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POLICE AND CRIME  
COMMISSIONER

Mid and West Wales VAWDASV  
Strategic Group  
Safer Lives, Healthier Families  
Tackling Violence Against Women,  
Domestic Abuse & Sexual Violence  
in our Communities



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**CEREDIGION**  
County Council



# **Dyfed Powys**

# **Operation Encompass**

# **Operating Protocol**

## **January 2020**

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## 1. Operation Encompass Vision and Overview

Operation Encompass was launched in Plymouth in February 2011 to address shortcomings in the early sharing of information with schools; with a vision 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 opportunity. Since then Encompass has been rolled out across a number of areas in the UK with successful implementation and positive outcomes for many children and young people.

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 a Designated Safeguarding Person (DSP) has been identified within the schools and are appropriately trained. They are to be 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. Operation Encompass is designed to reinforce safeguarding and ensure children's wellbeing is of paramount importance.

Dyfed Powys Encompass is a partnership between Dyfed-Powys Police, the Education Department of all four local authorities and designated safeguarding persons within the schools.

## 2. Operational Procedure

### Police attendance at a Domestic Abuse Incident

Police attend an incident of domestic abuse, deal with the incident and assess the risk. Part of the risk assessment is to capture relevant information including names, date of birth, home address and schools attended of any children residing/present in the house. It is also imperative to determine the following:

1. Date and Time of the incident
2. Summary of the circumstances of the incident
3. If any children were involved or witnessed the incident
4. Was the child injured or visibly upset?
5. If any child was present in the address at the time of the incident or usually resides at this address

The attending officer will complete the full DASH, assess the level of risk and submit. This generates an automated domestic incident notification and is sent to the Local Authority (LA) Education Department via a secure e-mail address. Each LA has designated appointed staff to access this inbox.

#### The role of the Education Department Safeguarding Officers'

Each morning the Safeguarding Officers' will review each Domestic Incident Notification (DIN) in the inbox. If the school is not stated on the DIN, the local authority will research their systems and locate which school the named child/children attend and telephone each school individually to notify the head teacher or DSP before 9am (or as soon as is practically possible).

#### The role of the schools'

Each school will have a Designated Safeguarding Person (DSP) that will be the single point of contact for Op Encompass. The DSP will ensure the relevant staffs 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 school will record the Op Encompass notification and any additional notes in a password protected document on the schools system.

Where the child or young person is electively home educated, the notification will be shared with the Elective Home Education Advisor.

#### Timescales

Domestic Incident Notification will be shared as and when the incident occurs. The police officer dealing will submit the information and the notification is populated automatically and sent via secure e-mail. The LA Safeguarding Officers will review their inbox each morning and will attempt to contact the correct schools before 9am (whenever possible).

Dyfed Powys Police will ensure that this process will continue over the school holiday period and sent to the education department to forward to the schools, so that they are fully aware of all incidents when term commences.

#### Recording of Information

The Education Department within the local authority will review each notification from their secure inbox. Once the relevant information is disseminated to the schools, the e-mail notification is deleted.

### 3. School's Responsibility

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.

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 Op 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 DSP 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 Op Encompass, using the basic template given to each school if required (which can be amended to the school's individual requirements). See Appendix 3

The School should consider including information about Op 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 Op Encompass should form part of the school website. Op Encompass Poster – See Appendix 4.

The School must inform the Governing Body that the school is part of Op 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 DSP and deputy is up to date. They must also ensure that there is a sufficiently trained deputy to receive the information in their absence.

### 4. Tailored Support

Schools are to consider the use of overt and silent support options. Examples of those options are:-

- Understanding and allow 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

The schools should note that the police reported incident that triggered the Operation Encompass notification will have already been referred into children's social care for assessment in every instance, and the school should not make a duplicate referral in relation to the notification.

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

## 5. Cross Border Considerations

Dyfed Powys Encompass recognises that there will be children in Dyfed Powys area attending education settings outside the force 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

A Data Protection Impact Assessment (DPIA) has been completed for the purpose of Op Encompass See Appendix 5. There are also 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 at the earliest possible opportunity.

## 7. Governance and Accountability

At a strategic level, Operation Encompass reports directly to the Regional Safeguarding Board (CYSUR), Safeguarding Adults Board, Local Safeguarding Children's Board and the Mid and West Violence Against Women Domestic Abuse Sexual Violence (VAWDASV). This will be in the form of regular update reports, the frequency of which can be agreed by each individual board.

## Appendix 1

### Definition of Domestic Abuse

“any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

This definition also includes ‘honour’ based violence, forced marriage and female genital mutilation (FGM) and is clear that victims are not confined to any one gender or ethnic group.



## Appendix 2

### Support given to children

The two main types of support given to children by designated safeguarding persons have been labelled as 'silent support' and 'overt support'.

#### Overt Support

- Meeting physical needs, i.e. breakfast, lunch, provision of uniform
- 1:1 support such as a learning mentor etc.
- Working elsewhere or doing a different activity/not working at all.
- School buddy.
- Making changes to school routine.
- Letting the child know you are aware but no-one else.
- Assessment of health/emotional well-being.

#### Silent Support

- Make them know who they can talk to if needed
- Lenience to school rules.
- Different expectations in relation to their behaviour and work output.
- Inform class teacher with minimal information.
- Checking collection arrangements at end of school day.
- Having staff presence as a form of support throughout the day.
- Where appropriate, a discussion should take place with other school staff to highlight any other relevant or related issues, i.e. self-harm, non-attendance etc.

## Appendix 3

### Op Encompass School Letter for Parents



OP Encompass  
School Letter for Pare



OP Encompass  
School Letter for Pare

## Appendix 4

### Op Encompass Poster



PCC Encompass  
poster.docx

## Appendix 5

Copy of signed off DPIA will be attached here.

