



Warwickshire Safeguarding Children Board

Operation Encompass Procedure

Operation Encompass Procedures

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Operation Encompass Procedures

1. Operation Encompass Vision and Overview

Operation Encompass is a National initiative that was set up share information between Police and Education. Encompass is a Police and Education early intervention safeguarding partnership which ensures that a child's school is informed, at the start of the next school day, that police attended incident of domestic abuse where there is a child related to either adult involved.

Each school is informed of **all** Domestic Abuse incidents, not just those where an offence can be identified or those which are graded as high risk. The partnership recognises that all incidents of Domestic Abuse can be harmful to children and young people who are now legally recognised as victims of DA in their own right.

The information from the Police is passed via email to the school's Designated Safeguarding Lead (DSL) or their deputy (known as the Key Adult).

Operation Encompass is in place in all police forces in England and Wales and is recognised and supported by the inspection bodies of both Police and Education.

You can find further information about Operation Encompass below:
<https://www.operationencompass.org>

Operation Encompass has been launched in Warwickshire 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.

The purpose of Operation Encompass is to safeguard and support those children and young people who have experienced 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.

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

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designed to reinforce safeguarding and ensure children's well-being is of paramount importance.

Operation Encompass is a partnership between Warwickshire Police, Warwickshire Safeguarding Board and designated school staff, known as Key Adults. Working together to safeguard children, Warwickshire Police will inform the Key Adults within schools about any Domestic Abuse incident where the child or young person has been present. This will enable the school to take appropriate steps to support their pupil during what could be an emotionally difficult day. Key Adults within the school are then able to accommodate the school day to lessen the impact and to support the child if they need it. In its simplest form, they are given some leeway, comfort and support. This can make a huge difference to children and allows them to have a safe space.

2. Operational Procedure

Police attendance at a Domestic Abuse Incident:

When police attend at 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 then update the Police systems with all of the above details. The CRSU Support officers will run a report from Athena each morning to capture such incidents and use this information to inform whether an alert needs to be sent to a school.

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The Role of the Operation Encompass Support Officer:

Each morning the Support Officer assigned to Operation Encompass will review all overnight Domestic Abuse Incidents and their Operation Encompass 'actions' via a report that captures the incidents and identifies where children are involved.

The Support Officer will review each incident and include pertinent information such as whether there is a history of Domestic Abuse, what the risk is deemed to be, or whether the children/perpetrators are currently (if a parent has been arrested, for example, who is with the children?). A Supervisor within the Central Referral & Safeguarding Unit (CRSU) will discuss these incidents in a multi-agency Domestic Abuse Pathway (DAP) meeting to identify whether the family is known to Child Services, and whether a referral needs to be made in to them.

The Support Officer will then check which schools the children attend, and where appropriate, send a notification via a secure email to the school. These email addresses will have been provided by the school and it is the responsibility of that school to ensure that the contact details are correct.

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

This information will be recorded on the Operation Encompass email and provides information on:

- Child's name and date of birth
- Whether the Child was present at the incident.
- Whether the Child witnessed the incident.
- Whether the Child was spoken to by Police.
- Whether the Child normally resides at the location.
- Whether the Child normally resides with the involved party.
- Relationship of the involved parties to the Child
- Date and time of incident.

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- Police Reference Number;
- Email addresses the referral will be sent to.
- Summary of incident. This will include only type of incident and the names of the involved parties.

An example of this template is below:



Protecting and serving the people of Warwickshire & West Mercia

****IF YOU ARE NOT THE INTENDED RECIPIENT OF THIS EMAIL, PLEASE IGNORE, DELETE AND RETURN TO SENDER****

Warwickshire Police have attended a domestic abuse incident in which a pupil of your school was identified on the report:



Child's Name:	
Child's Date of Birth:	
Present:	
Did the child witness the incident:	
Child spoken to by police:	
Normally resides at the location:	
Normally resides with an involved party:	
Relationship of involved parties to child:	
Time and Date of Incident:	
Time & Date of police attendance:	
Investigation Reference:	
Referral emailed to:	
Summary of incident:	

Nothing further can be disclosed by police. Please note all safeguarding will have been completed with the family and child/ren by Police and partner agencies.

This is a notification of fact, to aid you in safeguarding the child/ren in your school.

Instructions to the school: This referral should be stored in line with your current process for the storage of child protection paperwork. If you have any concerns for the child please follow your usual safeguarding procedures

If you have any safeguarding concerns, please refer to your own safeguarding protocols/policy.

The Operation Encompass Support Officer will share this information directly with the nominated staff. The sharing of this information ensures that child safeguarding and support issues can be addressed.

Timescales

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Incident information will be shared with the nominated Key Adult by no later than 12pm each day but Warwickshire Police will strive to have the incident information shared by 9am to ensure that there is sufficient time available for the appropriate level of support to be given.

Recording of Information

The details of incidents shared with the Key Adults will be recorded by the Operation Encompass Support Officer.

The Support Officer will make a note on the Athena Investigation Referrals tab stating that an Operation Encompass disclosure has been made.

This Protocol does not replace or supersede existing safeguarding processes or Protocols rather it seeks to support these operationally. The Protocol should always be followed in conjunction with Warwickshire Safeguarding Board's current Safeguarding processes. The child's safety and welfare remains paramount at all times. For the purposes of this protocol children and young people refers to any Warwickshire children of compulsory school age (5-16 years).

The Op Encompass referral will simply inform the school that there has been an incident and that the child may need support. No further information will be given. There will be no requirement to request further details in regards to the notification as Op Encompass can only pass information as stipulated in the signed information sharing agreement.

By sharing information under the Operation Encompass model it is hoped that children and young people who are experiencing domestic abuse will have access to responsive support after a domestic abuse incident.

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.

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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 Operation Encompass information will then be stored in accordance with the storage requirements for safeguarding/child protection files. Where a child already has such a record, Operation 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 Operation Encompass Support Officer will hold a database of all Key Adults in the Warwickshire area.

The School must inform parents that the school is part of Operation Encompass, using the basic template given to each school at Operation Encompass briefings (appendix A) and can be amended to the school's individual requirements.

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 Operation Encompass Programme and also consider whether the 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.

The Operation Encompass Lead will ensure that data continues to be collated over the school holiday period, and sent to schools so that they are aware of the information when term commences

It is each school's responsibility to ensure the details of their Key Adult and Deputy is up to date and recorded in Warwickshire Encompass Key Adult Database. They must

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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:

- 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 (Early Help Plan);
Make a referral to support services for the child and/or parent;
- 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. Cross Border Considerations

Warwickshire Operation Encompass recognises that there will be children in Warwickshire attending education settings outside the County boundary. Currently there is no capacity within this scheme to include notifications to their schools.¹ Where there are safeguarding concerns local health and social care agencies will continue to be notified of domestic abuse incidents by the police as per current procedure.

6. Information Sharing

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.

¹ Cross border information sharing protocols are currently being examined, when the protocols/procedures are agreed the document will be updated.

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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;

- GDPR 2018
- The Data Protection Act 2018
- The Human Rights Act 1998
- Common Law Duty of Confidence
- The Freedom of Information Act 2000
- Contempt of Court Act 1981.
- Crime and Disorder Act 1998
- Domestic Violence Crime and Victims Act 2004

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 ensure tailored support is given to children and their families.

7. Operation Encompass Process

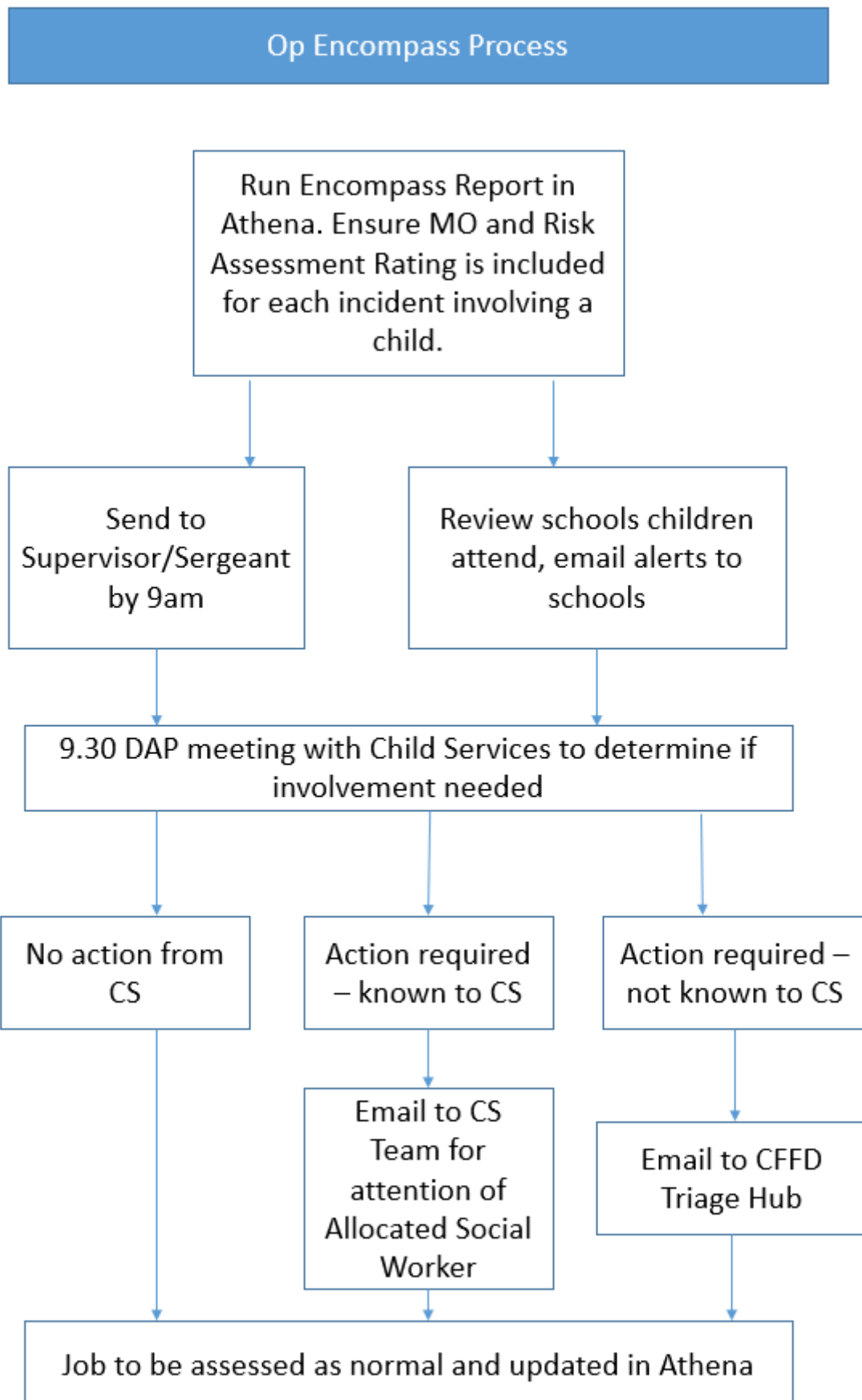
- On a daily basis, a report is created that includes Domestic Abuse incidents. This report is then used to identify any Domestic Abuse related incidents where a child is identified as either being present or living at the address where the incident took place. This highlights all domestic incidents during the search period (crime and non-crime); and is run from 7am the preceding day until 7am on the current day. For weekends (or bank holidays), the report will run from 7am on the Friday morning until 7am on the Monday morning.
- Where children are listed the details are taken regarding history and the incident itself to see if it meets the threshold for an Op Encompass Alert to be sent out. If not (for example the child was not present at the time of the incident), the reason for no referral is noted internally.
- The Support Officer will identify the school that the child(ren) attends using the Synergy System. Where a child is not listed on Synergy, or the details do not match those on the incident sufficiently, a referral will not be made

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and the reason for no referral noted. For example, the Officer will allow for a variation in spelling of a name, but not necessarily where this is combined with a different date of birth or home address.

- Where the school is identified correctly the Support Officer will check the database of schools to ensure they have signed up to Operation Encompass and signed the required working agreements.
- The Support Officer will then contact the Key Adults for the school where the child attends. Information is shared with Key Adult by secure email. A record will be made that information has been shared only in regard to the number of emails sent each day, and a tracker for the number of incidents a school may receive each month – there is no identifiable information saved.
- The informed school will log the information received, document what support has been offered to the Child / Young Person and what actions have been taken for their own records – they do not need to respond to the Encompass Alert.

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8. Operation Encompass Missing from Home Notifications [MfH]

The expansion of the Operation **Encompass Information Sharing Platform** now sees the police sharing information about children missing from home or care, children who are vulnerable and in need of support.

The definition of a missing person in England and Wales is “anyone whose whereabouts cannot be established will be considered as missing until located and their well-being or otherwise confirmed”

Children who go missing from home or from care are vulnerable and in need of our support. This is particularly the case for those children who repeatedly go missing. Schools are well placed to play a vital role in supporting these children, just as they do with children experiencing DA.

In order to better support these children Warwickshire Police is also sharing MfH information on the same basis and through the same channels that we currently share Domestic Abuse information through Operation Encompass.

Using this already existing platform for notifications is less confusing for schools than creating new titles and new notification pathways.

The police can also have confidence that schools are used to treating information received through Operation Encompass in a confidential manner, they also know that the information is shared so that they can support the child, can understand and respond appropriately to the child's needs and behaviours.

The force will send notifications through to the school's DSL about all missing children (up to the age of 17) and the notification will identify if the child has already been found or whether they are still missing.

Full guidance for schools is available in the Operation Encompass Guide ([OE-A-Cry-For-Help---Children-who-go-missing_2.pdf](#) (operationencompass.org)) and the free National Operation Encompass Key Adult Training also has a module about children who go Missing from Home. This training is available from www.operationencompass.org . Both these resources explain how to support these children once a notification has been made.

The school DSL should ensure that they read the booklet and undertake, if they have not already done so, the full National Key Adult Training. If they completed the National Training prior to the inclusion of the Missing from Home Module, then they should revisit the training to complete this final module.

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9. Operation Guarding Notifications

From the 4th of September 2023, there will be a further expansion of the Operation Encompass Information Sharing Platform. The police will share information about children who have come to police attention for sharing 'Youth Produced Sexual Imagery' (YPSI) of themselves, also referred to as 'Self Generated Indecent Imagery' (SGII).

This expansion is termed Operation Guarding.

The definition of 'Youth Produced Sexual Imagery' is as follows:

- 'Youth produced' refers to images a child or young person has created of themselves.
- 'Sexual' is more specific than 'indecent.' A judgement of whether something is 'decent' is both a value judgement and context-dependent.
- 'Imagery' encompasses both still photos and moving videos.

The police will determine whether an image constitutes YPSI / SGII.

In the UK, the age of consent is 16. However, UK law deems it illegal for anyone to take, make, distribute or possess an indecent image of a person under the age of 18. This rule applies regardless of the minor's consent and includes self-generated images.

This law serves to protect children, and the police view the child in the image as a victim initially. Therefore, they are treated as a safeguarding concern. In the absence of any aggravating circumstances, children will not be unnecessarily prosecuted or criminalised.

To provide better support to children, Warwickshire Police is sharing Operation Guarding information in the same way and through the same channels as we currently share Domestic Abuse and MfH information through Operation Encompass.

Leveraging the pre-existing notification platform reduces the complexity for schools compared to the introduction of new labels and channels for notification. The police can have confidence that schools are well-versed in maintaining the confidentiality of information obtained through Operation Encompass. Schools understand that the purpose of sharing this data is to enable them to provide the necessary support to the child, comprehend, and suitably respond to the child's needs and behaviours.

Warwickshire Police will send notifications to the school's Designated Safeguarding Lead (DSL) as soon as feasible after the police have visited and obtained the child's account. The police will already have made referrals to relevant support agencies and, where possible, assisted the child in removing or deleting the images.

Every school should have an effective child protection policy, including online safety.

Guidance for schools is available from the following sources. DSLs and Key Adults should ensure that they familiarise themselves with this advice if they have not already done so:

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1. <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/> Childline provides educational resources on internet safety, addressing topics like social media use, cyberbullying, and online gaming safety. It also offers guidance on managing digital footprints and handling inappropriate content online within an educational context.
2. <https://www.childnet.com/teachers-and-professionals/> This website provides a variety of online safety resources, including guidance, a peer-to-peer education programme, interactive educational sessions, and learning resources like toolkits and lesson plans, aimed at teachers and professionals in educational settings.
3. <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people> This UK government resource offers non-statutory advice to support designated safeguarding leads and senior leadership teams in education settings. It provides guidance on how to respond effectively to incidents involving the sharing of nudes and semi-nudes among children and young people.

10. Summary

It has been shown that children experiencing Domestic Abuse are negatively impacted by this exposure. Domestic Abuse has been identified as an Adverse Childhood Experience and can lead to emotional, physical and psychological harm to the child. Operation Encompass aims to mitigate this harm by enabling immediate support, making a child's day better and giving them a better tomorrow.

The aim of Operation Encompass is to allow the police to share information with schools in a timely fashion in order to secure better outcomes for children who are subject or witness to police-attended incidents of domestic abuse.

The rapid sharing of information between Police and schools and from within the school environment will mean that children are better safeguarded against the effects of domestic abuse.

T/DI Daniel Freeman, 1265
Central Referral & Safeguarding Unit, Warwickshire MASH

Warwickshire Police Operation Encompass email address:
pvp2@warwickshire.police.uk

Or visit Op Encompass Website:
<https://www.operationencompass.org>

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Appendix A.

Template Letter for Parents



Dear Parent / Carer,

I am writing to inform you that, from the beginning of the academic year 2022/23, the school will be taking part in a jointly run operation called Operation Encompass in partnership with Warwickshire County Council and Warwickshire Police. Many other schools in Warwickshire will also be participating in the scheme.

Operation Encompass is a way of working initially developed in South-West England that is already operating successfully in a number of other Local Authority areas. Its objective is to help schools provide support to children who are affected by incidents of domestic violence and abuse.

There is a great deal of research evidence that children can suffer significant physical and/or emotional harm when they are present during, witness, or are directly involved in incidents of domestic violence and abuse.

The Operation Encompass process is simply that, after any incident of domestic violence or abuse attended by the Police, the Headteacher and the Designated Safeguarding Lead **or another senior member of staff (delete as appropriate)** at the school attended by any child in the household will receive a confidential and secure email on the morning of the next school day.

The email will only inform the Headteacher and Designated Safeguarding Lead that the Police have attended an incident and will request that the school is mindful of that in their care and responses to the child throughout the school day. The school will not be informed about the specific details of the incident. The only exception would be when Warwickshire County Council and Warwickshire Police deem the incident to be a child protection matter that requires further investigation. Information would then be shared with the school as part of Warwickshire County Council's child protection checks and investigation, which is current practice and will not be changed by Operation Encompass.

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The Headteacher and Designated Safeguarding Lead have entered into a formal agreement with Warwickshire County Council and Warwickshire Police to use the information shared to make sure that the right support is available for children who are present during, witness, or are directly involved in an incident of domestic violence or abuse. This means that the school will also be in a position to offer parents and carers support as appropriate.

Additional to this, from 3rd January 2023, the scheme was updated to include the 'Operation Encompass Missing Notification Process'. This aims to build on the existing safeguarding partnership between the police and educational institutions by providing timely and significant information regarding children and young people aged between 4 and 17 years who are reported missing or are found.

From 4th September 2023, an additional notification to schools, called Operation Guarding, will also be initiated. This further strengthens our safeguarding partnerships, embodying the principle that 'Safeguarding is everyone's responsibility'. Under Operation Guarding, the police will share information about children who have come to their attention for sharing 'Youth Produced Sexual Imagery' (YPSI) of themselves, also known as 'Self-Generated Indecent Imagery' (SGII). The purpose of sharing this information is to enable us to offer the necessary support to the child, understand their needs, and respond appropriately.

The confidential information shared securely with the school will be managed and stored with the utmost sensitivity and discretion. We want to assure all parents and carers that only the nominated Designated Safeguarding Lead and I, as the Headteacher, will see the information shared with the school. We will then use the notification discreetly to ensure that teachers and other staff directly in contact with affected children support them with due kindness, care and sensitivity.

The governing body hopes that every parent and carer will endorse the school's decision to participate in this process in order to provide children with appropriate support and understanding.

We are keen to offer the best support possible to our pupils and we believe this is going to be extremely beneficial for all those involved.

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If you have any concerns or questions, then please contact me or (INSERT NAME OF OTHER DESIGNATED SAFEGUARDING LEAD WHO WILL RECEIVE OPERATION ENCOMPASS NOTIFICATIONS), and we will be happy to discuss this further.

Yours sincerely,

(INSERT NAME)

Headteacher / Principal



INFORMATION SHARING AGREEMENT BETWEEN

WARWICKSHIRE POLICE

WARWICKSHIRE COUNTY COUNCIL

**WARWICKSHIRE NURSERIES, SCHOOLS,
ACADEMIES AND COLLEGES UNDER
OPERATION ENCOMPASS**



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SUMMARY INFORMATION:

Start Date (Agreement comes into force):	01/09/19
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Annual Review Date:	01/09/20 (complete), 01/09/2021 (complete), 10/05/2022 (complete), 16/11/2022 (complete) [MfH] 01/07/2023 (current) (Op Guarding)
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Department Owning Agreement:	Public Protection
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Police ISA Owner: <i>(Name and Collar No)</i>	
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Police Secondary Contact: <i>(Name and Collar No)</i>	
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VERSION RECORD

Version No.	Amendments Made	Authorisation By <i>(Name and Collar No)</i>
V.2	Added MfH	DI 1728 Ruby Nailor
V.3	Added Op Guarding, updated references to HAU and changed to CRSU	T/DI 1265 Daniel Freeman

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Appendix A: Signatures.

Appendix B: Operation Encompass Agreement.

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1. Introduction

For Partners/ Agencies/ Parties to provide the most efficient and effective public services, it is often necessary to share appropriate and relevant personal information between organisations. Conversely, the concept of sharing public information can also raise public fear, anxiety and concerns over privacy invasion, which can lower trust and confidence in the police service and its partners and associated organisations.

Operation Encompass is an initiative between Warwickshire Police and local schools, academies, colleges and nurseries to share domestic abuse (DA) information with designated safeguarding leads where it is identified that a child was present, involved or exists in an incident of domestic abuse. The sharing of this information will facilitate the immediate and discreet recognition of the child's situation by the DSL so that the DSL can ensure that the school/setting provides the child with a secure, supportive and emotionally connected environment throughout their school day so that the wider effects of abuse are ameliorated. The support that may be provided by the school/setting can be overt or silent.

Parents, teachers, governors of schools and local councillors will be made aware of the implementation of Operation Encompass.

2. Partners to the Agreement

The Partners to this agreement are:

Warwickshire Police

Warwickshire County Council

& _____

Insert Name Nursery, School, Academy/College

3. AGREED PURPOSES:

The purpose of this agreement is to facilitate the lawful exchange of information in order to comply with the statutory duty on Chief Police Officers to safeguard children. It sets out a

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multi-agency procedure to identify and provide appropriate early intervention support to a child who was present, involved or exists in a DA incident.

The sharing of DA information between Warwickshire Police and schools/education settings will allow a nominated key adult to respond, if it is appropriate to do so, to the immediate needs of a child. The support that can be provided to address the emotional, health and wellbeing of the child can be overt or silent, but is dependent upon the circumstances surrounding each incident.

The responsibility for providing support and deciding the level and nature of that support will be a matter for the designated safeguarding lead.

It is hoped, through the sharing of information between agencies and providing early intervention support to a child as described above, Operation Encompass will reduce the impact of living with DA, which can result in anxiety, depression, aggression and post-traumatic stress disorder (PTSD).

Operation Encompass will enable DA to become an issue that can be discussed in schools/education settings and will not be seen as a 'taboo' subject. In other parts of the UK where Operation Encompass has already been implemented, parents are acknowledging the impact such abuse has on their children and have been prepared to talk to education professionals about it.

4. DEFINITIONS:

Controller, data controller, processor, data processor, data subject, personal data, processing and appropriate technical and organisational measures: as set out in the Data Protection Legislation in force at the time.

5, Data Protection Legislation:

(i) the General Data Protection Regulation ((EU) 2016/679) **(GDPR)** and any national implementing laws, regulations and secondary legislation, for so long as the GDPR is effective in the UK, and (ii) the Data Protection Act 2018.

6, Legal Basis

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It is the responsibility of each Party to ensure that any processing of personal information owned by that Party is carried out in accordance with the requirements' and principles of relevant legislation, including (GDPR) General Data Protection Regulation 2018, Data Protection Act 2019 and the Human Rights Act 1988.

Working Together to Safeguard Children (DfE 2018) provides guidance around referring allegations of abuse against those who work with children; clarification of requirements on local authorities to notify serious incidents and the definition of serious harm. The guidance incorporates legislation and statutory guidance published since 2013.

The following highlights relevant legislation and how information sharing for the purpose of Operation Encompass is viewed in respect of that legislation.

This agreement takes into account the following legislation:

- Section 10 of the Children Act 2004.
- Section 11(2) of the Children's Act, 2004 requires Local Authorities and the Police to safeguard and promote the welfare of the children. This enactment provides the conditions required under Data protection Act 2018 by which personal and sensitive personal data may be lawfully shared.

See <http://www.legislation.gov.uk/> for relevant details of each salutatory power.

This agreement takes into account the following framework legislation and/ or common law:

- GDPR 2018
- The Data Protection Act 2018
- The Human Rights Act 1998
- Common Law Duty of Confidence
- The Freedom of Information Act 2000
- Contempt of Court Act 1981.
- Crime and Disorder Act 1998
- Domestic Violence Crime and Victims Act 2004

It is recognised that different Parties will need to rely on differing legal bases for information sharing depending on the legal status of that Party.

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It is also acknowledged that it is the responsibility of Parties to decide on whether and what information will be shared. However, each Party agrees to the overriding principle that information will be shared for the purpose of Operation Encompass where it is necessary, lawful and proportionate to do so.

Parties will treat all police data ethically, with integrity, fairness, honesty, respect, accountability, objectivity and transparently in line with Police Code of Ethics.

See <http://www.college.police.uk/What-we-/Ethics/Pages/Code-of-Ethics.aspx> for full details of the Police Code of Ethics.

7. Permitted Recipients: The parties to this agreement, the employees of each party, any third parties engaged to perform obligations in connection with this agreement,

8. Shared Personal Data: The personal data to be shared between the parties under clause 8.1 of this agreement. Shared Personal Data shall be confined to the following categories of information relevant to the following categories of data subject:

- Child's name, date of birth, address and school
- Date, time and location of the incident
- Parties involved
- Any other relevant safeguarding information

8.1 Shared Personal Data

This clause sets out the framework for the sharing of personal data between the parties as data controllers. Each party acknowledges that one party (the Data Discloser) will regularly disclose to the other party (the Data Recipient) Shared Personal Data collected by the Data Discloser for the Agreed Purposes.

9. Effect of non-compliance with Data Protection Legislation.

Each party shall comply with all the obligations imposed on a controller under the Data Protection Legislation, and any material breach of the Data Protection Legislation by one party shall, if not remedied within 30 days of written notice from the other party, give grounds to the other party to terminate this agreement with immediate effect.

10 Particular obligations relating to data sharing.

Each party shall:

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- (a) ensure that it has all necessary notices and consents in place to enable lawful transfer of the Shared Personal Data to the Permitted Recipients for the Agreed Purposes;
- (b) give full information to any data subject whose personal data may be processed under this agreement of the nature such processing. This includes giving notice that, on the termination of this agreement, personal data relating to them may be retained by or, as the case may be, transferred to one or more of the Permitted Recipients, their successors and assignees;
- (c) process the Shared Personal Data only for the Agreed Purposes;
- (d) not disclose or allow access to the Shared Personal Data to anyone other than the Permitted Recipients;
- (e) ensure that all Permitted Recipients are subject to written contractual obligations concerning the Shared Personal Data (including obligations of confidentiality) which are no less onerous than those imposed by this agreement;
- (f) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the other party, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- (g) not transfer any personal data received from the Data Discloser outside the EEA unless the transferor:
 - (i) complies with the provisions of Articles 26 of the GDPR (in the event the third party is a joint controller); and
 - (ii) ensures that (i) the transfer is to a country approved by the European Commission as providing adequate protection pursuant to Article 45 GDPR; (ii) there are appropriate safeguards in place pursuant to Article 46 GDPR; or (iii) one of the derogations for specific situations in Article 49 GDPR applies to the transfer.

11 Mutual assistance.

Each party shall assist the other in complying with all applicable requirements of the Data Protection Legislation. In particular, each party shall:

- (a) consult with the other party about any notices given to data subjects in relation to the Shared Personal Data;
- (b) promptly inform the other party about the receipt of any data subject access request;

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- (c) provide the other party with reasonable assistance in complying with any data subject access request;
- (d) not disclose or release any Shared Personal Data in response to a data subject access request without first consulting the other party wherever possible;
- (e) assist the other party, at the cost of the other party, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- (f) notify the other party without undue delay on becoming aware of any breach of the Data Protection Legislation;
- (g) at the written direction of the Data Discloser, delete or return Shared Personal Data and copies thereof to the Data Discloser on termination of this agreement unless required by law to store the personal data;
- (h) use compatible technology for the processing of Shared Personal Data to ensure that there is no lack of accuracy resulting from personal data transfers;
- (i) maintain complete and accurate records and information to demonstrate its compliance with this clause; and
- (j) provide the other party with contact details of at least one employee as point of contact and responsible manager for all issues arising out of the Data Protection Legislation, including the joint training of relevant staff, the procedures to be followed in the event of a data security breach, and the regular review of the parties' compliance with the Data Protection Legislation.

12 Indemnity.

Each party shall indemnify the other against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by the indemnified party arising out of or in connection with the breach of the Data Protection Legislation by the indemnifying party, its employees or agents, provided that the indemnified party gives to the indemnifier prompt notice of such claim, full information about the circumstances giving rise to it, reasonable assistance in dealing with the claim and

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sole authority to manage, defend and/or settle it.

13. Set up

This Protocol does not replace or supersede existing protocols, or singularly address child welfare. The Protocol should always be followed in conjunction with the current safeguarding procedures and practitioners guidelines and is designed to reinforce safeguarding and ensure children's well-being is of paramount importance.

By sharing this information under Operation Encompass it is hoped that children and young people who are experiencing domestic abuse will have access to responsive emotional health and wellbeing support after an incident.

Schools/education settings will receive information when:

- Police have been called out to a domestic abuse incident.
- The child is linked to, involved in or present at the time of the incident.
- The child is of school age.

This knowledge, given to schools/education settings through Operation Encompass, allows the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child.

For each School the Head teacher will identify a Key Adult and Deputy Key Adult and provide a named professional Email address (i.e. not a generic school admin address) for each Key Adult.

The Key Adult or Deputy 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.

It is recognised that the handling of such **confidential, sensitive dynamic 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**" and "**Deputy Key Adults**" will be the Head Teacher and a senior Designated Safeguarding Lead.

Warwickshire Police and its partners will hold Operation Encompass briefings for the Key Adults and Deputy Key Adults providing information on the scheme, the process, each parties' role and the impact of domestic abuse on children.

At least one nominated Key Adult and/or Deputy Key Adult should attend an Operation Encompass Workshop.

Communication briefings should be sent out to Councillors, School Governors and all parents regarding Operation Encompass.

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The aims and principles of Operation Encompass should be disseminated to police officers across the Force.

Each day

On every school day morning Warwickshire Police will search their systems for domestic incidents that have occurred within the last 24 hours where a child under 18 was linked, involved or a witness.

A disclosure will be made in respect of all children aged between **4-18**.

Warwickshire Police will then share the following information with the school/education setting:

- Child or children's name
- Child's date of birth
- Child's home address
- School name/s
- Time, date and location of the incident
- Confirm if child witnessed the incident or was present during the incident
- Parties involved

A log should be kept by the police detailing the information shared and the date of the referral.

Incidents occurring on Friday, Saturday or Sunday will be reported to the school on Monday morning. Incidents occurring during the school holiday periods, will continue to be emailed to schools throughout to enable schools to be aware of domestic circumstance upon their return.

Warwickshire Police / MASH will identify who the 'Key Adult' or 'Deputy Key Adult' is at that child's school / education setting. They will then contact the Key Adult or Deputy Key Adult and share the information with them via an Email

A log should be kept by the Warwickshire Police / MASH of the information shared and details of the time, date and person with whom it is shared.

The Key Adult or Deputy Key Adult should capture the information provided using their safeguarding recording process. They should then detail the actions they have taken and the rationale used to make that decision. This supports a review process for the Key Adults and Deputy Key Adults within the school to monitor and manage interventions.

The information must be retained and stored utilising the current process used to store child protection records within the school/education setting.

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It is the school's responsibility to ensure that on any school day the Key Adult or the Deputy Key Adult is available to receive the Email.

It is the school/setting's responsibility to ensure that the police are provided with up to date information on who their allocated Key Adults and Deputy Key Adults are and their professional Email addresses.

Any changes to the Key Adult or Deputy Key Adult's contact details should be notified as soon as practicable.

Schools need to be aware that in the event of any domestic homicide or serious case review the documents may be required for disclosure purposes.

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

14. Operation Encompass Missing from Home Notifications [MfH]

The expansion of the Operation **Encompass Information Sharing Platform** now sees the police sharing information about children missing from home or care, children who are vulnerable and in need of support.

The definition of a missing person in England and Wales is "anyone whose whereabouts cannot be established will be considered as missing until located and their well-being or otherwise confirmed "

Children who go missing from home or from care are vulnerable and in need of our support. This is particularly the case for those children who repeatedly go missing. Schools are well placed to play a vital role in supporting these children, just as they do with children experiencing DA.

In order to better support these children Warwickshire Police is also sharing MfH information on the same basis and through the same channels that we currently share Domestic Abuse information through Operation Encompass.

Using this already existing platform for notifications is less confusing for schools than creating new titles and new notification pathways.

The police can also have confidence that schools are used to treating information received through Operation Encompass in a confidential manner, they also know that the

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information is shared so that they can support the child, can understand and respond appropriately to the child's needs and behaviours.

The force will send notifications through to the school's DSL about all missing children (up to the age of 17) and the notification will identify if the child has already been found or whether they are still missing.

Full guidance for schools is available in the Operation Encompass Guide ([OE-A-Cry-For-Help--Children-who-go-missing_2.pdf \(operationencompass.org\)](#)) and the free National Operation Encompass Key Adult Training also has a module about children who go Missing from Home. This training is available from www.operationencompass.org. Both these resources explain how to support these children once a notification has been made.

The school DSL should ensure that they read the booklet and undertake, if they have not already done so, the full National Key Adult Training. If they completed the National Training prior to the inclusion of the Missing from Home Module, then they should revisit the training to complete this final module.

15. Operation Guarding Notifications

From the 4th of September 2023, there will be a further expansion of the Operation Encompass Information Sharing Platform. The police will share information about children who have come to police attention for sharing 'Youth Produced Sexual Imagery' (YPSI) of themselves, also referred to as 'Self Generated Indecent Imagery' (SGII).

This expansion is termed Operation Guarding.

The definition of 'Youth Produced Sexual Imagery' is as follows:

- 'Youth produced' refers to images a child or young person has created of themselves.
- 'Sexual' is more specific than 'indecent.' A judgement of whether something is 'decent' is both a value judgement and context-dependent.
- 'Imagery' encompasses both still photos and moving videos.

The police will determine whether an image constitutes YPSI / SGII.

In the UK, the age of consent is 16. However, UK law deems it illegal for anyone to take, make, distribute or possess an indecent image of a person under the age of 18. This rule applies regardless of the minor's consent and includes self-generated images.

This law serves to protect children, and the police view the child in the image as a victim initially. Therefore, they are treated as a safeguarding concern. In the absence of any aggravating circumstances, children will not be unnecessarily prosecuted or criminalised.

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To provide better support to children, Warwickshire Police is sharing Operation Guarding information in the same way and through the same channels as we currently share Domestic Abuse and MfH information through Operation Encompass.

Leveraging the pre-existing notification platform reduces the complexity for schools compared to the introduction of new labels and channels for notification. The police can have confidence that schools are well-versed in maintaining the confidentiality of information obtained through Operation Encompass. Schools understand that the purpose of sharing this data is to enable them to provide the necessary support to the child, comprehend, and suitably respond to the child's needs and behaviours

Warwickshire Police will send notifications to the school's Designated Safeguarding Lead (DSL) as soon as feasible after the police have visited and obtained the child's account. The police will already have made referrals to relevant support agencies and, where possible, assisted the child in removing or deleting the images.

Every school should have an effective child protection policy, including online safety.

Guidance for schools is available from the following sources. DSLs and Key Adults should ensure that they familiarise themselves with this advice if they have not already done so:

4. <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/> Childline provides educational resources on internet safety, addressing topics like social media use, cyberbullying, and online gaming safety. It also offers guidance on managing digital footprints and handling inappropriate content online within an educational context.
5. <https://www.childnet.com/teachers-and-professionals/> This website provides a variety of online safety resources, including guidance, a peer-to-peer education programme, interactive educational sessions, and learning resources like toolkits and lesson plans, aimed at teachers and professionals in educational settings.
6. <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people> This UK government resource offers non-statutory advice to support designated safeguarding leads and senior leadership teams in education settings. It provides guidance on how to respond effectively to incidents involving the sharing of nudes and semi-nudes among children and young people.

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Appendix A.

Signatures

Organisations signatures: I can confirm I have read and understood this agreement and am duly authorised to sign this agreement. I hereby agree to the terms of conditions imposed therein.

Name of Organisation: Warwickshire Police

Name: Daniel Freeman

Position: Detective Inspector

Date: 01st July 2023

Name of Organisation: Warwickshire MASH

Name:

Position: Service Manager

Date:

Name of Organisation: Insert Nursery, School or Colleges details:

Name of Head Teacher / Principal / Officer in charge:

Position:

Signature:

Date:

Contact Telephone Number:

Email:

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Appendix B. Operation Encompass Agreement

Operation Encompass is a joint operation between Warwickshire Police and Warwickshire County Council. It has been established to provide schools with notification of domestic incidents that have occurred the previous day by the following morning. This enables schools to provide timely support to the children and their families. To enable schools to start receiving notifications they must have:

- Read and agreed to the Information Sharing Agreement
- Provide at least 2 nominated members of staff to be Designated safeguarding leads (DSL).
- Informed all parents of the schools about their intentions to be part of Operation Encompass.

Please complete the form below and return to Detective Sergeant 1360 Hannah Gault, via email at hannah.gault@warwickshire.police.uk or call on 01926 414144

Name of 1 st Trusted Adult / Designated Safeguarding Lead:	
School / Education establishment	
Contact number (Please include direct dials/ mobile numbers if applicable)	
Secure (ENCOMPASS) email address	

I confirm that I have read and agreed to the Information Sharing Agreement.

I can confirm that the school has sent the letter provided to all parents/ carers informing them of the schools intentions to participate in Operation Encompass. The information will be stored

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securely on the child's school record and state only shared with staff within school and kept confidential.

I confirm that I understand the sensitive nature of the information I may receive regarding children, young people and their families as part of Operation Encompass and agree that the school is responsible for the appropriate sharing of that information thereafter.

2 nd Trusted Adult Name /: DSL	
Job Title:	
Organisation:	
Signature:	
Secure (ENCOMPASS) email address	
Date:	

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RECORD OF ACTIONS TAKEN ON COMPLETION OF ISA

Police SPOC: *(insert name and officer/staff collar no)*

I confirm that:

This processing has been notified in writing to the Force Knowledge & Information Management (KIM) Unit and a request has been made for it to be added to:

- Record of Processing Activity
- ISA Register
- Information Asset Register

The Force Privacy Information Notice has been reviewed and covers this processing
or

I have reviewed the Force Privacy Information Notice and the necessary amendments have been notified in writing to the Force Knowledge & Information Management (KIM) Unit and a request has been made for the Privacy Notice to be updated.

Signed:

Dated:

ISA approved for circulation by Knowledge & Information Management (KIM)

Contact Name:.....

Signature: Date:

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Appendix C Wording for Whole School Safeguarding Policy

The model policy already states as follows:

Domestic abuse

The legal **definition** of domestic abuse is defined as any incident or pattern of incidents of physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological, emotional or other abuse between those aged 16 and over and personally connected to each other.

Suggested additional wording as follows:

If the school has committed to participating in Operation Encompass, insert the following:

[Insert Name of School] works in partnership with Warwickshire Police and Warwickshire Children's Services to support pupils who are affected by incidents of domestic violence and abuse. This scheme is called Operation Encompass.

When the Police attend any incident of domestic violence or abuse in any household in which a pupil of the school lives, the headteacher and **the / another senior (DELETE AS APPROPRIATE)** Designated Safeguarding Lead will receive a confidential and secure Email on the morning of the next school day, notifying them simply that there has been an incident and that the child may need support.

On receipt of any such notification, the headteacher and/or DSL will ensure that teachers and other staff directly in contact with affected children support them with due kindness, care and sensitivity. In addition to supporting children, the process means that the school will also be in a position to offer parents and carers support as appropriate.

The information will be managed and stored with the utmost sensitivity and discretion consistent with all other confidential safeguarding records.

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Appendix D

For Resources for Schools please head to the following web page:

[Resources for schools : Operation Encompass](#)