





**SCHOOL**



# Operation Encompass Gateshead

Strategic and Operational Framework

“None of us knows what all of us know”



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# Contents

<b>Section</b>	<b>Page</b>
1. Operation Encompass Vision and Overview	2
2. Operational Approach	3
3. Key Adult Responsibilities	5
4. Tailored Support	6
5. Information Sharing	7
6. Governance and Accountability	8
<b>Appendices</b>	
Appendix 1 - Operation Encompass Process	10
Appendix 2 - Call Log	11
Appendix 3 - Decision Making Model	12

# 1. Operation Encompass Vision and Overview

- 1.1 Operation Encompass was initially launched in Plymouth in February 2011 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 Gateshead, Operation Encompass will be included as part of the Multi-Agency Safeguarding Hub (MASH).
- 1.2 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.
- 1.3 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.

## 2. Operational Procedure

- 2.1 On a daily basis, Police Officers seconded into Safer Communities will interrogate relevant Police systems to determine the circumstances of all domestic abuse incidents that have occurred within Gateshead over the previous 24 hour period, where a Police Child Concern Notification has been created by the attending Police Officer. The full process has been set out in Appendix 1.
- 2.2 Domestic abuse incidents will be checked and broken down as follows:
- Incidents where a child has been directly involved in an incident of domestic abuse;
  - Incidents where a child has witnessed an incident of domestic abuse;
  - Incidents where a Child Concern Notification has been created;
  - Incidents that have occurred where a child resides at the address but was not present at the time of the incident taking place and there is a history of domestic abuse (that would warrant such information being shared).
- 2.3 Each school will have nominated a Key Adult and Key Adult Deputy that will be the single point of contact between Safer Communities and the school. In most circumstances, the most appropriate person to undertake this role will be the Safeguarding lead.
- 2.4 Upon identification of an incident that hits the criteria set out in section 2.2, the seconded Police Officer will make contact with Key Adult by telephone to provide an 'Initial Notification' that an incident has taken place, however no specific details will be shared at this stage.
- 2.5 Following the Initial Notification, a secure email will be sent directly to Key Adults from the Operation Encompass Mailbox that provides further details on the incident that has taken place. This information will be recorded on the Call Log (as set out in Appendix 2) and provides information on:
- Child Name
  - Child Date of Birth
  - Child Address
  - Date of Incident
  - Time of Incident
  - Circumstances of Incident
  - Repeat Incident(s) Details
  - Current Action(s) Taken by Northumbria Police
  - Future Action(s) by Northumbria Police
  - Suggested Action(s) Taken by School/Key Adult
  - Police Reference (Unique Force Wide Incident Number)



- 2.6 At the same time, the Police Officer will also share this information directly with nominated staff within Referral and Assessment Team in Children Services, Gateshead Council. The sharing of this information ensures that Child Protection issues can be addressed, and where relevant, contact with Referral and Assessment and Key Adult can be made.
- 2.7 This process does not replace or supersede existing protocols, or singularly address child welfare. The protocol should always be followed in conjunction with Local Safeguarding Children's Board (LSCB) Policy and Procedures and Practitioner Guidelines.

### Timescales

- 2.8 Call Log information will be shared with the nominated Key Adult by no later than 1030hrs each morning to ensure that there is sufficient time available for the appropriate level of support to be given.
- 2.9 All research will be undertaken over a 24hr period – with the exception of a weekend. Information relating to domestic incidents that have occurred between Friday 0900hrs and Monday 0900hrs will be compiled and sent in accordance with the process – and will be sent each Monday by 1030hrs.

### Recording of Information

- 2.10 The details of incidents shared with the Key Adults will be recorded by the Police Officer using an Excel spreadsheet, and will be used for monitoring purposes, and to identify repeat cases.
- 2.11 Information will also be added to the Northumbria Police 'IS' System as a Warning Marker (classified as 'OE').

### Cross Border Considerations

- 2.12 Operation Encompass is only available in Gateshead – and any incidents occurring in other force areas or children accommodated in educational settings outside the Gateshead area are not covered by this protocol – and as such, no information/details will be shared on these incidents.

### School Holidays

- 2.13 The seconded Police Officer will ensure that data continues to be collated over the school holiday period. As agreed with schools, this information will be forwarded to Key Adults in bulk when the term re-commences, so that schools are fully aware of all incidents that have taken place

## 3. Key Adult Responsibilities

- 3.1 The Key Adult must have attended the training and be part of the Senior Management Team with Child Protection responsibility.
- 3.2 The Key Adult must give up to date contact numbers to the Designated Police Officer with an indication of the time from which he/she is available to receive the Operation Encompass information.
- 3.3 The Operation Encompass file and record of calls must be kept in the same way as other Child Protection paperwork, in a secure and locked cabinet/drawer.
- 3.4 The Key Adult can identify a person (trained in Child protection, preferably a DCPO) who can deputise in his/her absence but must have taken them through the NDM and confidentiality aspects of Operation Encompass prior to them being able to take a call. Once this has happened then the Designated Police Officer should be informed of the identity of that Deputy.
- 3.5 The Key Adult must ensure that all teaching staff understands 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.
- 3.6 Office staff must be informed that when an Operation Encompass call comes in then the Key Adult must be sought immediately.
- 3.7 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 the school's individual requirements.
- 3.8 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.
- 3.9 The Key Adult should consider including information about Operation Encompass in the school's prospectus, thus ensuring that all new parents are informed of involvement.
- 3.10 The Key Adult should consider whether the information about Operation Encompass should form part of the school website.



## 4. Tailored Support

4.1 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 (CAF/TAF)
- Make a referral to support services for the child and/or parent (FIT)
- 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. Information Sharing

“None of us knows what all of us know”

- 5.1 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.
- 5.2 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
- 5.3 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.

## 6. Governance and Accountability

- 6.1 At a strategic level, Operation Encompass reports directly to the Community Safety Board, Safeguarding Adults Board and Local Safeguarding Children's Board. This will be in the form of regular update reports, the frequency of which can be agreed by the individual Boards.
- 6.2 At an operational level, Operation Encompass will report into the Domestic Abuse Executive Forum. This will include regular performance updates.
- 6.3 A Reference 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 Gateshead. The Reference Group will work collectively to develop a co-ordinated 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).

### The core business of the Reference Group:

- To ensure a consistent targeted approach to Operation Encompass is delivered across the Borough 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 Referral and Assessment Team within Children and Families.
- To agree to standardised correspondence (including letters to parents, Headteachers, Chair of Governors and key adults etc.).

# Appendices



## Appendix 1 - Operation Encompass Process

- On a daily basis, the Police 'IS' 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 Multi Agency Safeguarding Hub Designated Police Officer 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 Operation Encompass Database. The Police 'IS' System will be updated with that same information.
- 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 Designated Police Officer.
- Using the national Police decision making model – schools record the interventions and support given to CYP

# Appendix 2 - Call Log

CONFIDENTIAL

# Operation Encompass Call Log

Police Ref No (FWIN): \_\_\_\_\_ Date: \_\_\_\_\_

Child Name: \_\_\_\_\_

Child DOB: \_\_\_\_\_ Child Age: \_\_\_\_\_

Child Address: \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time: \_\_\_\_\_

Circumstances of Incident \_\_\_\_\_

\_\_\_\_\_

Repeat Incident(s): \_\_\_\_\_

\_\_\_\_\_

Current Action(s) Taken by Northumbria Police \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Future Action(s) by Northumbria Police \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action(s) Taken by School/Key Adult \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## Appendix 3 - Decision Making Model



