

Trafford Safeguarding Children Board

Encompass Procedure

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1 Operation Encompass Vision and Overview

Operation Encompass is being launched in Trafford to address a shortcoming in the early sharing of information with schools. Its vision is to safeguard children and young people who are affected by domestic abuse by ensuring that appropriate services are made aware of an incident at the earliest possible opportunity. In Trafford, Operation Encompass will be included as part of the Multi-Agency Referral and Assessment Team (MARAT).

The purpose of Operation Encompass is to safeguard and support those children and young people who have witnessed and/or been present at the time of a domestic abuse incident. Following such an incident taking place, children will often arrive at school distressed and unprepared. Operation Encompass aims to ensure that appropriate school staff are made aware at the earliest possible stage in order to provide relevant and tailored support to children and young people in a way that means that they feel safe and included.

Operation Encompass does not replace or supersede existing protocols, or singularly address child welfare. The process should always be followed in conjunction with current safeguarding procedures and practitioners guidelines and is designed to reinforce safeguarding and ensure children's well-being is of paramount importance.

Encompass is a partnership between Greater Manchester Police, Trafford Safeguarding Board, the Safer Trafford Partnership and designated school staff, known as Key Adults. Working together to safeguard children, Greater Manchester Police will inform the Key Adults within schools about any domestic abuse incident where the child or young person has been present. This will enable the school to take appropriate steps to support their pupil during what could be an emotionally difficult day. Key adults within the school are then able to accommodate the school day to lessen the impact and to support the child if they need it. In its simplest form, they are given some leeway, comfort and support. This can make a huge difference to children and allows them to have a safe space.

2. Operational Procedure

Police attendance at a Domestic Abuse Incident:

When police attend at an incident of domestic abuse they will deal with that incident and assess the risk. Part of this risk assessment will be to determine the following:

1. If any children were involved in the incident.
2. If any child witnessed the incident.
3. If any child was present in the address at the time of the incident.
4. If any children usually reside at that address.

If so, then details of all children will be recorded, including which school the children attend.

The attending officer will then update the Police Protection Investigation (PPI) document with all of the above details, the Police Officer will then set an action for the 'Operation Encompass Coordinator' so that they can review the incident.

The Role of the Operation Encompass Coordinator:

Each morning the Operation Encompass Coordinator will review their Operation Encompass 'actions'.

The Coordinator will review each incident and, if they feel that a notification to the school is necessary, they will complete a Notification Form (Appendix 3) and will send this via a secure email to the school. The Coordinator will then follow this up by telephone to ensure that that an incident details have been received and to discuss if any further support is required.

Each school will have nominated a Key Adult and Key Adult Deputy that will be the single point of contact between the Encompass and the school. In most circumstances, the most appropriate person to undertake this role will be the **Designated Safeguarding Lead**.

This information will be recorded on the Notification Form (See Appendix 3) and provides information on:

- Police Reference Number
- 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:
- Risk level (Standard/Medium/High)
- Is the child known to children's social care or any other early help services?

The Encompass Coordinator will share this information directly with nominated staff within MARAT. The sharing of this information ensures that Child Protection issues can be addressed

Timescales

Incident information will be shared with the nominated Key Adult by no later than 12pm each day to ensure that there is sufficient time available for the appropriate level of support to be given.

Recording of Information

The details of incidents shared with the Key Adults will be recorded by the Encompass Coordinator on Trafford's Integrated Children's System (LAS). This information will be used for monitoring purposes, to identify repeat cases, and will also inform any risk assessment of further referrals that may be received concerning the child.

The Police will endorse their PPI (Public Protection Investigation) document stating that an Operation Encompass disclosure has been made.

This Protocol 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 Trafford's Safeguarding Board's current Safeguarding processes. The child's safety and welfare remains paramount at all times. For the purposes of this protocol children and young people refers to any Trafford children of compulsory school age (5-16 years).

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.

3. School Responsibilities

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.

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 or their deputy 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 3 details how Encompass information will be managed and responded to within each school. The Encompass Coordinator will hold a database of all Key Adults in the Trafford area.

Office staff must be informed that when an Operation Encompass call comes in then the Key Adult must be sought immediately.

The School must inform parents that the school is part of Operation Encompass, using the basic template given to each school if required (which can be amended to the school's individual requirements). See Appendix 4/5

The School should consider including information about Operation Encompass in the school's prospectus, thus ensuring that all new parents are informed of involvement.

The School should ensure that their Safeguarding Policy is updated so that reference is made to the Encompass Programme and also consider whether the information about Operation Encompass should form part of the school website.

The School must inform the Governing Body that the school is part of Operation Encompass and the Governor with responsibility for Safeguarding should have a working knowledge of the project.

The Encompass Lead will ensure that data continues to be collated over the school holiday period, and sent to schools so that they are aware of the information when term commences.

It is each school's responsibility to ensure the details of their Key Adult and Deputy is up to date and recorded in Trafford's Key Adult Database. They must also ensure that there is a sufficiently trained deputy to receive the information in their absence.

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 know about the child 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 – this referral should be made in accordance with Trafford's current procedures

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

4. Tailored Support

Schools are to consider the use of overt and silent support options.

Examples of those options are:-

- Monitor children at the start of the day; monitor their attendance, acknowledge what they've been through
- Co-ordinate a support package around the child and family (Early Help Plan)
- Make a referral to support services for the child and/or parent.
- Help the child make sense of the way they are feeling and behaving
- Help the child to develop coping strategies
- Go at the child's pace; follow their lead, develop a trusting relationship
- Schools may apply for exceptional circumstances to Exam Boards.
- Following an incident, Schools may provide suitable clothing (i.e. PE Kit) and food
- Schools may make allowances for the child not being able to engage fully in the day at school, both emotionally and physically.

5. Cross Border Considerations

Trafford Encompass recognises that there will be children in Trafford attending education settings outside the borough boundary. Currently there is no capacity within this pilot to include notifications to their schools; however where there are safeguarding concerns local health and social care agencies will continue to be notified of domestic abuse incidents by the police.

6. Information Sharing

The purpose of sharing information via Operation Encompass is to address a shortcoming in the early sharing of information with schools by ensuring appropriate services are made aware of an incident at the earliest possible opportunity.

There are a range of information sharing processes and protocols in place that permits the sharing of information under Operation Encompass – specifically in relation to the Children's Act 2004 and Crime and Disorder Act 1998:

- Children's Act 2004 – Sections 10 and 11
- Crime and Disorder Act 1998

- Working Together to Safeguard Children
- Local Safeguarding Children's Board – Policies and Procedures
- Education Act 2002
- Police National Decision Making Model (Appendix 3)
- Management of Police Information
- Care Act 2014

Operation Encompass information will be shared by means that are Proportionate, Legal, Accountable and Necessary, therefore upholding Human Rights and ensuring Data Protection Legislation is adhered to. This information sharing is a proactive approach to ensuring tailored support is given to children and their families.

7. Governance and Accountability

At a strategic level, Operation Encompass reports directly to the Safer Trafford Partnership Board and the Joint Trafford Safeguarding Board. This will be in the form of regular update reports, the frequency of which can be agreed by the individual Boards.

At an operational level, Operation Encompass will report into the Domestic Abuse Strategic Forum (or proposed Complex Safeguarding forum in the future). This will include regular performance updates.

A Steering Group has been established to bring together suitable representatives from a range of services and partner agencies with the remit of implementing Operation Encompass within Trafford. The Steering Group will work collectively to develop a coordinated approach to the identification of potential victims (through enhanced and timely information sharing across agencies) and to develop referral and support mechanisms for children and young people (and victims and perpetrators).

8. The Core Business of the Steering Group:

- To ensure a consistent targeted approach to Operation Encompass is delivered across the Authority through the development of a robust Implementation Plan;
- To raise awareness of the project with school governors in order to increase potential uptake of the project, and to work closely with schools to identify 'key adults' to receive referrals;
- Identify mechanisms that can be used to support children;
- To support the roll out of relevant training and development to key adults, parents, partner agencies and Council services in order to increase knowledge/understanding of domestic abuse and its impact.
- To actively monitor and evaluate the success of the project to identify best practice and to improve future delivery.
- To consider how referrals will be linked with the All Age Front Door.
- • To agree to standardised correspondence (including letters to parents, Head teachers, Chair of Governors and key adults etc.).

Appendix 1 Operation Encompass Process



- On a daily basis, the Police OPUS System is interrogated using local codes. An area specific search is made using a specific domestic violence/abuse code which highlights domestic incidents. This highlights all domestic incidents during the search period (crime and non-crime).
- The front screen of each incident is viewed to see if there are children aged between 4-16 years involved. If children are listed the details are taken. If not, further research is undertaken using PSS system to identify school details.
- The Encompass Lead will then contact the Key Adult for the school where the child attends. Information is shared with Key Adult and Referral and Assessment by secure email. A record will be made of the information shared and to whom within the Integrated Children's System and on Police Opus System
- The informed school will log the information received, document what support has been offered to the CYP and what actions have been taken. This information is to be fed back to the Encompass Lead.

Appendix 2 Silent and Overt Support

SILENT SUPPORT EXAMPLES

Overt Support Examples

- Flexible application of school rules for Example uniform, homework etc.
- Understanding and flexibility in expectations in terms of:-
 - Behaviour
 - School Work
- Opportunities for one-to-one time with teacher to provide opportunities to talk for example 'helping with a job'
- Review lesson plans to ensure appropriate for the child on the day
- Systems for spare uniform, lunch etc.
- Child knowing who they can talk to
- Checking collection arrangements at end of school day
- Using tools to understand child experiences
- Using Early Help processes to access additional support
- Develop a safety planning with the child

Appendix 3 Encompass Log Sheet

Police Reference Number:		Date:	
Child's Name & DOB:			
Date and time of incident:		Risk Level:	
Circumstances of incident:			
Additional information:			
Name of person receiving notification:		Date:	
		Time:	
Safeguarding Officer notes:			

Appendix 4 Suggested Encompass Parents Awareness Letter

Dear Parent/Carer,

Re: Encompass

Our school has been given the opportunity to take part in a new project that will run in partnership with the Trafford Safeguarding Board and Greater Manchester Police. The project, Encompass, has been designed 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 Trafford 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, full details of the policy can be found on Trafford Safeguarding Board's website www.tscb.co.uk

Thank you for your continued support

Chair of Governors & Head Teacher

Background Information to Support School Letter

Encompass

The purpose of Trafford Encompass is to safeguard and support children and young people who have been involved in or witness to a domestic abuse incident. Domestic abuse impacts on children in a number of ways. Children are at increased risk of physical injury during an incident, either by accident or because they attempt to intervene. Even when not directly injured, children are greatly distressed by witnessing the physical and emotional suffering of a parent.

Encompass has been created to address this situation. It is the implementation of key partnership working between the police and schools. The aim of sharing information with local schools is to allow 'Key Adults' the opportunity of engaging with the child and to provide access to support that allows them to remain in a safe but secure familiar environment.

Following the report of an incident of domestic abuse, by mid-day on the next school day the school's Key Adult will be informed that the child or young person has been involved in a domestic incident. This knowledge, given to schools through Operation Encompass, allows the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child.

The purpose and procedures in Operation Encompass have been shared with all parents and governors, is detailed as part of the school's Safeguarding Policy and published on our school website.

At *insert school details* our Key Adult * is insert details.*

Appendix 5 Encompass Commitment

As part of _____ commitment to keeping children safe we have signed up to implement the principles and aims of the 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 Trafford Encompass Protocol
- Promote and implement Trafford Encompass processes and use these in accordance with internal safeguarding children processes as well as those outlined in Trafford's 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