

# Bolton Operation Encompass Protocol 2025

**Version:** 3

**Full review:** 2025

**Next review:** 2027



Bolton  
Safeguarding  
Children



**Be Safe**  
**Bolton Strategic**  
**Partnership**

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## 1. INTRODUCTION

Operation Encompass is an Early Intervention Safeguarding Partnership that relies on strong communication and information sharing between police and education settings, to enable support for children and young people who are experiencing domestic abuse.

On 24 May 2024 Royal Assent was granted to The Victims and Prisoners Act. The new Act placed Operation Encompass into Law and puts a statutory obligation on police forces to share Operation Encompass notifications with schools. In the House of Lords Earl Howe stated: *“By enshrining the scheme in law, we can ensure that it is consistently applied across all forces. This will help improve early intervention and enable the most vulnerable children to be safeguarded from the harms of domestic abuse.*

This protocol sets out a joint-agency procedure to provide support for children and young people who have experienced domestic abuse in their household. It outlines how the police will share information about Domestic Abuse incidents with education settings and how they should respond.

All education settings in signing up to the Bolton Encompass Commitment agree to implement the processes outlined in this protocol.

### **Domestic Abuse Definition – Domestic Abuse Act 2021**

The definition describes domestic abuse as:

Behaviour of a person (“A”) towards another person (“B”) as “domestic abuse” if—

A and B are each aged 16 or over and are personally connected to each other, and the behaviour is abusive.

Behaviour is “abusive” if it consists of any of the following—

- (a) physical or sexual abuse;
- (b) violent or threatening behaviour;
- (c) controlling or coercive behaviour;
- (d) economic abuse
- (e) psychological, emotional or other abuse;

and it does not matter whether the behaviour consists of a single incident or a course of conduct.

“Economic abuse” means any behaviour that has a substantial adverse effect on B’s ability to—

- (a) acquire, use or maintain money or other property, or

- (b) obtain goods or services.

### Children as victims of domestic abuse

Any reference in this Act to a victim of domestic abuse includes a reference to a child who:

- (a) sees or hears, or experiences the effects of, the abuse, and
- (b) is related to A or B.

The definition includes so-called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Domestic abuse is a safeguarding children issue and statistics show that in 90% of cases children are present in a household during a domestic abuse incident. Often the following day children are ill-prepared to deal with the education setting day.

- Encompass is a partnership between Greater Manchester Police, Bolton Safeguarding Children Partnership and designated education setting staff, known as Key Adults. Working together to safeguard children, Greater Manchester Police inform the Key Adults within education settings about any domestic abuse incident where there are children related to either of the adult parties involved. This will enable the education setting to take appropriate steps to support their pupil during what could be a difficult day. Key adults within the education setting are then able to make reasonable adjustments to lessen the impact and to support the pupil 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. AIMS**

The aims are to permanently change the culture around, and the response to, domestic abuse:

- To Improve support for victims
- Decrease the incidents of domestic abuse
- Reduce both the emotional and economic costs to victims, their families and the public and private sectors.

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 Bolton Safeguarding Children Partnership's current safeguarding processes as detailed in the [Framework for Action](#). The child's<sup>1</sup> safety and welfare remains paramount at all times.

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<sup>1</sup> For the purposes of this protocol children and young people refers to anyone aged 4-17 years old and in full-time education

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. Education settings will receive information when:

- Police have been called out to a domestic abuse incident
- Where there are children related to either of the adult parties involved.
- The child is of education setting age

Sharing this information in a timely manner via Encompass enables the provision of immediate early intervention through a range of support dependent upon the needs and wishes of the child; Appendix 1 provides examples of such support.

### **3. LEGAL REQUIREMENTS - INFORMATION SHARING AND STORAGE**

On 24 May 2024 Royal Assent was granted to The Victims and Prisoners Act. The new Act placed Operation Encompass into Law and puts a statutory obligation on police forces to share Operation Encompass notifications with schools.

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 Part 2 of the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (UKGDPR) by which personal and sensitive personal data may be lawfully shared.

Personal data shared must be proportionate, necessary but not excessive, and must be balanced with the consideration of privacy rights under the Human Rights Act. It must take into account any duty of confidentiality owed. .

This protocol has been developed taking into account the duty to safeguard children and the requirements of the most recent government advice [Practitioners information sharing advice](#) and is further supported by the legal advice in Appendix 2 – Governance Arrangements for Encompass Information Sharing.

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 education setting will identify a Key Adult and a deputy; Appendix 3 outlines the Key Adult roles and responsibilities.

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 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, Encompass information should be included within this.

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; Appendix 4 details how Encompass information will be managed and responded to within each education setting.

## 4. ROLES AND RESPONSIBILITIES

### i. POLICE

Police officers will attend a domestic incident, manage the immediate risks and complete the Domestic Abuse Stalking Harassment (DASH) risk assessment at the scene of the incident. The DASH risk assessment will not be shared with education settings, rather a summary will be provided by the police with respect to the child or young person and will include:-

- The name and date of birth of any child from that educational setting who is related to any adult involved in the incident
- The police reference number (DAB)
- The location
- Time and date of the incident.
- If the children were present and if so where (notifications should be shared even if the child was not present at this particular incident).
- The Voice of the child
- The Context, the circumstances of the event

There may be occasions when the Police are unable to share full details of what has happened for a number of reasons, one of these might be that a sexual offence has occurred and the victim's right to anonymity is being protected.

Where a police officer cannot identify an education setting, enquiries will be made in order to locate the child's education setting by contacting:-

Information Management Team Bolton Council-[ec imu@bolton.gov.uk](mailto:ec imu@bolton.gov.uk) 01204 338846

This will lead to the Education setting being identified from the education email database the police hold and the relevant information being shared to safeguard the child or young person before 9am.

It is important to note that child CAPs (care action plan) may also be shared with Education settings. Domestic incidents will be made clear by having the phrase Operation encompass in the email subject line. The DAB (domestic abuse) number is also shared within the notification.

A record will be kept by the police of the information shared, with whom it has been shared and the date.

Incidents occurring on Friday, Saturday or Sunday will be reported to the education setting over the weekend and will be available on Monday morning (9am) for the Key Adult.

Notifications to the Key Adult will be made during the education setting holiday periods, however it is recognised that an immediate response cannot be made. This information will be used to understand any significant issues for the child on their

return to education setting. Additionally in some cases where childcare linked to the education setting is provided alert that provider where possible. Where there are significant safeguarding concerns local health and social care agencies will continue to be notified of domestic abuse incidents by the police via the IFD pathway.

A disclosure will be made in respect of all children aged between 4 and 17 years (up to a child's 18<sup>th</sup> birthday) who are in education. Police will maintain a record of the log number, the name of the education setting to which it has been disseminated and the date of dissemination.

The Police National Decision-Making Model has been utilised for the setting up and development of the Operation Encompass. This supports the process for the Key Adults within the education setting to monitor and manage interventions. Greater Manchester Police within Bolton will hold a database of each education setting's Encompass email address in the Bolton area.

## **ii. EDUCATION SETTINGS' RESPONSIBILITY**

It is each education setting's responsibility to ensure the details of their Encompass email address is up to date on the database by contacting [SET@bolton.gov.uk](mailto:SET@bolton.gov.uk). They must also ensure that there is a sufficiently trained deputy to receive the information in their absence.

It is essential that Key Adults review their encompass emails every morning prior to 9am to check for an Encompass Notification; emails should be reviewed periodically through the day as notifications of incidents can be made at other times dependent on when domestic abuse incidents occur.

On receipt of an Operation Encompass Notification Education Settings must take action to safeguard and support the pupil. See Appendix 1.

Education settings must record the information they receive from the police on an incident form (or alternative electronic system such as CPOMS/Bromcom), which must be retained and stored using the same processes used to store child protection records within the education setting; Appendix 5 provides an example template. Education settings should also record the outcomes and impact of their actions.

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

After a notification –

1. Share that an encompass notification has been received with the class teacher. The class teacher and Teaching Assistant if in place, should only be made of aware of what is relevant and proportionate in order to support and safeguard the child.
2. Consider additional information you hold about the family/child which will help you to make the decision about what to do next.
3. Record any decisions made
4. Do nothing that will endanger the non-abusing adult or child.

5. Do not share the information with any third parties unless there is a legal basis in which to do so.

If it is safe to do so, parents can be contacted however the conversation should start with “is it safe to talk”.

A check in should be carried out with the child/ren if they were present during the incident. If it is not clear in the encompass notification if the child was present, a check in can still take place without disclosing information regarding the domestic incident. For example, how are you today? is everything ok? Would you like to speak to me about anything?

Education settings should use the curriculum to focus on developing appropriate conversations with pupils that will help them to develop knowledge and skills –



The Key Adult and deputy must have completed the Operation Encompass Key Adult Training [Online Key Adult Training : Operation Encompass](#)

Education Settings should ensure parents are made aware of Operation Encompass. See Appendix 3. Education settings should include Operation Encompass in their Safeguarding Policy and also consider including it in the Behaviour Policy and Attendance policy.

Education settings should submit Encompass data relating to Domestic Abuse to bolton Safeguarding Children Partnership when requested via [SET@Bolton.gov.uk](mailto:SET@Bolton.gov.uk)

Should there be any questions with regards to Operation Encompass Education settings can email the police: [boltonopencompass@gmp.police.uk](mailto:boltonopencompass@gmp.police.uk).

## 5. Child Absence Following an Incident

Where a notification is made and a child is not in an education setting, the following should be considered:-

- The education setting should review the information within the police notification in the context of what they already know about the child, giving consideration to any safety or welfare concerns they may have had prior to receiving the police information
- The Key Adult in the education setting should ring home to ask why the pupil is not in as per attendance procedures. Ask the victim if it is safe to speak. If it is safe, Inform the parent they are aware there was an incident and offer support.

If the pupil is not coming into education setting that day, ask parents when they are expected to return and a reason for absence.

- If the key adult from the education setting cannot make contact with the parents or carer and have not received notification why the child is not in, the key adult needs to consider the next steps carefully - actions could include: -
  - **Home Visit** - The key adult may consider, at the discretion of the Head Teacher or Deputy Head Teacher to carry-out a home visit to see the child; if concerns or risks to the child's safety are identified during the home visit referrals to Children's Social Care and the Police may need to be made
  - **Referral to Children's Social Care** - Dependent on the circumstances of the incident, the parental response to contact the Key Adult (following discussion with the Designated Safeguarding Lead where required) make a referral to The Integrated Front Door – this referral should be made in accordance with Bolton's Framework for Action procedures.

When the child returns back to the education setting, the key adult should revisit the offer of parent/child support.

## **6. Cross Border Considerations**

Bolton Encompass recognises that there will be children in Bolton attending education settings outside the borough boundary.

Operation Encompass notifications received from other areas/forces will be treated in the same way. (e.g. Domestic reported at The Trafford Centre to which Trafford police attend for family who live in Bolton.)

IFD police officers will strive to forward notifications to the relevant District or Force area if the education setting is outside of Bolton.

For data reporting purposes, Operation Encompass notifications received from other police forces should be reported separately to Bolton incidents. This will support data collection accuracy and enable a separate figure to be cross-checked with Bolton Police (which does not include other force's reports).

## **7. Working with Parents**

It will be important for all education settings that are signed up to the protocol to raise parent's awareness of Encompass. An example letter in Appendix 6 has been developed to support this. It is recommended this is sent out at the start of each academic year.

It would be advisable for all education settings to update their safeguarding policies to reflect their commitment to Encompass and provide information on their website including a link to Operation Encompass [Home : Operation Encompass](#). Posters

(available in a variety of languages) from the operation encompass website should also be displayed.

Many victims who experience domestic abuse want to tell someone about their experiences and are looking for help. Being involved with Encompass may mean that more parents who are experiencing domestic abuse are likely to contact the Key Adult as a source of support. The majority of support to parents will take the form of a listening ear and signposting to local Domestic Abuse services such as Endeavour, Fortalice, and Victim Support etc. There may be occasions, however, when the information received by the Key Adult requires immediate direct action, either because the risk to the parent and child is immediate and high; or because the parent is asking for help to leave the violence.

Where there is an immediate risk of harm to the parent and/or the child the police should be contacted - **In an emergency this should always be 999.**

If a parent wants to report an incident, they/education setting should dial 999 or 101 in a non-emergency situation. If the parent does not want to make a report to the police, then they should contact Fortalice to request a place at the refuge.

To refer to victim support who will help to complete the Domestic Abuse Stalking Harassment (DASH) risk assessment and support the parent to access local Domestic abuse services call the referral line on 0161 200 1950 or if the parent can refer themselves by calling 0161 200 1950 (9am-7pm), 0808 16 89 111 (24 hour) [www.gmvictims.org.uk](http://www.gmvictims.org.uk) (call back and live chat services) greater.manchester@victimsupport.org.uk

Where the parent is requesting help to flee or advice on how to keep themselves and their child safe, the Key Adult should make use of the tools in Bolton's [Domestic Abuse Handbook](#); for example creating a safety plan or providing a checklist of what to prepare if thinking of leaving. The Key Adult should discuss and encourage the parent to talk to specialist services to enable them to access the right support.

It will be essential to remind the parent that the perpetrator of the domestic abuse will not be told about them seeking help and any action will be taken in confidence.

### **Operation Encompass Teacher Helpline**

FREE advice from an Educational or Clinical Psychologist about how best to support children experiencing domestic abuse, education settings can call the Operation Encompass Professionals' National Advice and Guidance line on **0204 513 9990**. Monday to Friday, 8am-1pm

## **8. Multi-agency Risk Assessment Conference (MARAC) and Encompass**

MARAC is a victim-focused meeting where information is shared on the highest risk cases of domestic abuse between criminal justice, health, children's services, education, housing practitioners, IDVAs (Independent Domestic Violence Advocate) as well as other specialists from the statutory and voluntary sectors. The aim of MARAC is to share information, understand the level of risk to the individual and

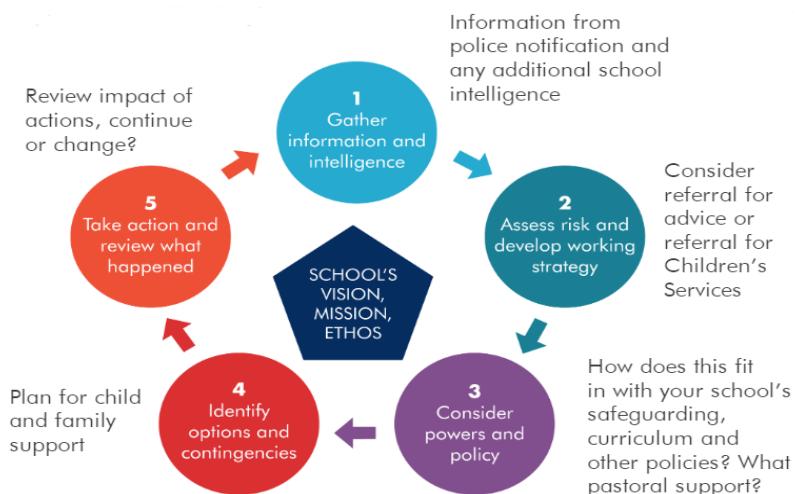
relevant others (including children) and develop a risk management plan. MARAC meets every week in Bolton.

There may be occasions where parents of children notified to education settings via the Encompass process have been referred to MARAC. Where there is no allocated Social Worker, Education settings will be contacted on their Encompass email for relevant information to be shared at MARAC.

More information about the MARAC process can be found in Bolton's [Domestic Abuse Handbook](#)

## APPENDIX 1 Education settings- Actions to take.

| EARLY HELP INITIATED   | EARLY HELP REVISED   |
|--|--|
| Early help Assessment is started   | EH Assessment is reviewed<br>New SMART objectives set and DA support added in<br>Multi agency CAM meeting called   |
| DIRECT INTERVENTION EXAMPLES<br>Not Exhaustive   | MULTI AGENCY WORKING<br>Not Exhaustive   |
| <p>Flexible application of rules for example uniform, homework etc.</p> <p>Counselling offered</p> <p>Understanding and flexibility in expectations in terms of:-</p> <ul style="list-style-type: none"> <li>-Behaviour</li> <li>-Academic work</li> </ul> <p>Direct work undertaken- tools used to understand child experiences of DA for example Day in the life, 3 houses etc</p> <p>One-to-one set up with appropriate staff member to provide opportunities to talk</p> <p>Lesson plans reviewed to ensure appropriate for the student on the day</p> <p>Systems to access spare uniform, lunch etc put in place</p> <p>Ensuring the student knows who they can talk to</p> <p>Checking collection arrangements at end of day</p> <p>Pastoral support put in place</p> <p>Highlighted as vulnerable and requiring extra support and then regularly monitored</p> <p>Education Support Plan put in place</p> <p>Safety plan developed with the student</p> | <p>Behaviour Support</p> <p>Referred to MARAC</p> <p>SEND advice</p> <p>Endeavour</p> <p>Fortalice</p> <p>Registered social housing and target hardening CAMHS</p> <p>Advice taken from the Integrated Front Door GP</p> <p>Operation Encompass Teacher/EP hotline</p> <p>National organisations</p> <p>Appointment set up with Education setting Nurse/individual</p> |
| REFERRAL TO INTEGRATED FRONT DOOR  |  |
| Significant Harm or risk of Significant harm identified- Referral made by phone or on online referral form completed.  |  |



[OE-National-Decision-Making-Model \(operationencompass.org\)](http://operationencompass.org)

## APPENDIX 2

### **Governance Arrangements for Encompass Information Sharing**

The basis on which sharing of information of this type may be justified by police is section 11(2) Children Act 2004 which requires that policing bodies (together with a number of other specified public bodies) discharge their functions having regard to the need to safeguard and promote the welfare of children.

This duty however must be considered in line with the provisions of the Data Protection Act 2018 and the right to private and family life under Article 8 of the European Convention on Human Rights.

#### **Data Protection Act 2018 (DPA)**

The relevant provisions relating to the lawful processing of personal data and sensitive personal data in this context are contained within

[Schedule 1 of the Data Protection Act 2018](#) has 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information, including without consent

#### **Article 8 European Convention Human Rights**

Article 8(1) provides that everyone has the right to respect for private and family life. Art. 8(2) requires that there be no interference by a public authority with this right except:

1. such as is in accordance with the law; and
2. such as is necessary in a democratic society in the interests of national security, public safety or the economic wellbeing of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

The sharing of information relating to domestic violence will constitute an interference with the right under Art. 8(1) and as such must fall within the parameters outlined in Art. 8(2).

The first part of the test under Art 8(2) is met, assuming that the sharing of information is deemed lawful under DPA (and therefore "in accordance with the law").

In relation to the second part of the test, i.e. necessity, in the current context the police would assert that the sharing is necessary to protect the health of the child, in terms of his/her emotional wellbeing and any immediate needs arising from the DV incident.

#### **Necessity and proportionality under Data Protection Act and Article 8**

The relevant provisions of both DPA and Article 8, as cited above, each include the requirement that processing of data or interference with privacy rights is **necessary**. For disclosure of information to be necessary, it must also be **proportionate** in terms of both the information disclosed and to whom it is disclosed to ensure that the rights of the individuals to whom the information relates are not infringed. In this context such persons will include the victim, the child/children and potentially other persons (witnesses, etc.) as well as the perpetrator.

By way of example, a disclosure only to the Key Adult/Deputy at the education setting is likely to be justified by the need to safeguard and promote the welfare of the affected child, because the Key Adult/Deputy will have responsibility for dealing with such issues and implementing support measures; however, sending the information to a general email address accessible by all staff at the education setting would not be lawful, because other staff would not need to know the information for the purpose of the disclosure to be met (*Clift v Slough Borough Council* [2009] 4 All ER 756, 782).

Similarly, the information which is passed on by police should be limited to **only that which is necessary** for the relevant support to be put in place by the education setting. The following information which is required to safeguard children will be shared:-

- The name and date of birth of any child from that educational setting who is related to any adult involved in the incident
- The police reference number (DAB)
- The location
- Time and date of the incident.
- If the children were present and if so where (notifications should be shared even if the child was not present at this particular incident).
- The Voice of the child
- The Context, the circumstances of the event

Sharing the above information should meet the objective of making the Key Adult/Deputy aware of the child being affected by domestic violence and arranging for appropriate measures/support without breaching any of the terms of DPA and Article 8.

In addition, information should only be disclosed in circumstances where it is known that the education setting can and will provide support to the affected child/children, and therefore it is known that the disclosure will fulfil a legitimate purpose. Accordingly before any information is shared it must be established that the education setting in question has in place the requisite resources to implement the support needed. This will be done by this joint protocol and commitment between the police and Bolton education settings – see the sections below.

Periodic reviews will take place by police to ensure that the resources are still in place at the education settings and that the information shared is being acted upon appropriately.

**Please note that due consideration must be given to the circumstances on a case-by-case basis when making the decision to disclose information.** A policy where all incidents are shared with education settings (e.g. a list of all incidents occurring in the last 24 hours and automatically sending notification to the education settings without reviewing the circumstances) would be extremely difficult to justify if challenged. The situations where a disclosure would not be appropriate may be few and far between e.g. the child has become adopted.

The person making the decision must also keep a written record of the rationale for not sharing information with reference to the circumstances of the particular case.

### **Consent of / giving notice to the parties involved**

Under the Data Protection Act, the disclosure of the information will be lawful if consent is obtained from each of the persons whose information is to be shared. However this consent must be freely given. This is a difficult area and it is recommended that consent is not used as a lawful basis in this instance and a basis under the UKGDPR and Part 2 of the DPA is used instead. The police still need to ensure that processing (i.e. disclosing) the information is **fair** in accordance with the first Data Protection Principle (Schedule 1 DPA).

All parents and carers need to be made aware that a disclosure scheme has been implemented in circumstances where a domestic incident has occurred. The education setting should publicise Operation Encompass e.g. letters sent home, inclusion in the Safeguarding and Child Protection Policy, posters etc.

In addition when police have attended an incident they must notify those involved directly (including witnesses and any other person whose information will be shared) that a disclosure is being considered prior to the disclosure taking place. Any representations made by those involved must be taken into account when considering whether the disclosure is necessary in the individual circumstances of the case.

### **Information Sharing Agreement / Joint Protocol**

Discussions should be held with the education settings/local authority (and other partner agencies, if applicable) regarding the drafting of an Information Sharing Agreement or joint protocol relating specifically to the sharing of information with education settings. Local authorities are under a duty under section 10(1) Children Act 2004 to make arrangements to promote co-operation between the authority and other bodies to improve the well-being of children in terms of physical and mental health, emotional well-being and protecting them from harm or neglect, amongst other factors.

Information will be sent to the Education Settings secure email. Both the police and the Education setting must ensure the safe retention and disposal of information. Child Protection records will be retained by the child's last setting until they reach their 25<sup>th</sup> birthday.

## **Guidance**

The Home Office statutory guidance "Working together to safeguard children" has been updated from 2023 and continues to apply to situations of this type - the police along with other agencies have a duty under section 10(8) of the Children Act 2000 to have regard to any guidance issued by the Secretary of State. The updated guidance is available at: [Working together to safeguard children](#)

Similarly, the updated, non-statutory guidance dealing specifically with information sharing continues to apply: [Safeguarding practitioners information sharing advice](#)

## APPENDIX 3

### Bolton Encompass – Key Adult Responsibilities and Checklist

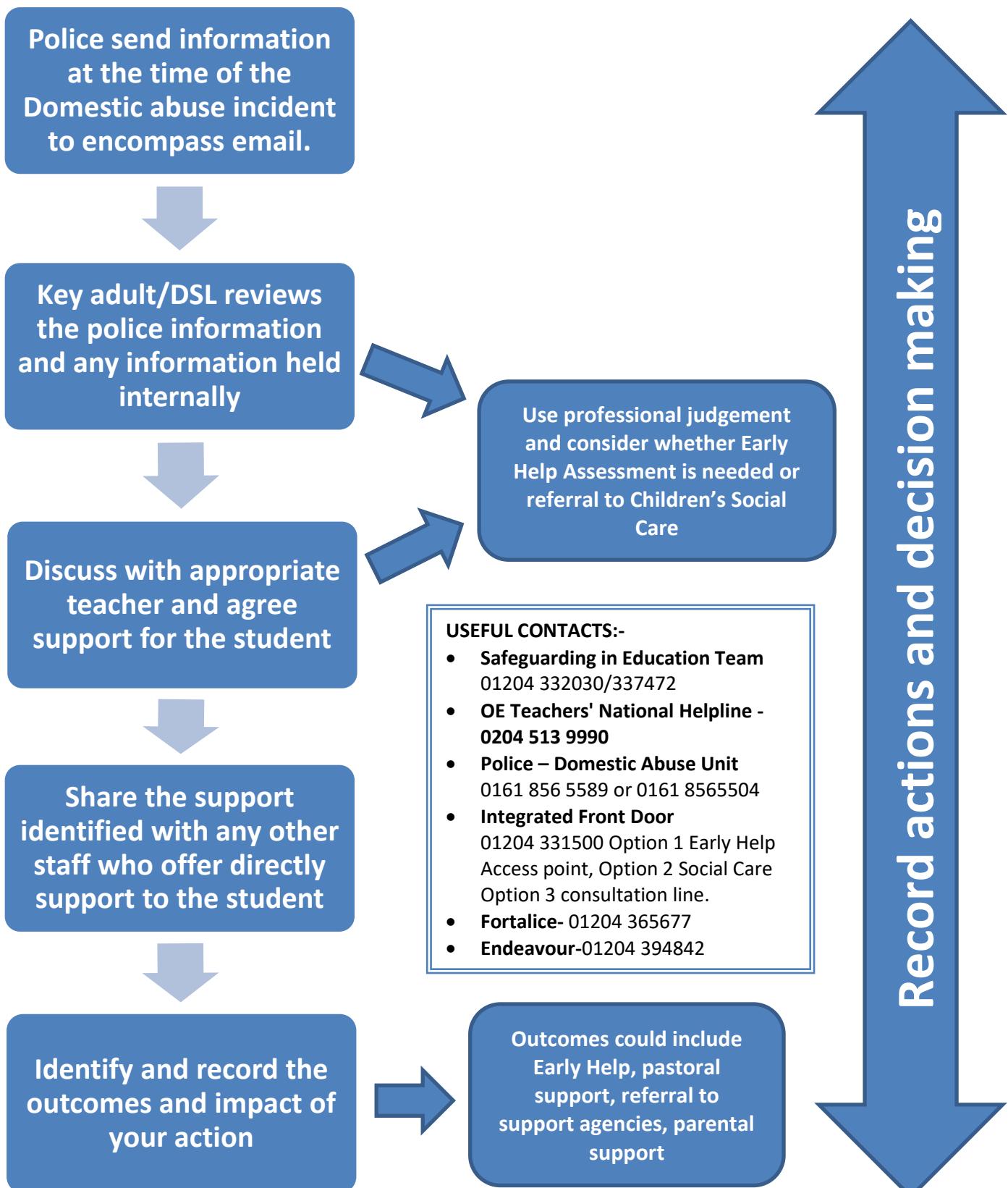
Name: Education Setting: Date Completed:

Review Date:

| Responsibility  | Education Setting Comment | Achieved |
|---|---------------------------|----------|
| The Key Adult must be part of the Senior Leadership Team with Child Protection responsibility.  |                           |          |
| The Key Adult and deputy must have completed the Operation Encompass Key Adult Training <a href="#">Online Key Adult Training : Operation Encompass</a>   |                           |          |
| The Key Adult must ensure their Education Settings email address is up to date on the Encompass database.   |                           |          |
| Encompass records are managed and stored in the same way as other Child Protection paperwork, on a secure electronic system or in a secure and locked cabinet/drawer.   |                           |          |
| The Key Adult can identify a person who can deputise in their absence; the deputy must be confident in understanding all aspects of the Encompass model.  |                           |          |
| The Key Adult 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 Child Protection information given by other partners such as Social Care. |                           |          |
| The Key Adult must inform parents that the education setting is part of Encompass, using the exemplar letter template provided.   |                           |          |
| The Key Adult must inform the Governing Body that the education setting is part of Encompass and the Governor with responsibility for Safeguarding should have a working knowledge of this and the impact within the education setting.                                 |                           |          |
| The Key Adult should include information about Encompass in the education setting's prospectus/handbook and safeguarding policies, thus ensuring that all parents are informed of involvement.  |                           |          |
| The Key Adult should include information about Encompass on the education settings website.   |                           |          |
| The Education Setting should submit data when requested to Bolton Safeguarding Children Partnership via the Safeguarding in Education Team.   |                           |          |

## APPENDIX 4

### ENCOMPASS FLOW CHART



## APPENDIX 5

### ENCOMPASS LOG SHEET

|  |  |      |  |
|--|--|------|--|
| Police Reference Number (DAB)  |  | Date |  |
| Child's name and age & DOB   |  |      |  |
| Date and time of incident<br><br>Address                                     |  |      |  |
| Circumstances of incident:   |  |      |  |
| Additional education setting information including other Encompass contacts: |  |      |  |
| Actions taken and Impact:  |  |      |  |



Bolton  
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Children



## APPENDIX 6

### Encompass Parents Awareness Letter

Dear Parent/Carer,

Re: Bolton Encompass

Our education setting is part of Operation Encompass. This is a statutory requirement on the Police to notify Education settings of domestic abuse incidents where there are children related to either of the adult parties involved.

A nominated member of our staff, known as a Key Adult, is appointed to liaise with the police. At **insert education setting name** our Key Adult is **insert details**. They will be able to use information that has been shared with them, in confidence, to ensure that we are able to support children and their families.

We always endeavour to offer the best support possible to our pupils and believe that Operation Encompass is beneficial and supportive for all concerned children and families.

More Information about Encompass can be viewed below and online at [Home](#) : [Operation Encompass](#) or you can contact our Key Adult **insert details**.

Thank you for your continued support

Chair of Governors

Head Teacher

## **Bolton Operation Encompass**

The purpose of Operation Encompass is to safeguard and support children and young people who are related to either of the adult parties involved in a domestic incident. Domestic abuse impacts on children in a number of ways. Children are at increased risk of physical injury during an incident, either by accident or because they attempt to intervene. Even when not directly injured, children are greatly distressed by witnessing the physical and emotional suffering of a parent/carer.

Encompass has been created to address this situation. It is the implementation of key partnership working between the police and education settings. The aim of sharing information with local education settings is to allow 'Key Adults' the opportunity of engaging with the child and to provide access to support that allows them to remain in a safe but secure familiar environment.

Following the report of an incident of domestic abuse the education setting's Key Adult will be informed before 9am. This knowledge, given to education settings through Operation Encompass, allows the provision of immediate early intervention through a variety of support mechanisms dependent upon the needs and wishes of the child.

The purpose and procedures in Operation Encompass have been shared with all parents and governors, and there is a section within our Safeguarding Policy and published on our website.

At *insert education setting details* our Key Adult is *insert details*.

## APPENDIX 7

### ENCOMPASS COMMITMENT

#### BOLTON OPERATION ENCOMPASS COMMITMENT

As part of *insert education setting details* commitment to keeping children safe we are signed up to implement the principles and aims of the Operation Encompass Model.

In signing up to Encompass our Governance and Senior Leadership Team:-

- Endorse the Operation Encompass Model and support the Key Adults in our education settings to fulfil the requirements of the Bolton Encompass Protocol.
- Promote and implement Bolton Operation Encompass processes and use these in accordance with internal safeguarding children processes as well as those outlined in Bolton's Framework for Action.
- Recognise the sensitive nature of the information provided and ensure that this is retained in accordance with the principles of data protection.
- Confirm that the 'Key adults' (the DSL and DDSL) have undertaken the Operation Encompass Key Adult Training.
- Commit to submitting termly data to Bolton Safeguarding Children Partnership via The safeguarding in Education Team (SET).

Signature 1

Signature 2

Chair of Governors

Head Teacher