

# St. Joseph's RC Primary School

"I came so that you may have life, and have it to the full." – John 10:10

## Encompass Parents Awareness Letter (Safeguarding)

Dear Parents and Carers,

### Re: Operation Encompass

The school has been given the opportunity to take part in a project that will run jointly between schools and Greater Manchester Police.

Operation Encompass has been designed to provide early reporting to schools, i.e. prior to 9.00 a.m. on the next school day, of any domestic abuse incidents that occur outside of school, but which might have an impact on a child attending school the following day. During the school term this information will be shared on school days. When incidents occur on a Friday, Saturday or a Sunday, the police will contact the relevant school the following Monday.

A nominated member of school staff, known as a Key Adult, will be trained to liaise with the police. At St. Joseph's RC Primary School, our Key Adult is Mrs M Harris and Mrs R Hince. They will be able to use information that has been shared with them, in confidence, to ensure that the school is able to support children and their families. Information will be shared where it is identified that a child or young person was present, witnessed or was involved in a domestic abuse incident.

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

Some information about Encompass is included in this letter but if you would like more information about this new initiative, details can be viewed online, or you can contact our Key Adult at school by contacting the school office in person, by phone 0161 921 1890 or email: [stjosephsordsall.rcprimaryschool@salford.gov.uk](mailto:stjosephsordsall.rcprimaryschool@salford.gov.uk).

Thank you for your continued support

*Ms P Howe*

Chair of Governors

*Mrs R Hince*

Head Teacher

*Faith*

*Respect*

*Confidence*

*Resilience*

*Empathy*

## Operation Encompass – Key Adult Responsibilities and Checklist

Name:            Date

School:

Completed:

Review Date:

Responsibility	School Comment	Achieved
The Key Adult has attended the Encompass briefing and is part of the Senior Leadership Team with Child Protection responsibility.		
The Key Adult must ensure that they have access to the Encompass mailbox along with a deputy in case of absence.		
Encompass records are managed and stored in the same way as other Child Protection records, in a permission restricted electronic folder or secure and locked cabinet/drawer.		
The Key Adult can identify a person who can deputise in their absence; the deputy is confident in understanding all aspects of the Encompass model.		
The Key Adult will 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 Headteacher/Key Adult will inform parents that the school is part of Encompass, using the exemplar letter template provided, which can be amended to meet the school's individual requirements.		

<p>The Headteacher/Key Adult will inform the Governing Body that the school is part of Encompass and the Governor with responsibility for Safeguarding should have a working knowledge of the project and impact within the school.</p>		
<p>The Key Adult will include information about Encompass in the school's prospectus and safeguarding policies, thus ensuring that all parents are informed of the school's involvement.</p>		
<p>The Key Adult will include information about Encompass on the school's website.</p>		

