

Responsibility	Date:
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.	