

Appendix 9 - Operation Encompass 2 School Responsibilities – Checklist for School - WORD VERSION

Name: School: Designation:

Responsibility	Achieved
<p>The School must set up a specific email address to receive Operation notifications to with the following title. PoliceInformationSharing@schoolsdetails. Following this, the Sign Up Sheet must be fully completed and returned as per details at the bottom of the form appendix 10.</p>	
<p>The Key contact and Deputy Contact must have or soon be attending the Operation Encompass Training, hold the status of DSL/ Senior Management and or hold Child Protection Responsibilities in School. The School must have a process for what to do if Key Contacts/ Deputies are not in school, and for when Key Contact and Deputies leave the school. New signup sheets must be submitted for any change to Key Contact or Deputy . Business support staff must not be part of the receipt or management of Nonfictions from Encompass</p>	
<p>Notifications must be recorded on a notification sheet and kept in the same way as other safeguarding records, in a secure and locked cabinet/drawer or schools secure electronic safeguarding recording system. School must keep records of support provided / or not provided post an Encompass Notification.</p>	
<p>The School must ensure that all teaching staff understand the confidential nature of any information passed to them and that this information must be treated in the same way as any other safeguarding information given by other services.</p>	
<p>The School must inform all parents that the School is part of Operation Encompass. See suggested template that can be amended to the school's individual requirements.</p>	
<p>The Head Teacher must inform the Governing Body that the School is part of Operation Encompass and if necessary provide reports to the Governing Body on the impact of the scheme.</p>	
<p>Consideration/Good practise:</p> <p>The Key Contact / School Senior Management should consider including information about Operation Encompass in the school's prospectus, thus ensuring that all new parents are informed of involvement.</p> <p>The Key Contact/ School Senior Management should consider whether the information about Operation Encompass should be referenced on the Schools website.</p> <p>It is good practice for all staff to regularly attend Domestic Abuse / Reducing Parental Conflict training.</p> <p>School are advised to have a system in place to identify when Key Contacts or Deputies are leaving or no longer able to perform Operation Encompass checking duties, and new persons should be identified and trained asap.</p>	

Appendix 10 – Operation Encompass 2 (2021-2023) – Sign Up

Walsall Joint Agency Protocol for Domestic Abuse – School Sign Up WORD

The: Nominated ‘KEY Contact’

Name:

School:

Role:

Signed:

Date:

Schools Email Address to receive Incident Notifications:

(please ensure this email is set up as PoliceInformationSharing@schoolsdetails, please ensure only School personnel with safeguarding responsibility have access to this email)

The Key Contacts Telephone numbers:

The Key contacts other email addresses:

Date attended Operation Encompass Briefing/date due to attend:

The Nominated ‘Deputy’

Name:

School:

Role:

Signed:

Date

The Deputy’s Telephone Numbers:

The Deputies Email Address:

Telephone number:

Date attended Operation Encompass Briefing:

The School Head Teacher

Name:

School:

Signed:

By signing this sheet you are agreeing to all information within the Operation Encompass Joint Agency Protocol – 2021 to 2023.

Please return this information to Seona Baker via: Seona.Baker@walsall.gov.uk,

07951819648.

Schools Safeguarding Officer: