

## Guidance for the Register of Accredited Chairs for Domestic Homicide/Domestic Abuse Related Death Reviews

### What is the register?

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The register of accredited Chairs is a record of Chairs in England and Wales, who are appropriately qualified and trained to undertake Domestic Homicide Reviews (DHRs)/ Domestic Abuse Related Death Reviews (DARDRs).

The register has been established by AAFDA, on behalf of the Home Office. It forms, part of the statutory reform of the DHR/DARDR process, which aims to support the completion of reviews to the highest standards and so support real learning and prevention of domestic abuse related deaths in the future.

### Who is the register for?

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The register is for:

- Community Safety Partnerships/potential employers to access information about appropriately trained and qualified DHR/DARDR Chairs and to identify areas of particular specialism, if required.
- Qualified DHR/DARDR Chairs to be able demonstrate their availability for work opportunities, highlight their areas of work, and show their commitment to continuous professional development (CPD) and professional standards.
- The Home Office to be able to understand the volume and availability of accredited DHR/DARDR Chairs.

### How do CSPs access the register?

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Access to the register will be provided by AAFDA to CSPs who make a request for access.

In order to limit access to the information to its intended use, prior to enabling access, CSPs will be requested to agree to following GDPR<sup>1</sup> good practice in relation to their own sharing and storing of the data from the register.

The register itself will be kept on a secure platform and CSP representatives will be provided with a password in order to access it.

### Who can be included on the register?

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Only professionals who have successfully achieved the mandatory qualification, the Certificate in Chairing a Domestic Homicide Review, will be included on the register.

Following confirmation of their award of the qualification, Chairs will be given the option of their details being included on the register. Chairs will not be included on the register without their permission. However, the register is the official list of qualified chairs that CSPs will refer to, so non-inclusion on the register will likely limit the chances of Chairs being selected to undertake DHR/DARDRs.

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<sup>1</sup> [Data protection: The UK's data protection legislation - GOV.UK](https://www.gov.uk/guidance/data-protection-the-uk-s-data-protection-legislation)

## What information will be available on the register?

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The register will outline key information related to accredited Chairs, including:

- ✓ Confirmation of when they were awarded the Certificate in Chairing a DHR
- ✓ A Chairs area of expertise or specialism – where appropriate
- ✓ Any limitations on geographical availability
- ✓ Links to any DHR/DARDR reports they have completed, or other reports in the case of newly qualified Chairs
- ✓ Contact details.

Only details that the Chair agrees to share will be included on the register. Chairs can ask to be removed from the register at any time. When a Chair is removed from the register, their information will be deleted.

## How do Chairs remain on the register?

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Chairs will be required to renew their inclusion on the register every three years. At renewal they will be required to:

- ✓ Confirm that they wish to remain on the register and that their information is up-to-date.
- ✓ Have undertaken appropriate refresher training and demonstrate an appropriate level of CPD undertaken - see CPD section below. This will need to be completed within six months of their three years expiring.

This information will be requested by AAFDA prior to the renewal date. If a Chair does not confirm the above information to AAFDA, within six weeks of their renewal date, without good reason, their entry will be removed from the register.

Chair's will also be expected, at renewal, to have undertaken at least one review, in the last three years or be in the process of undertaking a review. Chairs who have not undertaken a review in the last three years or are not in the process of undertaking a review, will be deemed inactive and may be removed from the register.

A section on the register will be available for Chairs to provide links to previous DHR/DARDR reports, or other relevant reports in the case of new Chairs. This, and other information provided by the Chair will give some indication of how recently active they have been. AAFDA does not, however, take responsibility for monitoring this.

## Do Chairs have to undertake Continuous Professional Development (CPD)?

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There is an expectation that Chairs will undertake CPD to ensure they maintain and improve their knowledge, skills and competence.

In order to renew their inclusion on the register, Chairs will be asked to provide evidence of appropriate CPD that they have undertaken over the last three years. AAFDA would expect to see evidence of a minimum of two distinct examples of relevant planned learning per year (so six in total over the three years) in order to renew their registration on the register.

Examples of CPD may include:

- accessing clinical supervision
- undertaking relevant training courses or formal qualifications

- participating in relevant professional networks
- attending relevant professional events
- peer review, mentoring or shadowing.

A template for Chair's completion prior to renewing this registration is provided – please see Appendix A.

### **Are there agreed professional standards that Chairs are expected to adhere to?**

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There are no formal professional standards that DHR/DARDR Chairs are expected to adhere to. There are, however, expectations of professional practice that are referred to in the Home Office statutory guidance (2016) and that inform good practice, skills and expertise in this field of work. These are:

- **Competence** – Chairs should ensure they have the necessary skills, knowledge, training and experience to lead the review process, involve stakeholders and conduct a rigorous review without bias and to the highest standard.
- **Knowledge** – Chairs should ensure they have expert knowledge of the complexities and dynamics of domestic abuse, its impacts and effects and associated legislation. Chairs should also have clear knowledge relating to confidentiality and privacy and be committed to ensuring their knowledge is kept up to date and improved where possible.
- **Trauma informed approach** – Chairs should adopt and encourage a trauma informed approach to help understand a victim's responses to trauma and what they may have needed, and to encourage a compassionate and informed environment that aims to prevent re-traumatisation for family, friends, communities or professionals.
- **Victim centred approach** – Chairs should adopt and encourage a victim centred approach where the victim is kept at the heart of the process, through prioritising their experiences, amplifying their voices, involving family and friends and guarding against victim blaming narratives.
- **Commitment to equality, diversity and inclusion (EDI)** – Chairs should have a good awareness, across all protected characteristics, of how concepts of prejudice, discrimination and intersectionality can impact on a victim's experiences and choices, and they should strive to work within a framework of equality and inclusion.
- **Core values and principles** – Chairs should ensure that they conduct reviews collaboratively with integrity, curiosity, humility and compassion. The focus must be on conducting a positive and worthwhile review that will 'illuminate the past to make the future safer'.

### **Can someone complain about a Chair on the register?**

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AAFDA's complaints procedure exists to ensure that anyone can make a complaint about any of the services that AAFDA provides, and this includes about the register of accredited Chairs managed by AAFDA. This might include concerns raised via a complaint about a Chair listed on the register.

It is important to note, however, that AAFDA is not a regulatory body and does not directly employ the DHR/DARDR Chairs, so any action it can take as a result of a complaint, only relates to AAFDA's management of the register and/or a Chairs continued inclusion on the register.

Any complaints about a DHR/DARDR Chair, therefore, should always be dealt with, in the first instance, via the complaints policy and procedure of the CSP or agency that have contracted them to undertake the DHR/DARDR.

AAFDA does not have any disciplinary options available to them and cannot prevent a Chair from continuing to practice.

If a complaint is made on behalf of someone else, their consent will need to be agreed before the complaint can be taken forward.

Any complaint received will be investigated and responded to through the process set out in the AAFDA Complaints Policy.

There are three possible outcomes available to AAFDA which relate to a complaint about a Chair's inclusion on the register. These are:

1. Complaint not upheld - Chair remains on register.
2. Complaint partially or fully upheld with remedial action required – Chair must provide evidence to AAFDA of taking the remedial action in order to remain on the register.
3. Complaint exposes a gross misconduct issue, pertinent to their role as a Chair or the integrity of the register, and the Chair is removed from the register.

AAFDA's Complaints Policy can be found here – [Complaints Policy - AAFDA](#)

If you have any further questions about the register, please contact [nicki.norman@aafda.org.uk](mailto:nicki.norman@aafda.org.uk)

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOG TEMPLATE

Accredited DHR/DARDR Chairs will be required to renew their registration on the Register of Accredited DHR/DARDR Chairs every three years. In order to do this, Chairs must provide evidence of relevant CPD activities undertaken over the last three years. This must reflect at least two pieces of distinct and structured learning and at least one of these per year should be participatory.

Guide to completing CPD record log				
<p><b>Date/s learning undertaken:</b></p> <p>State the date/s when the learning took place. This should reflect two pieces of distinct learning per year.</p>	<p><b>Examples of method of learning:</b></p> <ul style="list-style-type: none"> <li>• accessing clinical supervision</li> <li>• training courses or formal qualifications</li> <li>• participating in relevant professional networks</li> <li>• attending relevant professional events</li> <li>• peer review, mentoring or shadowing</li> <li>• online learning.</li> </ul>	<p><b>Topic:</b></p> <p>Please give a brief outline of the key points of the learning activity, how it is linked to your scope of practice as a DHR/DARD Chair.</p>	<p><b>How this activity contributes to improving your practice:</b></p> <p>Please comment on what you have learned from this activity and how your practice as a DHR/DARD Chair will benefit from this.</p>	<p><b>Evidence provided:</b></p> <p>Please state what evidence you are providing for each piece of learning. You can include a link here if appropriate or attach a certificate or other evidence that a learning activity was undertaken.</p>

## CPD LOG FOR COMPLETION

Name of DHR/DARDR Chair:				
Date renewal on Register of Accredited DHR/DARDR Chairs is due:				
Date completed log provided to AAFDA:				
Date/s learning undertaken:	Method of learning:	Topic:	How this activity contributes to improving your practice:	Evidence provided:
*Add rows as needed				