



## **Best Practice Guidelines for Schools & Colleges**

### **1. Training for Designated Safeguarding Lead**

Schools are requested to ensure that the Designated Safeguarding Lead Officer, any deputies and lead safeguarding governor, attends appropriate Domestic Abuse Training to increase knowledge and awareness of the issue.

### **2. Keep Contact Details up to date**

Schools are requested to ensure that they provide up to date details of their Designated Safeguarding Lead Officer, deputies, and safeguarding governor contact details, to the relevant Operation Encompass contact at MASH and that they have set up a secure Encompass mail box with limited access rights.

### **3. Raise awareness of Operation Encompass**

Schools are requested to proactively promote their involvement in Operation Encompass, including the following minimum actions:

- advising all staff and governors of the school's participation in OE;
- updating relative policies to include school participation in OE;
- displaying the OE poster in Reception area;
- include explanatory and overview information on OE on their school websites;
- send a letter out to parents each academic year to advise of the school's active participation in OE;
- keep a stock of the Operation Encompass information booklets for new staff or parents; and,
- provides the booklet and letter to parents of new starters, including transfers throughout the academic year.

### **4. Use secure email system**

Transmission of safeguarding information, including OE domestic abuse notifications, between Lancashire Police, schools, MASH, or social services teams, should be done using secure email, such as:

- pnn.police.uk
- lancashire.gov.uk
- nhs.net

These should be used to offer best protection of sensitive personal information, in line with Data Protection Act 1998.

### **5. Store sensitive information securely**

Schools should ensure that upon receipt of safeguarding information, including Operation Encompass notifications, they take steps to protect the information through secure storage, either locked, or with password protection.

Operation Encompass notifications should also be linked with other safeguarding information in a standardised format to ensure key information is readily available in an agreed format, and can be transferred if the child/ren move to another school.

### **6. Keep a log of notifications, and actions taken**

OE notifications should be transferred onto the schools preferred recording system eg CPOMS or appendix 1, with actions linked to the notification.

This will help clearly identify the assessment, support and any actions taken that are linked to the OE notification.

It will also make it easier for schools and local authority for safeguarding and monitoring information to be extracted both by the schools themselves when needed, and in the event of any performance analysis

exercises or audits that might be carried out by local authorities, the Safeguarding Board, and the Domestic Abuse Strategic Group responsible for monitoring OE.

### **7. Notify school staff members**

Dependent on the notification details, and severity of the incident, DSLs or their deputies are recommended to consider passing the information to staff members who will have contact with the child that day as early as they can. DSLs are requested to ensure that the staff are aware of the sensitivity of the information and that it should be protected, and not disclosed inappropriately.

### **8. Assess the child's needs, and put support in place**

Staff should conduct an individual assessment of the child's needs, and decide on any school routine modifications that need to be made, for instance, allowing the child time out, additional time to complete homework, discreetly providing the child with access to washing facilities, food and clothing (if available). They should record a brief summary of their assessment, and any support actions taken that directly relate to it.

### **9. CP and Support referrals**

If school staff have additional concerns around the child's safety and wellbeing due to being aware of previously unknown information, they should make a CP referral following existing referral procedures, even if they are aware of one having been done by the Police and OE officers. They may possess unique information that they can share, that will more fully inform the picture of risk to a child or victim adult.

It is also recommended that school staff give consideration to making a referral to their local authority Early Help service, if it is felt that additional support is needed by the family, but the need does not present a significant safeguarding need.

### **10. Be conscious of risk escalation**

School staff are advised to be very careful if communicating with a child's parent following a OE notification, so that they do not inadvertently increase risk to the victim and child. It is recognised that there may be circumstances when it is wholly appropriate to contact a child's parent. It is recommended that school staff give consideration to making a referral to their local authority Early Help service, if it is felt that additional support is needed by the family, but the need does not present a significant safeguarding need.

School has notified parents and carers through a [letter](#) that it is participating in the Operation Encompass partnership scheme, between local school, academies, colleges, community health agencies, and Lancashire Police.

School has also displayed a [poster](#) to highlight that it is participating in the Operation Encompass partnership scheme.

This version: 04/03/19

Developed by:

- Siobhan Collingwood and Matt Chipchase (Lancashire County Council)
- Peter Yates and Joanne McHugh (Lancashire Constabulary)
- Victoria Gibson (Lancashire Safeguarding Boards)