



HM Prison & Probation Service

PS Job Description (JD)

PS Band: 4

Directorate: Probation Service

Job Description: Domestic Abuse Safety Officer

| | |
|-----------------------|---|
| Document Ref. | PS JES 0095 Domestic Abuse Safety Officer |
| Document Type | Management |
| Version | 3.0 |
| Classification | Official |
| Date of Issue | 17 March 2026 |
| Status | Baselined |
| Produced by | Job Evaluation Assurance and Support |
| Authorised by | Reward Team |
| JD Evidence | |

PS Job Description

| | |
|--------------------|--------------------------------------|
| Job Title | Domestic Abuse Safety Officer (DASO) |
| Directorate | Probation Service |
| Band | 4 |

| | |
|----------------------------|--|
| Overview of the job | <p>Working within regional Interventions Teams, the postholder will support clients who meet the DASO Service eligibility criteria. Clients are victims and/or current partners of domestic abuse perpetrators required to attend offending behaviour interventions. The role holder will use their knowledge of domestic abuse, wider criminal justice system and organisations to provide bespoke support to clients, advocating client safety and managing their risk of harm.</p> |
| Summary | <p>The postholder will take a trauma-informed approach and work in accordance with the DASO manual, relevant HMPPS policies and legislation to contribute to risk assessment and client safety planning, as well as acting as a point of contact for the Probation Service for both victims of domestic abuse and people who may be at risk of domestic abuse.</p> <p>Using knowledge and expertise of domestic abuse, a DASO will prioritise based on risk of harm and promote the safety of clients and their children by identifying potential risks and appropriate strategies to protect them from harm, which could be physical, psychological, emotional or financial.</p> <p>DASOs will advocate for protection of the victims of domestic abuse with whom they come into contact by presenting the victim perspective to staff within the Probation Service and in other agencies, providing domestic abuse expertise and professional advice on domestic abuse issues.</p> <p>Role holders will work collaboratively to support the Probation Service in being responsive to recognising risks by escalating imminent risk concerns related to their clients, contributing to the risk management of the Person on Probation on behalf of their clients.</p> <p>The post holder will work within the aims and values of the Probation Service and HMPPS. This includes demonstrating a commitment to equality and inclusion in line with relevant policies and procedures.</p> <p>Flexible working hours may be required i.e. evening and weekends, where necessary, to be flexible as to when partners/victims can meet/be contacted.</p> |

| | |
|--|---|
| Responsibilities, Activities & Duties | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Develop strong professional relationships with clients to support and empower clients to navigate formal and legal processes. • Initiate timely contact with clients and explain the DASO Service, share the Privacy Notice and seek consent for engagement with the Service as demonstrated by obtaining a signed Agreement to Participate form. • Provide clients with information about the programme that the person on probation is attending, ensuring compliance with relevant disclosure guidance. • Request feedback from clients at regular intervals throughout the intervention. Manage client's expectations where needed. • Carry out safeguarding children and safeguarding adult duties in accordance with the HMPPS statutory responsibilities and agency policies. • Assess the safety of home visiting using available information on the person on probation (such as Probation assessments and information from Social Services, the Police, Victim Support etc). • Identify and assess the safety risks and needs of the client in order to promote the safety of clients, children, and other dependants by working with them to construct and regularly review a realistic Safety Plan. • Regularly refer, liaise and signpost to local support organisations and multi-agency forums, using a completed DASH risk assessment and/or safety plan as appropriate i.e., MARAC, Social Services, Child Protection Conferences, MAPPA, IOM schemes. • Timely recording of contacts related to the client, using the relevant digital database. Maintain accurate case records within agreed timescales, along with completion of client reports and emails to Probation Practitioners summarising key client issues, as required. • Develop working knowledge of and good relationships with local networks i.e. specialist police domestic abuse units, Criminal and Family Courts and support organisations, (for example housing, local refuges, victim services, counselling) to enable effective support, signposting and referrals for clients. • Ensure that any information relating to risks to a client's safety is shared promptly (and in a victim sensitive manner) with the Probation Practitioner, programmes team and other agencies where relevant, and contribute to the risk management process for People on Probation whilst adhering to all policies in respect of the sensitive and confidential information. • Support the Programme Manager in delivering presentations and providing information about the DASO service, which includes supporting with the mentoring of new post holders and providing awareness sessions to other Probation Practitioners and professionals from other agencies. • An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh |
|--|---|

| | |
|-------------------------------|---|
| | <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> |
| Behaviours | <ul style="list-style-type: none"> • Making Effective Decisions • Communicating and Influencing • Working Together • Developing Self and Others • Managing a Quality Service |
| Strengths | <p>We recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p> |
| Experience | <ul style="list-style-type: none"> • Strong knowledge of domestic abuse and related issues. • Awareness of how domestic abuse impacts on partners and children. • Experience of working with people from diverse backgrounds who have experienced a range of social/personal difficulties, communicating effectively and sensitively, and working within a trauma informed way. • The ability to relate positively and empathetically to victims and/or those dealing with distressing personal circumstances. • Enabling individuals to identify factors which affect their safety, well-being and social inclusion. • Enabling individuals to identify options for improving their safety, well-being and social inclusion. |
| Technical requirements | <ul style="list-style-type: none"> • Completion of Formal Probation Service DASO training upon entry. |
| Ability | <ul style="list-style-type: none"> • Good self-management skills and above average ability to take initiative and problem solve. • Enabling individuals to identify factors which affect their safety, well-being and social inclusion. • Enabling individuals to identify options to improve their safety, well-being and social inclusion. • Demonstrate a willingness to ask for assistance or refer a matter when appropriate. • Demonstrate an ability to manage vicarious trauma in a pro-social manner. • Demonstrate an ability to work at pace in emergency or high-risk situations. |
| Minimum Eligibility | <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist. |

| | |
|--|--|
| Hours of Work (Unsocial Hours) Allowances | To be used by the JES Team only |
|--|--|