

# SOUTH YORKSHIRE COUNTYWIDE PARTNERSHIP



## MEMORANDUM OF UNDERSTANDING

**“MAKING THE NEXT SCHOOL DAY BETTER”**



## **Key Principals of Operation Encompass:-**

- Operation Encompass is a unique early intervention safeguarding partnership enabling support for children and young people who may have experienced or are affected by domestic abuse.
- Operation Encompass is every child's right. It should be embedded in every force, in every school, for every child.
- Operation Encompass will ensure that incidents of Domestic Abuse where police have attended are shared with schools, not just those where an offence can be identified.
- Through Operation Encompass a trained key adult in school (e.g. a member of the safeguarding team) will be notified preferably PRIOR to the start of the next school day, that a child has experienced or maybe affected by an incident of Domestic Abuse that the police have attended.
- The purpose of the information sharing is to ensure schools have more information to support safeguarding of children. By knowing that the child has had this experience, the school is in a better position to understand and be supportive of the child's needs and possible behaviours.
- Operation Encompass will complement existing safeguarding procedures.
- Domestic abuse is a safeguarding children issue; children are often present in a household during a domestic abuse incident. The following day, children can be ill –prepared to deal with the school day. Children without any support, who are isolated or lack nurturing adults in their lives, are more negatively affected by their exposure to domestic abuse.

### **BENEFITS**

#### **Schools are in a position to:-**

- Develop a trusting relationship with the child and the parent.
- Go at the child's pace; follow their lead.
- Monitor their feelings of safety and security
- Support possible safety planning.
- Acknowledge what they have been through or what they are going through.
- Help them make sense of what has happened/ is happening.

- Monitor children at the start of the day; monitor attendance if required.
- Make referrals/signpost to support services for the child and/or parent.
- Help the child make sense of the way they are feeling and behaving – wishes and feelings work.
- Help the child to develop coping strategies.

### **LEGAL REQUIREMENTS**

The Children's Act 2004 requires the Police and other agencies with responsibility for the protection of children to work together to ensure that children and young people are able to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution and
- enjoy economic well-being

These are referred to as the Every Child Matters outcomes.

Section 11(2) of the Children Act, 2004 requires Local Authorities and the Police to safeguard and promote the welfare of the children. This enactment provides conditions under schedule 2 (5b) and schedule 3 (7(1) (b) of the Data Protection Act 1998 by which personal and sensitive personal data may be lawfully shared.

Personal data shared must be proportionate and necessary, but not excessive, and must be balanced with the consideration of privacy rights under Article 8 of the Human Rights Act. It must take into account any duty of confidentiality owed. A public interest in disclosure must outweigh an individual's right to privacy.

It is recognised that the handling of such confidential, sensitive and often raw 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, "Key Adults" will be identified in each school (a person with Child Protection training, usually the Designated Child Protection Officer (DCPO) or Head Teacher). A primary and secondary Key Adult should be nominated at each school in order to prevent the hindrance of Operation Encompass in the event of sickness or other unexpected absence of the primary Key Adult. The Operation Encompass logs will then be stored within the child protection files.

The Key Adult 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 MASH will hold a database of all Key Adults in the local area.

## **ROLES AND RESPONSIBILITIES**

The Head teacher and Safeguarding lead will be asked to sign to confirm their agreement to the Memorandum of Understanding and Information Sharing Agreement which support the delivery of Encompass. (Appendix 1)

Schools should nominate a key adult and deputy with which Encompass information will be shared.

The key adult should cascade the necessary awareness training to Governors and all staff so that there is knowledge of the scheme as well as the knowledge about Domestic Abuse and its impact upon children.

Operation Encompass is an integral part of safeguarding and child protection and, as such, should be cited in the school's Safeguarding and Child Protection policies.

As part of the school's participation in Operation Encompass the Key Adult must lead in informing all members of the schools community about the project. This includes, but is not limited to, placing information on the school's website, in the prospectus and informing parents. (see attached letter at Appendix 2)

Each morning names, addresses and dates of birth of children who may have been affected by a domestic abuse incident will be passed on from a South Yorkshire Police automated system to the key person in MASH of all Standard, Medium and High risk domestic abuse incidents recorded in the previous 24 hours.

Where there are incidents where children are living at the home and aged between 4 and 16/18 years old, the school that the child or young person attends, will be contacted/emailed by a member of staff in the MASH and information will be passed to the Key Adult in the school.

The information should be treated in the same way as other Child Protection disclosures.

Operation Encompass must lead to a secure record keeping trail. This may be electronic or paper based. All records must be managed at Child Protection level with the highest level of security and confidentiality, *including the police reference number for any future investigations/court cases.*

The staff in school will then be in an informed position to support them in a way that is right for that particular child or young person, either with silent or overt support.

Interventions by school staff should be in response to the actions or disclosures of the child.

Discussions should not be initiated with parents or the child in relation to the disclosure by the police.

The key adults should be a member of the safeguarding team to ensure they are trained regarding safeguarding responsibilities and record keeping.

Encompass does not replace normal safeguarding procedures and where appropriate thresholds are met referrals should be completed.

### **Cross Border Considerations**

Where a child or young person is educated in a neighbouring borough, which is part of the South Yorkshire Police area information will be shared across geographical boundaries. Incidents occurring in other Force areas, or children accommodated in schools outside the South Yorkshire area, are not covered by this protocol.

## Appendix 1



### Encompass Commitment

As part of Laughton All Saints' C of E Primary School's 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 Operation Encompass Memorandum of Understanding 2019 and the Operation Encompass Information Sharing Agreement.
- Promote and implement Operation Encompass Memorandum of Understanding 2019 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 the Data Protection Act 2018.
- Affirm agreement with the Operation Encompass Information Sharing Agreement with South Yorkshire Police.

Name and Signature Head Teacher ...*Rachel Morley*.....

Name and Signature Safeguarding lead..... *Rachel Morley* .....

Date...5 November 2019.....



**“MAKING THE NEXT SCHOOL DAY BETTER”**

Dear Parent/Carer,

I would like to inform you of a project that has been introduced in South Yorkshire. It is called Operation Encompass, a partnership between South Yorkshire Police and Education, supported by each Local Safeguarding Children’s Board.

Operation Encompass has been designed to provide early reporting on any domestic abuse incidents, where the police have attended and that might have an impact on a child in school.

A key safeguarding member of staff in school will be informed when a domestic abuse incident has been recorded within the previous 24 hours or over the weekend. This will enable school to monitor children possibly affected and, where required, support if necessary.

The designated member of the school staff will use the information that has been shared, in confidence. They will also ensure that the school is able to make provision for possible difficulties experienced by children who have been involved in, affected by, or witnessed a domestic abuse incident.

We are keen to offer the best support possible for our children and young people and we believe Operation Encompass will enhance the safeguarding within school. This will be extremely beneficial for all those involved.

I am the key adult for Operation Encompass in school and the deputies are our deputy safeguarding leads, Mrs O’Connor and Miss Stowell.

Yours faithfully,

Mrs R. Morley  
Head Teacher  
Designated Safeguarding Lead

**Signatories to the Joint-Agency Operation Encompass Protocol**

**Local Safeguarding Children's Board**

**Signed:**

**Name:**

**Title: LSCB representative**

**South Yorkshire Police**

**Signed:**

**Name:**

**Title:**

**Metropolitan Borough Council**

**Signed:**

**Name:**

**Title:**