
Escape bag storage discussed, where offered by the organisation	☐ Yes ☐ No ☐ N/A
Secure document storage discussed, where offered by the organisation	☐ Yes ☐ No ☐ N/A
EAP / counselling referral made	☐ Yes ☐ No ☐ N/A
Legal advice helpline details provided	☐ Yes ☐ No ☐ N/A
External specialist services signposted (specify below)	☐ Yes ☐ No ☐ N/A
Prepaid phone discussed or provided, where offered	☐ Yes ☐ No ☐ N/A
Emergency financial support discussed or provided, where offered	☐ Yes ☐ No ☐ N/A

External services signposted (specify):

Any other support agreed:

Part 6: Workplace Safety Measures Summary

Complete this section with the employee where workplace safety measures are needed. Section 2.6 of the Employer's Toolkit contains prompts for considering workplace risk and appropriate measures. This section records the key actions agreed.

Does perpetrator know where employee works?	
Does perpetrator have any connection to this organisation?	
Has employee been followed or approached near the workplace?	
Has behaviour escalated recently? Details:	

Key safety measures agreed (summary):

Safe emergency contact for today, if agreed with the employee:	
Date workplace safety measures to be reviewed:	

Part 7: Follow-Up and Review

Date of next planned check-in:	
Who will lead the check-in:	

Actions outstanding:

Part 8: Subsequent Entries

Use this section to record relevant follow-up conversations, changes to agreed workplace safety measures, or new disclosures. Each entry should be dated and signed.

Date	Notes (factual summary only)	Recorded by

Part 9: Record Closure

Complete this section when the active support period has ended or when the employee has left the organisation.

Date record closed:	
Reason for closure:	
Name of person closing the record:	
Retention period applied in accordance with organisational policy:	
Scheduled destruction date:	

Is continued retention necessary and justifiable beyond the standard retention period?	☐ Yes ☐ No
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If yes, revised review or destruction date:	
Authorised by:	

Safe Haven Education | Annex A: Domestic Abuse Disclosure Log

deniz@safehaveneducation.org | safehaveneducation.org

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