



## SAFEGUARDING & CHILD PROTECTION ANNEX OPERATION ENCOMPASS

<b>Policy Reference No</b>	SG002 ANNEX
<b>Review Frequency</b>	Annual
<b>Reviewed</b>	Autumn 2023
<b>Next Review Date</b>	Autumn 2024
<b>Approved by</b>	Full Board

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# Change Log

Autumn 2023	No Change – Director of Vulnerable Pupils & Inclusion
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## Safeguarding and Child Protection Annex: Operation Encompass

Operation Encompass is no longer operated via telephone but via email.

Trust schools have set up a dedicated and secure email address, which has restricted access by only those with leadership for safeguarding within a school.

This annex sets out how schools process this information:

- When an officer attends a domestic violence incident, it will be recorded on the Police computer system with details of the children living at the property.
- This will instigate an automated process whereby two emails are sent to the school(s) of the children.
  - Email 1: Information of the incident contained in a password protected zip file attachment.
  - Email 2: contains the password to open the zip file in the first email.
- The Trust IT support, Computeam, have confirmed that Zip 7 software is accessible on Trust systems.

### Processing the notification:

- Upon receiving a notification via Operation Encompass, and in line with safeguarding duties, the information will only be shared with those necessary to enable the pupil to be supported.
- The PDF received will be uploaded to the pupil's secure CPOMS records as soon as possible, with the correct time and date of notification on CPOMS itself.
- The PDF should NOT be stored on a laptop or files but only held within CPOMS records.
- The email should NOT be forwarded on or shared in any other way.
- For security reasons, the email should not be stored but deleted, once PDF uploaded to CPOMS.

Ensure you process the PDF in line with your school's operating procedures for dealing with Operation Encompass notifications.

- Open the first email and save the attachment to the dedicated secure location on your computer.
- Open the zipped file by double clicking on it or right clicking and selecting 'Open archive'. You will be prompted to enter a password. You can copy and paste or manually enter the password. This will open a PDF of the Operation Encompass information.
- If the named school is incorrect or the details of the child named in the notification are incorrect, please report this to the Police Operation Encompass team in your area as per the instructions on the Operation Encompass email.

For further information visit: <https://www.operationencompass.org/>