

# Operation Encompass Briefing

June 2023

In this briefing:

- Changes to Operation Encompass
- Updates to email notifications
- Training; expectations and opportunities
- Informing parents and stakeholders; 1. Policy requirements
- Informing parents and stakeholders; 2. Website requirements
- Informing parents and stakeholders; 3. Letter to parents and carers
- Key actions moving forwards
- Appendix A – Letter to parents (suggested wording)

## Changes to Operation Encompass

As you will be aware, Merseyside Police have been sharing information about Domestic Abuse incidents through Operation Encompass since 2018. A few years ago, the system for providing the notifications moved to email notifications. Following a comprehensive review both internally and alongside Local Authority partners, Merseyside Police will be updating the Operation Encompass process. This e-briefing will share with you the details of these changes, along with some key actions for schools.

Once the changes to Operation Encompass have been implemented and embedded, Merseyside Police intend to further develop the notifications to enable schools to also be informed of other relevant incidents such as missing episodes. To enable this to happen, please ensure you complete the actions within the timescales identified in this e-briefing.

As a reminder, there are a number of key principles that schools are expected to adhere to when participating in the Operation Encompass scheme. They are:

- Designated Safeguarding Leads must be the Key Adults in terms of Operation Encompass.
- All Key Adults should undertake the online Key Adult training accessed free from the [Operation Encompass website](#). All school staff and governors can undertake this free training.
- If the notification is electronic Key Adults must ensure that this is checked and opened prior to the start of the school day.

### The school's participation in Operation Encompass should:

- be known and understood by all staff, including school governors.
- form part of the school's child protection/safeguarding policy.
- be part of the safeguarding information on the school website.
- form part of the school's communication with new families.
- be visible in school through the use of the Operation Encompass posters.
- lead to training for all staff about domestic abuse, the impact on children and the simple ways in which schools can support these children.
- support staff and children by using the resources available on the [Operation Encompass website](#).

Some of these key principles will be touched upon within this briefing. You can find more information on the [Operation Encompass website](#).

### Updates to email notifications

You will be aware that the current system allows police to share information about a domestic incident with a child's school to enable the school to appropriately safeguard the child. The current notifications share the information which is taken from the VPRF completed by the attending officer.

Following the internal review, Merseyside Police have agreed to change the information contained within the notification in order to provide greater clarity to the receiving school. The information you should expect to receive moving forwards are detailed below. Changes to the existing notifications are highlighted in **green**.

#### **Subject line - Operation Encompass Notification - VP26/73820 – Child's name & DOB**

This is an automated notification under the Operation Encompass Scheme, and as per the guidance for the scheme we are letting you know that the below child may have witnessed a domestic abuse incident. Under the terms of the scheme we are unable to provide further detail about the incident itself.

Name: Child's Name

Other Names:

Date of Birth:

Gender:

School:

Date of Incident: 16 Jan 2023 00:00 to 12 Feb 2023 23:59

(Where this spans multiple dates, it indicates a series of incidents over a prolonged period)

Location of Incident:

Victim(s): Name & DOB

Child's relationship to victim

Perpetrator(s): Name & DOB

Child's relationship to perpetrator

Was there physical violence?  
Are there unreported previous incidents (if so, how many?)  
Have the incidents escalated in terms of severity and/or frequency?  
Where and how did they witness the incident  
Has the child been spoken to by officers?  
If no selected, why not?

The following 2 questions relate to children generally and may not refer to the specific child subject of the notification.

Were children present at the address when incident occurred? (If so, where?)

The following questions relate to the specific child subject of the notification.

The Voice of the Child - Did the child see or hear the incident?

If yes - Where and how did they witness the incident

If no selected - Where was the child?

Has the child been seen or spoken to by officers? Yes/No

If yes - Was an adult present when you spoke with the child? Demeanour of the child? What has the child disclosed?

If no - why not?

Officer's observations (Include the environment and impact of this incident on the child)

There is no date for the change of notification to be implemented, but it is anticipated that it should be in place for the start of the next academic year at the latest.

Merseyside Police have also created a specific mailbox for any Operation Encompass queries.

Incorrect notifications or any other updates should now be sent to:

[Operation.Encompass@merseyside.police.uk](mailto:Operation.Encompass@merseyside.police.uk)

It is essential that all settings have a safeguarding email account to which Operation Encompass notifications will be sent. Schools should not use an individual person's email address for this correspondence. It is expected that all settings will create a generic safeguarding email and share this with Merseyside Police. All members of the safeguarding team should be given access to this email account. It should follow the format of: [safeguarding@schoolomainname.co.uk](mailto:safeguarding@schoolomainname.co.uk)

Any remaining Wirral schools without a safeguarding email account must create one by the end of June 2023 and notify:

[Operation.Encompass@merseyside.police.uk](mailto:Operation.Encompass@merseyside.police.uk)

## Training; expectations and opportunities

Moving forwards, it has been agreed that all schools must complete the official Operation Encompass Key Adult training, provided by the charity Operation Encompass. This training is online and is free.

### Online Key Adult Training : Operation Encompass

Merseyside Police have requested that at least one member of staff from every school should undertake this online training, and that this should be completed by 8th September 2023. The charity Operation Encompass will be sharing completion details with Merseyside Police so please ensure that this is actioned.

In addition, this half term Merseyside Police will also be hosting a series of CPD events for Designated Safeguarding Leads and deputies and it will give school leaders an opportunity to hear about the force's plans for Operation Encompass moving forwards. The training will be held online and DSL's can choose from the following dates:

9 - 10.30am, Tuesday 27th June 2023

3.30 - 5.00pm, Tuesday 27th June 2023

9 - 10.30am, Tuesday 11th July 2023

3.30 - 5pm, Tuesday 11th July 2023

Links to each MS TEAMS Meeting has been sent to schools

## Informing parents and stakeholders; 1. Policy requirements

Schools are reminded that there should be information included within their child protection policy which relates to their involvement in Operation Encompass. School Improvement Liverpool will be circulating the 2023-24 model policy later this term, however if your school does not adopt this policy, suggested wording is detailed below:

*"Our school is part of Operation Encompass. Operation Encompass is a national police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Violence and Abuse and which is in place in every police force in England and Wales. Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Act. Operation Encompass means that the police will share information with our school about all police attended Domestic Abuse incidents which involve any of our children prior to the start of the next school day."*

Once a Key Adult (DSL) and their deputy/ies (DDSLs) have attended either an Operation Encompass briefing or completed the online Operation Encompass Key Adult training they will cascade the principles of Operation Encompass to all other school staff and Governors.

Our DSL undertook training on XXXXX (date including year)

Our deputy DSL(s) undertook training on XXXXX (date including year)

We ensure that parents are fully aware that we are an Operation Encompass school and when a new child joins our school we ensure that the parents/carers are informed about Operation Encompass. As a staff we have discussed how we can support our children who are experiencing Domestic Abuse on a day-to-day basis and particularly following the Operation Encompass notification. We are aware that we must do nothing that puts the child/ren or the non-abusing adult at risk.

Operation Encompass notifications are stored in line with all other confidential safeguarding and child protection information. Operation Encompass data will form part of the termly safeguarding report to Governors. All information is anonymised for these reports. We have used the Operation Encompass Key Adult Responsibilities checklist to ensure that all appropriate actions have been taken by the school. When Head Teacher, DSL or DDSLs leave the school and other staff are appointed, they will ensure that all key information shared with the new Head Teacher/Key Adults and that the new member of staff will undertake the Operation Encompass online training.

Please ensure you have updated your child protection/safeguarding policy accordingly.

## Informing parents and stakeholders; 2. Website requirements

Schools should also utilise their website to inform parents and carers about Operation Encompass. Some suggested wording is detailed below. Websites are also an excellent way to signpost for additional support, so you may want to consider linking some key charities and organisations. Wirral Council has a page which details the local support agencies - [Domestic abuse \(Wirral.gov.uk\)](https://www.wirral.gov.uk/domestic-abuse)

Suggested wording for websites:

*"In conjunction with Merseyside Police, **School Name** is involved in an initiative called Operation Encompass. The purpose of Operation Encompass is to safeguard and support children and young people who have been involved in, heard or witnessed a domestic abuse incident. Following such an incident, children can arrive at school distressed, upset, worried and unprepared. Operation Encompass aims to ensure that appropriate school staff (called Key Adults) are made aware early enough to support children and young people in a way that means they feel safe and included.*

At *School Name* our Key Adult is *Key Adult Name (position)*

*This is a valuable initiative that means we can continue to support and help children and families within our school community when they need it the most. You can find our more by visiting [www.operationencompass.org](http://www.operationencompass.org) or by contacting our Key Adult."*

---

---

### Informing parents and stakeholders; 3. Letter to parents and carers

When Operation Encompass was first launched across Merseyside in 2018, all schools we expected to share a letter with parents informing them of their involvement in the scheme. It was expected that this letter should then also be given to the parents and carers of any new starters to the school at the point they are admitted. If your school has not been sharing a copy of this letter with new admissions, please ensure that this is actioned moving forwards. You may also want to re-share with all existing parents.

You can find a copy of the Operation Encompass letter to parents in Appendix A below:

## Appendix A



[School logo]

Dear Parent/Carer,

Our school is part of Operation Encompass which is a national scheme that operates jointly between schools and police forces.

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a school we have ensured that a member of our staff, (Designated Safeguarding Lead) known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the child/ren in our care.

The Domestic Abuse Act 2021 identifies children who experience domestic abuse as victims of domestic abuse in their own right.

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

Signed

Head Teacher

