

# Operation Encompass

Supporting children through key adults

In every Force, in every school, for every child  
Advice for Implementation 2017



Sgt David Carney-Haworth (Rtd)  
[www.operationencompass.org](http://www.operationencompass.org)



# It's every child's right

## The fundamental principle of Operation Encompass

Operation Encompass is the reporting to schools **prior** to 9am 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 best thing the police have given to education".<sup>1</sup>

## Police responsibilities

'Children can also be seriously affected by witnessing domestic abuse'<sup>2</sup>.

When the police attend at **any** domestic incident there is a statutory obligation for them to obtain victim information including details of all children witnessing or exposed to domestic abuse.<sup>3</sup>

There is also a responsibility for the police to share the information to protect the victims.<sup>4</sup>

---

<sup>1</sup> HMIC, Increasingly Everyone's Business

<sup>2</sup> College of policing 2015

<sup>3</sup> MOPI

<sup>4</sup> Children's Act 2002 Sec 11

## Implementation of Operation Encompass

Before implementing Operation Encompass the police should:

- Ensure the Chief Constable and PCC are aware and support the implementation of Operation Encompass
- Identify which role will undertake the daily contact to schools prior to 9.00am, considering sustainability
- Ensure all frontline police officers are made aware of Operation Encompass and the need to see children as victims at Domestic Abuse incidents
- Make contact with the Head Teachers of the schools that will be part of Operation Encompass to explain the project and process that they will go through to be part of Operation Encompass
- Gain the school's commitment to attending  $\frac{1}{2}$  day input on Operation Encompass
- Gain school's commitment to rolling out domestic abuse update training for all staff prior to the start of Operation Encompass in their school

'Children exposed to domestic abuse are subject to harm and risk'<sup>5</sup>.

---

<sup>5</sup> College of policing 2015

## The Key Adult

The Key Adult is the receiver of the often-raw, **sensitive** and **dynamic** information.

The Key Adult input;

The raising awareness of Operation Encompass and the impact of domestic abuse on the often silent victims, the children

- The input can be achieved in a  $\frac{1}{2}$  day but forces may prefer to undertake a full day
- Organised and run preferably by police and education together
- Explains the context of domestic abuse, for England and Wales and for that specific force, the impact upon children, the child protection context of DA and the need to support children
- 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
- Enables all the points on the Key Adult checklist to be addressed
- Utilises the National Decision Making model (NDM)
- Key Adults will usually be the school's Dedicated Safeguarding Lead

School/ Key Adult responsibilities (see Key Adult checklist on the website)

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.

## Information Sharing (HM Government 2015)

"Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people.

The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives.

It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet.

At the other end of the spectrum it could be the difference between life and death.

Poor or non-existent information sharing is a factor repeatedly flagged up as an issue in Serious Case Reviews carried out following the death of, or serious injury to, a child.

Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. No practitioner should assume that someone else will pass on information which may be critical to keeping a child safe.

Lord Laming emphasised that the safety and welfare of children is of paramount importance and highlighted the importance of practitioners feeling confident about when and how information can be legally shared. He recommended that all staff in every service, from frontline practitioners to managers in statutory services and the voluntary sector should understand the circumstances in which they may lawfully share information, and that it is in the public interest to prioritise the safety and welfare of children. (Page 4)

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm.

Whilst the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is **not** a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would **not** prevent sharing where there are real safeguarding concerns."(Page 7)



Officers attending domestic abuse incidents should record the following details of children present at the time of the incident or ordinarily resident at an address where a domestic abuse incident has occurred:<sup>6</sup>

- Name, including other family names and any previously used names
- Date of birth
- Sex
- Normal address
- General Practitioner
- Primary career or care arrangements for looked-after children
- **School or nursery**
- Full details of the child's circumstances, as witnessed by the officer, to include personal welfare, cleanliness, communication ability, injuries and demeanor
- Details of anything said by the child
- Full details of other children ordinarily present at the address

Information sharing enables early intervention and preventative work to safeguard and promote welfare and for wider public protection. The public needs to be confident that their personal information is kept safe and secure. All members of the police service are responsible for ensuring that we share information appropriately as part of our day-to-day practice and do so confidently, proportionately and lawfully.<sup>7</sup>

---

<sup>6</sup> College of policing 2015

<sup>7</sup> College of policing 2015



## Quick Overview

Operation Encompass is a partnership between the Police and designated school staff, known as Key Adults. Working together to safeguard children, the Police will inform the Key Adults within schools, prior to the start of the school day, about any domestic abuse incident where the child or young person has been present or exposed to.

## Police Action

Attend incident

Gather information (College of Policing and MOPI)

Create medium to pass information. I.e. telephone call. Secure email.

Pass information to Key Adult<sup>8</sup>

Ensure record endorsed with details of information shared and to whom.

Example endorsement

\*\*\*\*\*Operation Encompass\*\*\*\*\*

Crime/incident ref no. DE/13252 passed to St. John school Key Adult Mr. Small.

Details passed by \*\*\*\*\*

## Key Adult Action

Be available to take information

Record information sheet

Utilised NDM

Support child

File information

Operation Encompass information will be stored in accordance with the storage requirements

---

<sup>8</sup> It is good practice to confirm with the Key Adult that the child still attends the school before passing any other details.

for safeguarding/child protection files. Where a child already has such a record, Operation Encompass information should be included within this.

## Communication

Letter sent to all parents informing of Operation Encompass involvement

Update School prospectus

School website reflects Operation Encompass involvement

Child's name and age & DOB Number	Henry Smith 7yrs 01/01/2008		
Police Reference	ED/ 2356	Date:	15/09/14
Date and time of incident Address	23.45hrs Monday 02/03/14. 4 St John Street Plymouth		
<u>Circumstances of incident</u> Father came home and after argument punched mother in face. Father arrested still in custody.			
<u>Additional school information including other Operation Encompass calls</u> No other concerns. Is father allowed to collect child from school any restrictions, can he return home?			
<u>Actions taken and Impact</u> Call to police later in day. Advise mother to engage with domestic support services.			

# Operation Encompass Key Adult Responsibilities



Responsibility	
The Key Adult must have attended the training and be part of the SLT with Safeguarding responsibility.	
The Key Adult must give up to date contact numbers to the Police with an indication of the time from which he/she is available to take the Operation Encompass call.	
The Operation Encompass file for each child containing school actions and record of calls must be kept in the same way and also linked with other Child Protection/Safeguarding paperwork, in a secure and locked cabinet/drawer.	
The Key Adult can identify a person (trained in Child Protection/ Safeguarding) who can deputise in his/her absence but must have taken them through the confidentiality aspects of Operation Encompass prior to them being able to take a call. Once this has happened then the NPU Officer should be informed of the identity of that Deputy.	
The Key Adult must ensure that all 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.	
Office staff must be informed that when an Operation Encompass call comes in then the Key Adult must be sought immediately.  Once the Operation Encompass call comes in, the Key Adult then assumes responsibility for the information being acted upon within school, via either silent or overt support being offered to the child/children and families.	
The Key Adult must inform parents that the school is part of Operation Encompass, using the basic template given to each school, which can be amended to suit the school's individual requirements.	
The Key Adult 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 Head / Governing Body and Key Adult should consider including information about Operation Encompass in the school's prospectus, thus ensuring that all new parents are informed of involvement.	
The Head / Governing Body and Key Adult should consider whether the information about Operation Encompass should form part of the school website.	

School name \*\*\*\*\* and logo

Dear Parent/Carer,

The school has been given the opportunity to take part in a project that will run jointly between schools and \*\*\*\*\*Police (Name the local police force).

Operation Encompass is the reporting to schools, prior to 9am on the next school day, when a child or young person has exposed to, or involved in, any domestic incident

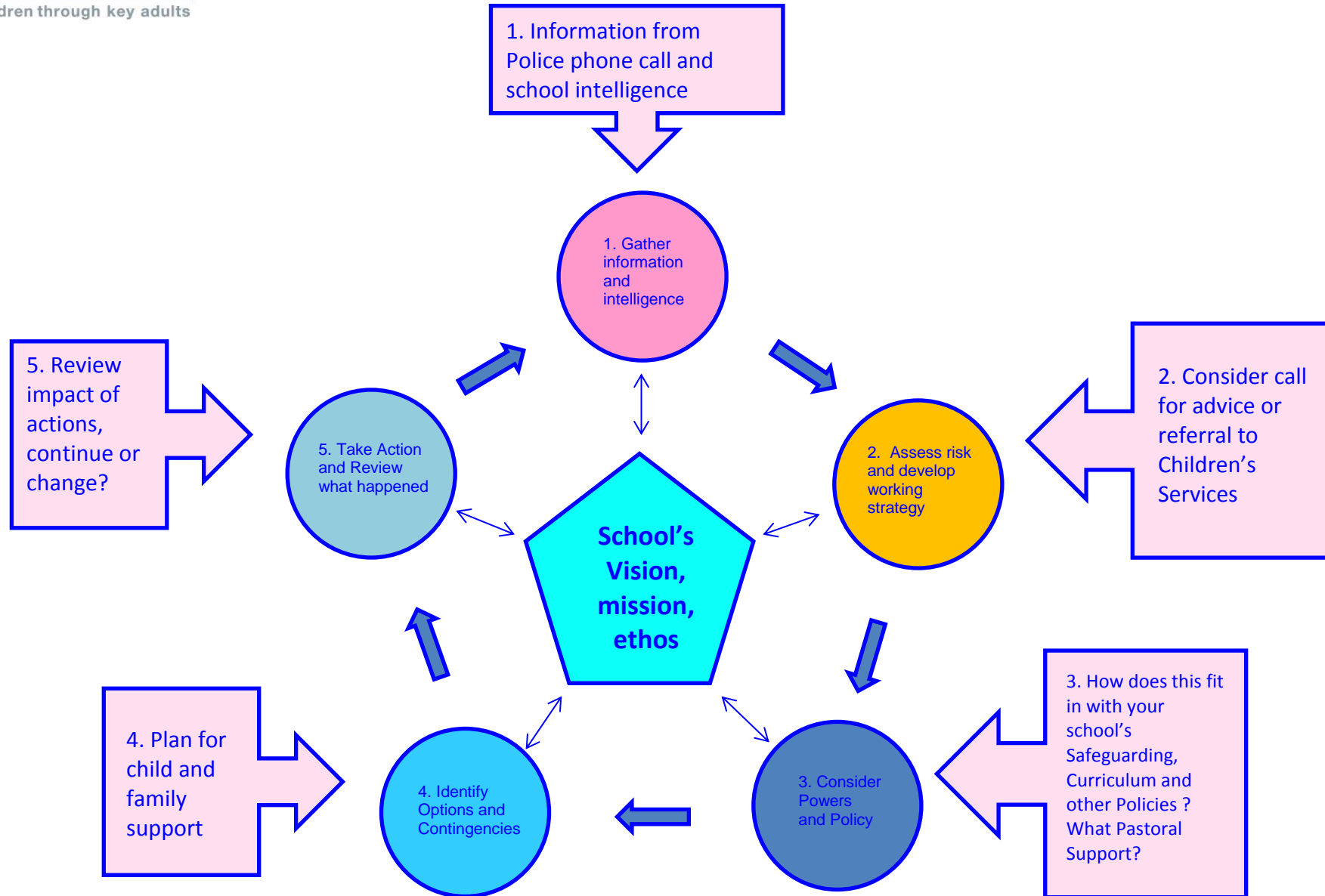
Operation Encompass will ensure that a member of the school staff, known as a Key Adult, is trained to allow them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that the school is able to make provision for possible difficulties experienced by children, or their families, who have been involved in, or exposed to, a domestic abuse incident.

We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

Signed

Head Teacher

We encourage schools to use the decision making model which is used by other organisations such as Police and Social Care



# Operation Encompass

Supporting children through key adults

Operation Encompass aims to give your school a call before 09:00hrs on the first school morning after police have attended a domestic violence incident where children are present. This allows the Key Adult(s) in each school to prepare for an Operation Encompass call using the Decision Making Model

1. Information from Police phone call and school intelligence

Who is the Key Adult(s) that will receive the call?  
 If the Key Adult is not available before 09:00 who is the deputy?  
 What is the contact number? A mobile can be better because it shows a missed Operation Encompass call.  
 How will you record the information? (Information sheet template provided) Where is it kept?  
 If the main school number is used, office staff need to be briefed to understand the importance of an Operation Encompass call and the need to find the Key Adult immediately  
 Does the Key Adult have access to Child Protection records? ( This is why the DSL is the most appropriate Key Adult)

Check child protection records, Cause for Concern, check with class teacher for recent concerns. Brief Class teacher on Operation Encompass call received and Key Adult's decision about type of support to provide.  
 Initial Support ideas: breakfast, uniform, meet and greet, silent support, homework, scripts

2. Consider calling MARU for advice or referral

Inform parents of school's participation in Operation Encompass (letter provided). Include the information in safeguarding policy, prospectus, school web site, entrance hall, Operation Encompass website.  
 School Pastoral Support (PSA, Learning Mentor, Counsellor) , locality Pastoral support, LA, Multi Agency, Early Help  
 Staff training, PSA role in signposting and parent self-referral, building resilience (mother, child) plans for temporary/ refuge admissions. Tell pupils of the school's involvement, website, QR technology  
 Integrate DV/DA into existing curriculum/ policy (SEAL, PSME, SRE) Assemblies, Behaviour. Ensure part of the Healthy Relationships work in PHSE

3. How does this fit in with your school's Safeguarding, Curriculum and other policies? What Pastoral support?

4. Plan for child and family support

Brief class teacher, discuss support available  
 PSA/Counsellor for adult victim support; provide telephone numbers of organisations who can support  
 Following initial support consider school based pastoral support, locality support, signposting to other Domestic Abuse Agencies

5. Review impact of actions, continue or change?

School's internal monitoring arrangements, review and reflect arrangements.  
 Consultation with pupils and parents if appropriate.  
 Consultation with pupils and parent.

Be prepared to come across situations and contexts which you could not have planned for.



## Further advice and resources

Any further information or advice can be obtained by accessing the website:

[www.operationencompass.org](http://www.operationencompass.org)

Or by contacting

David Carney-Haworth: [david.carneyhaworth@yahoo.co.uk](mailto:david.carneyhaworth@yahoo.co.uk).

Elisabeth Carney-Haworth: 01752 812245 (Torpoint Nursery and Infant School)

[head@torpoint-inf.cornwall.sch.uk](mailto:head@torpoint-inf.cornwall.sch.uk)

All documentation and the Operation Encompass logo are on the website and are provided free of any charge.

## Notes



Registered charity number 1169147