

# Operation Encompass

Supporting children through key adults

In every force, in every school, for every child

Operation Encompass is the early reporting on to schools that a child or young person has been exposed to domestic abuse



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# Operation Encompass

Operation Encompass is the reporting to schools prior to 9 am the following day when a child or young person has been involved in or been exposed to a domestic incident. The information is given to a trained 'Key Adult' within the school. The child can then be supported with silent or overt support.



The above table shows the process which the Force needs to go through to implement Operation Encompass and the responsibilities of each school which is part of Operation Encompass.

## AIMS

Operation Encompass does not replace or supersede existing safeguarding processes or protocols rather it seeks to support these operationally. The Protocol should always be followed in conjunction with the relevant Safeguarding Children Board's.

By sharing information under the Encompass model it is hoped that children and young people who are experiencing domestic abuse will have access to responsive support after a domestic abuse incident. Schools will receive information when:

- Police have been called out to a domestic abuse incident
- The child is present in the household at the time of the incident
- The child is of school age

Sharing this information in a timely manner via Operation Encompass enables the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child.

## **TRAINING INPUTS**

Inputs to front line police officers or any officer who may attend a domestic abuse incident should take the form of either a verbal or visual presentation outlining the principals of Operation Encompass, stressing the impact of domestic abuse on children and the importance of sharing information with schools. It should be delivered by GMP's Divisional Encompass leads. The transfer of contact details of school Encompass e mail addresses onto officer's mobile devices can be easily achieved prior to the go live date and this will be sent by the Police Encompass lead to all front line staff

The input to the Key Adults is slightly different as they will be the receiver of the often sensitive, raw information. Their input:

- Can be achieved in a ½ day but some may prefer to undertake a full day.
- Should be delivered by the police encompass lead and educational lead in the Local Authority together. Previous experience has showed that Key Adults are receptive to Head Teachers or deputies delivering presentations within this session to promote and encourage involvement in the project whilst answering any school related questions.
- Explains how Operation Encompass information will be passed to the Key Adult in the school.
- Explains the overt and silent support which may be offered to the child and other support which may be offered to the adult victim.
- Stresses the need to ensure all school staff understand the implications of domestic abuse on children so that they can offer the right support
- Utilises the National Decision Making model (NDM).
- Stresses that the Key Adults should be the school's Dedicated Safeguarding Lead and the Deputy DSL. School/ Key Adult responsibilities (Explained on the Key Adult Checklist page) The Key Adult within the school must have up to date Child Protection Training as they will be responsible for the taking and recording of

the information from the Police. The information given must be treated as confidential child protection information and stored accordingly.

## **LEGAL REQUIREMENTS - INFORMATION SHARING AND STORAGE**

Section 11(2) of the Children Act, 2004 requires Local Authorities and the Police to safeguard and promote the welfare of the children. This enactment provides conditions under schedule 2 (5b) and schedule 3 (7(1) (b) of the Data Protection Act 1998 by which personal and sensitive personal data may be lawfully shared.

Personal data sharing must be proportionate, necessary but not excessive, and must be balanced with the consideration of privacy rights under the Human Rights Act. It must take into account any duty of confidentiality owed. A public interest in disclosure must outweigh an individual's right to privacy.

The basis on which sharing of information of this type may be justified by police is section 11(2) Children Act 2004 which requires that policing bodies (together with a number of other specified public bodies) discharge their functions having regard to the need to safeguard and promote the welfare of children.

This duty however must be considered in line with the provisions of the Data Protection Act 1998 and the right to private and family life under Article 8 of the European Convention on Human Rights.

This protocol has been developed taking into account the duty to safeguard children and the requirements of the most recent [Information Sharing - Guide for Practitioners and Managers 2015](#)

It is recognised that the handling of such confidential and sensitive information needs to be dealt with in a way that is proportionate and appropriate to the needs of the child or young person. To address this each school will identify a Key Adult and a deputy; Appendix 3 outlines the Key Adult roles and responsibilities.

This role is best placed with the Designated Safeguarding Lead and their deputy as both have received training in child safeguarding and will be familiar with the management of sensitive information. It is expected that Encompass information will then be stored in accordance with the storage requirements for safeguarding/child protection files. Where a child already has such a record, Encompass information should be included within this.

The Key Adult will be the person available each day to receive the details of the incident and assess the type of support needed for the child; Appendix 4 details how Encompass information will be managed and responded to within each school.

## **ROLES AND RESPONSIBILITIES**

### **i. POLICE**

Police officers will attend a domestic incident, manage the immediate risks and complete the Domestic Abuse Stalking Harassment (DASH) risk assessment at the scene of the incident. The DASH risk assessment will not be shared with schools, rather a short summary will be provided by the police with respect to the child or young person and will include:-

- The name, age, date of birth, home address and school attended of the child
- The school will be told the time/ date/location of the incident and details of those involved in the incident, their relationship to the child and the child's involvement in the incident
- An overview of what happened during the incident and the outcome

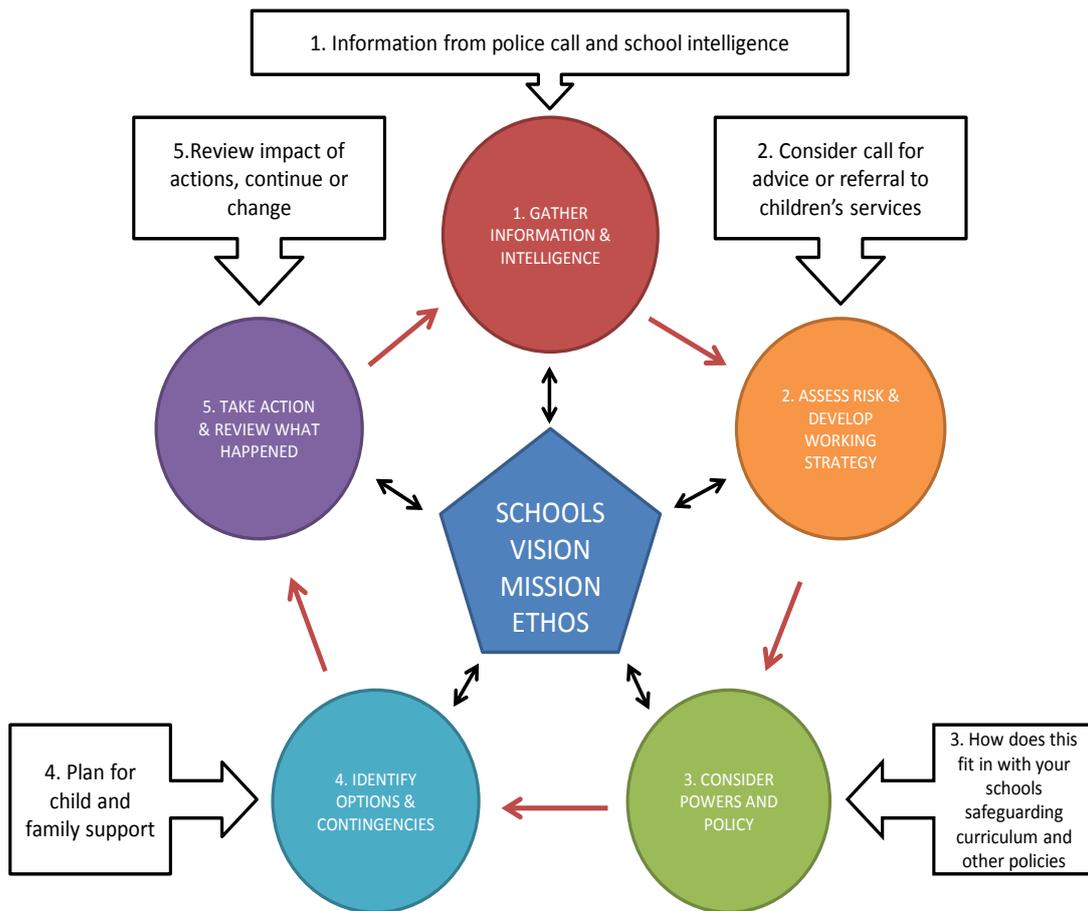
This information will be disseminated via e mail to the respective school by the officer attending the incident prior to retiring from duty. The officer will then place a line on the journal page of the PPI acknowledging that the information has been sent.

Incidents occurring on Friday, Saturday, Sunday or Bank Holiday will be reported to the school during these times and will be available on the next working morning for the Key Adult.

Notifications to the Key Adult will continue to be made during the school holiday periods, however it is recognised that an immediate response cannot be made. This information will be used to understand any significant issues for the child on their return to school. Additionally in some cases where childcare linked to the school is provided to alert that provider where possible.

A disclosure will be made in respect of all children aged between 4 and 17 years who are in full-time education. Police will maintain a record of the log number, school, the name of the Key Adult to whom it has been disseminated and the date of dissemination.

The Police National Decision Making Model has been utilised for the setting up and development of the operation. This supports the process for the Key Adults within the school to monitor and manage interventions. The Multi Agency Hubs within each District in Greater Manchester will hold a database of all Key Adults in their respective areas in addition to each front line officer who will have a contact list of relevant schools on their hand held devices.



## i. SCHOOLS' RESPONSIBILITY

It is each school's responsibility to set up an Encompass e mail address where the information can be sent directly to. Ie [Encompass@Thornleigh.bolton.sch.uk](mailto:Encompass@Thornleigh.bolton.sch.uk). This allows for the mailbox to be restricted and accessed by the Key Adult and a designated deputy only, but also provides schools the flexibility to change the relevant access to their own mail box if necessary without disruption to the notification process.

It is also each school's responsibility to ensure the details of their Key Adult and Deputy is up to date and recorded in the Key Adult Database. They must also ensure that there is a sufficiently trained deputy to receive the information in their absence. Should any changes be made to the Key Adult or deputy in the setting notification should be made to the Safeguarding in Education Team Administrator or via the MASH.

It is essential that the Encompass mailbox is checked every morning and reviewed periodically through the day as notifications of incidents can be made at other times dependent on when domestic abuse incidents occur.

Schools must record the information they receive from the police on an incident form, which must be retained and stored using the same processes used to store child protection records within the school. Schools should also use this template to record the outcomes and impact of their actions.

Schools need to be aware that in the event of any domestic homicide or serious case review the documents may be required for disclosure purposes.

### **Child Absence Following an Incident**

Where a notification is made and a child is not in school, the following should be considered:-

- School should review the information within the police notification in the context of what they already know about the child given consideration to any safety or welfare concerns they may have had prior to receiving the police information
- The Key Adult in school should ring home to ask why the pupil is not in today as per standard policy. Inform the parent they are aware there was an incident at the home and offer support. If the pupil is not coming into school that day, ask parents when they are expected to return and a reason for absence?
- If the key adult from the school cannot make contact with the parents or carer and have not received notification why the child is not in, the key adult needs to consider the next steps carefully - actions could include:-
  - **Home Visit** - The key adult may consider, at the discretion of the Head Teacher to carry-out a home visit to see the child; if concerns or risks to the child's safety are identified during the home visit referrals to Children's Social Care and the Police may need to be made
  - **Referral to Children's Social Care** - Dependent on the circumstances of the incident, the parental response to contact the Key Adult (following discussion with the Designated Safeguarding Lead where required) make a referral to Children's Social Care

When the child returns back to school, the key adult should revisit the offer of parent/child support.

### **Cross Border Considerations and Home Educated children**

Operation Encompass recognises that there will be children across Greater Manchester who attend education settings in a different borough to their home address or children who are home educated. Currently there is no capacity to include notifications to schools in separate boroughs however where there are safeguarding concerns local health and social care agencies will continue to be notified of domestic abuse incidents by the police. If the child is home educated then the Multi Agency Hubs should be notified in order to make a referral..

## **Working with Parents**

It will be important for all schools that are signed up to the protocol to raise parent's awareness of Encompass. (See Appendix 4)

It would be advisable for all schools to update their safeguarding policies to reflect their commitment to Encompass.

Many victims who experience domestic abuse want to tell someone about their experiences and are looking for help. Being involved with Encompass may mean that more parents who are experiencing domestic abuse are likely to contact the Key Adult as a source of support. The majority of support to parents will take the form of a listening ear and signposting to local Domestic Abuse services. There may be occasions, however, when the information received by the Key Adult requires immediate direct action, either because the risk to the parent and child is immediate and high; or because the parent is asking for help to leave the violence.

Where there is an immediate risk of harm to the parent and/or the child the police should be contacted - **In an emergency this should always be 999.**

Where a parent is seeking help and support to flee abuse or to take other measures to protect themselves contact can be made with Victim Support using the following details:

Telephone number: 0300 303 0162 or 0161 200 1950

Email: [northwest.vcu@victimsupport.cjsm.net](mailto:northwest.vcu@victimsupport.cjsm.net)

If there is uncertainty around a referral to Victim Support contact should be made with the Multi Agency Hubs.

## **Multi-agency Risk Assessment Conference (MARAC) and Encompass**

MARAC is a victim-focused meeting where information is shared on the highest risk cases of domestic abuse between criminal justice, health, children's services, education, housing practitioners, IDVAs (Independent Domestic Violence Advocate) as well as other specialists from the statutory and voluntary sectors. The aim of MARAC is to share information, understand

the level of risk to the individual and relevant others (including children) and develop a risk management plan. MARAC meets every two weeks in most Boroughs.

There may be occasions where parents of children notified to schools via the Encompass process have been referred to MARAC. Where a school identifies that they may have additional and relevant information to share with MARAC they should contact the Safeguarding in Education Team to discuss the matter.

## Appendix 1

SILENT SUPPORT EXAMPLES	OVERT SUPPORT EXAMPLES
<ul style="list-style-type: none"> <li>• Flexible application of school rules for example uniform, homework etc.</li> <li>• Understanding and flexibility in expectations in terms of:-               <ul style="list-style-type: none"> <li>- Behaviour</li> <li>- School Work</li> </ul> </li> <li>• Opportunities for one-to-one time with teacher to provide opportunities to talk for example 'helping with a job'</li> <li>• Review lesson plans to ensure appropriate for the child on the day</li> <li>• Systems for spare uniform, lunch etc.</li> <li>• Child knowing who they can talk to</li> <li>• Checking collection arrangements at end of school day</li> </ul>	<ul style="list-style-type: none"> <li>• Using tools to understand child experiences for example '<a href="#">Day in the Life</a>'<sup>1</sup>, '<a href="#">3 Houses</a>'<sup>2</sup></li> <li>• Talking to parents</li> <li>• Using Early Help processes to access additional support</li> <li>• Develop a safety planning with the child – BSCB has a suggested <a href="#">Safety Plan</a><sup>3</sup> template</li> <li>• 'Healthy Relationships' class sessions</li> <li>• Share information with Education MARAC representative (Safeguarding in Education Team)</li> </ul>

## Appendix 2

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## Operation Encompass – Key Adult Responsibilities and Checklist

Name:

School:

Date

Completed:

Review Date:

Responsibility	School Comment	Achieved
The Key Adult must have attended the Encompass briefing and be part of the Senior Leadership Team with Child Protection responsibility.		
The Key Adult must ensure their contact details are up to date on the Encompass database.		
Encompass records are managed and stored in the same way as other Child Protection paperwork, in a secure and locked cabinet/drawer.		
The Key Adult can identify a person who can deputise in their absence; the deputy must be confident in understanding all aspects of the Encompass model.		
The Key Adult must ensure that all teaching staff understand the confidential nature of any information passed to them and that this information must be treated in the same way as any other Child Protection information given by other partners such as Social Care.		
The Key Adult must inform parents that the school is part of Encompass, using the exemplar letter template provided which can be amended to meet the school's individual requirements.		
The Key Adult must inform the Governing Body that the school is part of Encompass and the Governor with responsibility for Safeguarding should have a working knowledge of the project and impact within the school.		
The Key Adult should include information about Encompass in the school's prospectus and safeguarding policies, thus ensuring that all parents are informed of involvement.		
The Key Adult should include information about Encompass on the school website.		

## Appendix 3

### Encompass Parents Awareness Letter (template)

Dear Parent/Carer,

Re: Operation Encompass

The school has been given the opportunity to take part in a project that will run jointly between schools and Greater Manchester Police.

Operation Encompass is the reporting to schools, prior to 9am on the next school day, to provide early reporting to schools of any domestic abuse incidents that occur outside of school but which might have an impact on a child attending school the following day. This information will be shared on school days during the school term. When incidents occur on a Friday, Saturday or a Sunday, the police will contact the relevant school the following Monday.

A nominated member of school staff, known as a Key Adult, will be trained to liaise with the police. At *insert school name* our Key Adult is *insert details*. They will be able to use information that has been shared with them, in confidence, to ensure that the school is able to support children and their families. Information will be shared where it is identified that a child or young person was present, witnessed or was involved in a domestic abuse incident.

We always endeavour to offer the best support possible to our pupils and believe that Operation Encompass is going to be beneficial and supportive for all concerned children and families

Some information about Encompass is included in this letter but if you would like more information about this new initiative, details can be viewed online at *insert details* or you can contact our Key Adult at school *insert details*.

Thank you for your continued support

Chair of Governors

Head Teacher

## Appendix 4

### ENCOMPASS COMMITMENT

#### OPERATION ENCOMPASS COMMITMENT

As part of \_\_\_\_\_ commitment to keeping children safe we have signed up to implement the principles and aims of the Operation Encompass Model.

In signing up to Encompass the Governing Body and Senior Leadership Team:-

- Endorse the Encompass Model and support the Key Adults in our school to fulfil the requirements of the Operation Encompass Protocol
- Promote and implement Operation Encompass processes and use these in accordance with internal safeguarding children processes as well as those outlined in the Framework for Action
- Recognise the sensitive nature of the information provided and ensure that this is retained in accordance with the principles of data protection

Signature 1

Signature 2

Chair of Governors

Head Teacher

## Appendix 5

### Operation Encompass Log sheet

Police Reference Number (FWIN)		Date	
Child's name and age & DOB			
Date and time of incident Address			
Circumstances of incident:			
Additional school information including other Encompass contacts:			
Actions taken and Impact:			

## **Appendix 6 -**

Operation Encompass Website- Contains all documents and advice for use by Police Forces and schools.