



Rochdale Safeguarding Children Board Encompass Procedure

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1. Operation Encompass Vision and Overview

Operation Encompass is being refreshed within Rochdale to ensure the efficient sharing of information between Greater Manchester Police and local schools in a confidential manner. Its vision is to safeguard children and young people who are affected by domestic abuse by ensuring that schools are made aware of an incident at the earliest possible opportunity thus allowing the rapid provision of support.

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 appropriately trained Key Adults within schools are made aware of the incidents at the earliest opportunity in order to provide timely and tailored support to children and young people at the start of, and during, the school day.

Operation Encompass does not replace or supersede existing protocols. The process should always be followed in conjunction with current safeguarding procedures and practitioners guidelines.

Encompass is a partnership between Greater Manchester Police, Rochdale Safeguarding Board, Rochdale Safer Communities Partnership and designated school staff, known as Key Adults.

In Rochdale, Operation Encompass will be included as part of the Early Help and Safeguarding Hub (EHASH).

2. Operational Procedure

Police attendance at a Domestic Abuse Incident:

When police attend 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 complete a DASH, assess the level of risk and then update the Police Protection Investigation (PPI) document with all of the above details. The Officer will then email the PPI number to the Operation Encompass Coordinator using the EHASH email address.

The Role of the Operation Encompass Coordinator:

Each morning the Operation Encompass Coordinator will review the EHASH inbox and PPI numbers from Officers. The Coordinator will complete the Encompass Log Sheet (Appendix 2).

The Encompass Coordinator will have a list of all Key Adults within the Rochdale area.

The Coordinator will send, via secure email, the Encompass Log Sheets to the relevant schools by 8:30am.

The Coordinator will also send the Encompass Log Sheet to Partners within EHASH to ensure the Early Help Team are aware of the incident. This team will then follow their usual protocol and contact schools to discuss the incidents and offer further support if required.

The Role of Schools:

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

The Key Adult will ensure the relevant staff within the school are aware that an incident has taken place to ensure the relevant silent or overt support is put in place for the child or young person. The Key Adult will add notes to the Encompass Log Sheet and store appropriately.

Timescales:

Incident information will be shared with the nominated Key Adult by no later than 8:30am each day to ensure that there is sufficient time available for the appropriate level of silent or overt support to be given to the child or young person.

Data will continue to be collated over the school holiday period, and sent to schools so that they are aware of the information when term commences.

Recording of Information:

The details of incidents shared with the Key Adults will be recorded by the Encompass Coordinator on the PPI (Public Protection Investigation) document stating that an Operation Encompass disclosure has been made.

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.

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 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.

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 3 & 4.

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 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.

It is each school's responsibility to ensure the details of their Key Adult and Deputy is up to date and recorded in Rochdale'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 Rochdale'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:-

- Understanding and flexibility in expectations in terms of behaviour, school work and school rules
- Make allowances for the child not being able to engage fully in the day at school, both emotionally and physically
- Acknowledge what they have been through, check on child's well being
- Opportunities for 'quiet time' or one-to-one time with teacher or other appropriate adult to provide opportunities to talk for example, 'helping with a job'
- Help the child make sense of the way they are feeling and behaving and help them to develop coping strategies
- Review lesson plans to ensure appropriate for the child on the day
- Systems for spare uniform, PE Kit, lunch etc.
- Mentoring
- Schools may apply for exceptional circumstances to Exam Boards

As the day progresses, the EHASH team may contact the school to discuss the incident and consider referrals to support agencies, additional support or the development of a support package around the child and family.

If a child/young person or adult discloses domestic abuse to you, follow normal safeguarding procedures:

- Children's Needs and Response Framework: <https://www.rbscb.org/professionals/children-s-needs-response-framework/>
- Safeguarding Referrals: <https://www.rbscb.org/professionals/safeguarding-referrals/>
- Safeguarding Procedures: <https://www.rbscb.org/professionals/multi-agency-procedures/>

5. Cross Border Considerations

Rochdale Encompass recognises that there will be children in Rochdale attending education settings outside the borough boundary. Currently there is no capacity within this process 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

There are a range of information sharing processes and protocols in place that permits the sharing of information for Operation Encompass:

- 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
- 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 Rochdale Safeguarding Board and the Rochdale Safer Communities Partnership Board, this will be in the form of regular update reports, the frequency of which can be agreed by the individual Boards.

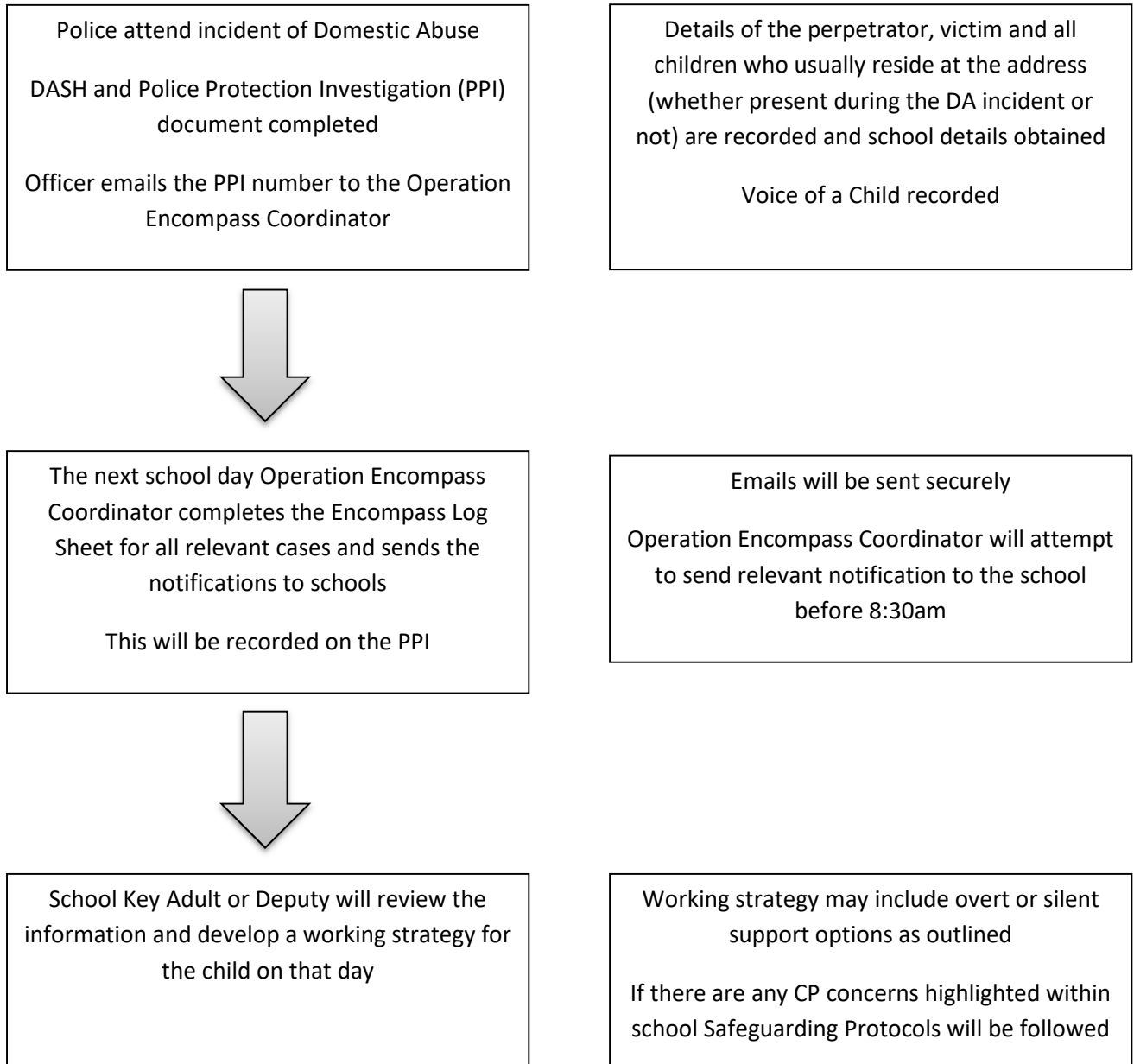
At an operational level, Operation Encompass will report into the Domestic Abuse Working Group, this will include regular performance updates.

The Domestic Abuse Intervention Group will ensure Operation Encompass is implemented across Rochdale and the Partners 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 Domestic Abuse Intervention 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 Early Help Front Door
- Agree to standardised correspondence (including letters to parents, Head teachers, Chair of Governors and Key Adults etc)

Appendix 1 Operation Encompass Process



Appendix 2 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 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 ensure that all parents are informed of involvement. | | |
| The Key Adult should include information about Encompass on the school website. | | |

Appendix 3 Operation Encompass Log Sheet (POLICE USE)

| | | | |
|--|--|---------------------|--|
| Police reference number: | | Date: | |
| Child's name, age and DOB: | | School(s) attended: | |
| 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 is now part of Operation Encompass.

Operation Encompass is a Police and Education early intervention safeguarding partnership which supports children and young people exposed to domestic abuse.

Being part of this project means our school will receive a notification from Greater Manchester Police before the start of the next school day when a child or young person has been involved in or exposed to a domestic abuse incident the previous day. When incidents occur on a Friday, Saturday or a Sunday, the police will contact our school on the following Monday.

The information is given in confidence to the schools Key Adult and will enable support to be given dependant on the needs and wishes of the child.

The Key Adults at our school are they have received a briefing about his project and the impact of Domestic Abuse on children and young people.

Our school always endeavour to offer the best support possible to our pupils and we are proud to be part of the Operation Encompass intervention as we believe this is a crucial way in which we can support the children and young people in our care.

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 Rochdale's Safeguarding Board's website www.rbscb.org

Thank you for your continued support

Chair of Governors & Head Teacher

Background Information to Support School Letter

Encompass

The purpose of Rochdale Encompass is to safeguard and support children and young people who have been involved in or witness 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 Rochdale Encompass Protocol
- Promote and implement Rochdale Encompass processes and use these in accordance with internal safeguarding children processes
- 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 6 Additional Domestic Abuse Guidance for Schools

The table below details the impact and risks for children and young people affected by domestic violence and abuse. It provides some of the signs and symptoms that school staff may recognise as a cause for concern and action.

| When Living with Domestic Violence and Abuse: | When Leaving Domestic Violence and Abuse: |
|--|--|
| Safety | |
| <ul style="list-style-type: none"> • Injury/threats if attempts to intervene • Having to leave the house to get help or be safe • Running away • Self-harming in order to cope | <ul style="list-style-type: none"> • Continued threat from abuser • Continued contact with abusive parent through a 'Contact order' • Greater risk to health and safety when in temporary accommodation • At greatest risk of being killed at this point or in the first few months |
| Education | |
| <ul style="list-style-type: none"> • Erratic school attendance • Late to school • Attending school when ill because they do not want to be at home • Faking illness to stay at home to protect abused parent/carer • Disturbed sleep leading to a loss of concentration • Unable to complete homework • Concentrating extra hard to escape • Not being able to take part in extra-curricular activities | <ul style="list-style-type: none"> • Disturbed sleep leading to a loss of concentration • Not getting a new school place • Late to school because of new accommodation • Missing school for court appearance • Unable to complete homework • Reduced finances affecting ability to buy uniform or take part in activities • Risk of abduction because they can be found via school |
| Emotional Health and Development | |
| <ul style="list-style-type: none"> • Altered brain development • Restricted access to health care • Restricted access to food and clothing • Unwilling or unable to bring friends home • Erratic school attendance • Disturbed sleep • Living with conflict and tension • Distorted vision of relationships • Being forced to take part in abuse of parent • Upset at death/ injury to pet | <ul style="list-style-type: none"> • Not being able to see friends and family • Possible loss of a pet, possessions and all that is familiar • Stigma of being in temporary accommodation • Loss of access to activities e.g. sport or drama • Finances can improve or get worse • Maybe subject to an child protection investigation • Disturbed sleep • Stress related illness and/or behaviours |
| <p>In the longer term, safety is improved if the break from the perpetrator can be made successfully and sensitive handling can minimise many of these factors.</p> | |

Parental Access: Some parents may have an injunction against them which means that that they are not allowed access to, or custody of the child. Ensure class teachers and other relevant staff are aware if this is the case.

Accommodation: Where a child is new in school because they have moved to a local refuge or a new address, they may need support in making friends and integrating into school life. They may not have space or easy access to a computer in the refuge, so this needs to be taken into consideration when setting homework.

Displaying Information

For many victims/child witnesses, the school might be the **one** place that they visit/attend without their abusive partner/perpetrator. It would help if schools displayed posters/leaflets with information about domestic violence and abuse support agencies for both adults and children in areas that are visible.

Local Resources

There are many agencies locally that can support victims, perpetrators and children, for details follow the link below:

<http://rochdale.gov.uk/health-and-wellbeing/domestic-violence-and-abuse/Pages/domestic-violence-and-abuse.aspx>