



Oldham  
Local Safeguarding Children Board



# OPERATION ENCOMPASS OLDHAM

**‘WORKING TOGETHER TO  
PROTECT CHILDREN FROM THE  
HARMFUL EFFECTS OF  
DOMESTIC VIOLENCE AND  
ABUSE’**

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## 1. What Is Operation Encompass?

- 1.1 Operation Encompass is a partnership initiative which focuses upon dynamic information sharing between Greater Manchester Police, Oldham Council and Schools. The initiative has been developed following local and national learning about the effects and harm upon children who hear or see domestic violence within their home.

## 2. Why Are We Doing This?

- 2.1 The initiative is designed to ensure children thrive within the school environment and are able to reach their full potential. The initiative will ensure that where there has been a domestic incident within the child's home and the child has been present, the information is shared on a confidential basis with the safeguarding lead and other nominated key personnel within the school in order that the child's welfare and overall well-being can be monitored and that there is an offer of support from the partnership for both the child and other family members who witness or are involved in a domestic incident.
- 2.2 The local authority and its partners must adhere to the statutory guidance document "Working Together to Safeguard Children 2015".

The introduction to the Guidance states;

Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have a number of statutory functions under the 1989 and 2004 Children Acts which make this clear, and this guidance sets these out in detail. This includes specific duties in relation to children in need and children suffering, or likely to suffer, significant harm, regardless of where they are found, under sections 17 and 47 of the Children Act 1989. The Director of Children's Services and Lead Member for Children's Services in local authorities are the key points of professional and political accountability, with responsibility for the effective delivery of these functions.

**The definition of harm is contained within s31 of The Children Act 1989 which reads;**

"harm" means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

The Adoption and Children Act 2002 extended the definition of significant harm to include 'impairment suffered from seeing or hearing the ill-treatment of another' in recognition of the fact that witnessing domestic violence can have serious implications for children's development.

- 2.3 Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

- 2.4 Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:
- protecting children from maltreatment;
  - preventing impairment of children's health or development;
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
  - taking action to enable all children to have the best outcomes.
- 2.5 Local agencies, including the police and health services, also have a duty under section 11 of the Children Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions.
- 2.6 Under section 10 of the same Act, a similar range of agencies are required to cooperate with local authorities to promote the well-being of children in each local authority area (see chapter 1). This cooperation should exist and be effective at all levels of the organisation, from strategic level through to operational delivery.
- 2.7 Professionals working in agencies with these duties are responsible for ensuring that they fulfil their role and responsibilities in a manner consistent with the statutory duties of their employer.
- 2.8 The Children Act 1989 places a duty on local authorities to promote and safeguard the welfare of children in need in their area.
- 2.9 Section 17(1) of the Act states that it shall be the general duty of every local authority:
- (a) to safeguard and promote the welfare of children within their area who are in need; and
  - (b) so far as is consistent with that duty, to promote the upbringing of such children by their families by providing a range and level of services appropriate to those children's needs.
- 2.10 In 2012 a consultation exercise was undertaken by the Home Office in consideration of making amendments to the definition of domestic violence. CAF/CASS (Children and Family Court Advisory and Support Service) responded to the consultation stating;
- “There is a wide body of evidence around the detrimental impact witnessing domestic violence can have on a child's welfare. A report by Ofsted, Learning Lessons from Serious Case Reviews 2009-2010, looked at serious case reviews regarding 194 children; domestic violence was a factor in the families of 61 of these children. Ofsted has found that, in some cases, agencies did not understand, or fully assess, the impact of domestic violence on children. Further, it has been found that 40 per cent of children from families where domestic violence is an issue exhibit clinically significant emotional and behavioural problems (Harold and Howarth,2004).”*

### **3. Initial Action Required By Schools**

- 3.1 A Privacy Impact Assessment has been undertaken to enable the delivery of Operation Encompass.
- 3.2 Prior to the commencement of the Project each school must provide a secure email address for the purpose of this initiative.
- 3.3 The Head Teacher and Safeguarding Lead (along with any other person determined as appropriate by the school – e.g. Pastoral Lead) for each school must sign an Undertaking of Confidentiality. The Undertaking of Confidentiality must be returned to the Local Authority for submission to Greater Manchester Police. A copy of the Undertaking of Confidentiality can be found at **Appendix A**.
- 3.4 At the commencement of the project each school will be required to send the Fair Processing Notice to all Parents/Carers/Guardians relevant to their pupil/students. A copy of the Notice (letter to parents) can be found at **Appendix B**.
- 3.5 The school should determine the most appropriate method to send the Fair Processing Notice. It can be issued electronically or in paper form.
- 3.6 Following the initial distribution of the Fair Processing Notice, the Notice must then be sent to the Parents/Carers/Guardians of any new pupils or students as part of the school welcome pack on a rolling basis.

### **4. How Will It Work?**

- 4.1 Greater Manchester Police will identify incidents of domestic violence and abuse which occur whilst a child or young person under the age of 18 is present and will provide the information to the designated Encompass Officer within the Multi-Agency Safeguarding Hub.
- 4.2 The Encompass Officer will access the Tribal database to obtain the details of the school or other educational establishment which the child or young person attends and will telephone the relevant school to confirm the child still attends there.
- 4.3 Upon confirmation that the child does attend the school, the Encompass Officer will send an Encompass Notification by secure email to the school. The Notification will only contain the information it is necessary to share and will contain a standard form of words.
- 4.4 Additional information will only be provided if the circumstances of the incident are likely to have had a more severe immediate impact upon the child. These circumstances are limited to;
  - a) a person within the home being arrested;
  - b) a person within the home being injured and requires hospital treatment;
  - c) a person within the home dying; or
  - d) removal of the child from the family home through Greater Manchester Police or Children's Social Care action.

- 4.5 Specific details will not be disclosed within the standard Notification. Further information will only be provided if deemed necessary and proportionate. A document showing templates of the Notifications can be found at **Appendix 5**.

## **5. What Action Should The School Take?**

- 5.1 The information within the Encompass Notification should be shared on a confidential basis with staff within the school, and only to persons whom the Headteacher/Safeguarding Lead/Pastoral Lead identifies as appropriate. The Headteacher/Safeguarding Lead/Pastoral Lead within the school should record the information on the child's confidential education record along with details of who the information was shared with, the staff member's role and the date of sharing, in accordance with the directions on the Encompass Notification.
- 5.2 The child should then be monitored closely by the relevant staff.

## **6. What If The School Has Concerns About the Child Following the Encompass Notification?**

- 6.1 The online Early Help Referral Form should be completed and submitted without delay through [http://www.oldham.gov.uk/early\\_help\\_referral](http://www.oldham.gov.uk/early_help_referral)
- 6.2 In the section "**Any reasons for this referral to be particularly urgent?**" the following text must be inserted "**OPERATION ENCOMPASS REFERRAL - HISTORY OF DOMESTIC VIOLENCE AND ABUSE WITHIN THE HOME**"

Any reasons for this referral to be particularly urgent?

OPERATION ENCOMPASS REFERRAL - HISTORY OF DOMESTIC VIOLENCE AND ABUSE WITHIN THE HOME

- 6.3 A copy of the online Early Help Referral Form can be found at **Appendix C**.
- 6.4 A copy of the process map for Operation Encompass can be found at **Appendix D**.

## **7. What If A Parent/Carer/Guardian Raises That There Was A Domestic Incident?**

- 7.1 The school should respond in the same manner as if Operation Encompass was not in place and should follow existing Safeguarding Procedures. A referral to support services should be offered and if the person consents then the standard Early Help Referral Form should be completed indicating the disclosure of the domestic violence and abuse.

## **8. What If A Subject Access Request Is Made?**

- 8.1 The Council (MASH) must be contacted before any disclosure of Encompass related information. Such information **MUST NOT** be disclosed without the express consent of Oldham Council and Greater Manchester Police.

## **9. How Long Information Should Be Retained Before Destruction?**

- 9.1 The impact of domestic violence and abuse within a child's home is recognised as a cause of significant harm which can last for many years and into adult life. For the purpose of ongoing monitoring of the welfare of the child it is essential that the information is held on the child's education and school health record for the duration of the period the child is within the education system.
- 9.2 The secure deletion/destruction of records must be in accordance with the school's existing statutory duties as data controllers/data processors pursuant to the provisions of the Data Protection Act 1998.



# Operation Encompass Undertaking of Confidentiality

I, \_\_\_\_\_, as an employee of (school name) involved in the role as defined in the Operation Encompass Agreement between Greater Manchester Police, Oldham Council and (school name) which this Undertaking is appended, hereby acknowledge the responsibilities arising from this Operation Encompass Agreement.

I understand that my part in fulfilling the Purpose means that I may have access to the Confidential Information and that such access shall include:

- Reading or viewing of information held on computer or displayed by some other electronic means,
- Reading or viewing manually held information in written or printed form, or
- Overhearing any telephone or verbal communication.

I undertake that:-

- I shall not communicate to nor discuss with any other person the contents of the information except to those persons identified as is necessary to progress the agreed Purpose.
- I shall not retain, extract, copy or in any way use any Confidential Information to which I have been afforded access during the course of my duties for any other purpose.

I understand that the Data I am provided with as part of my duties is subject to the provisions of the Data Protection Act 1998 and that by knowingly or recklessly acting outside the scope of this Agreement I may incur criminal and/or civil liabilities.

I undertake to seek advice and guidance from the Greater Manchester Police Information Manager, the Oldham Council Information Manager or other relevant official of the Data Controller in the event that I have any doubts or concerns about my responsibilities or the authorised use of the Data defined in the Agreement

I have read, understood and accept the above.

Name .....

Signature .....

Date .....



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# Operation Encompass

Dear Parent/Carer,

Operation Encompass is a partnership initiative which focuses upon dynamic information sharing between Greater Manchester Police, Oldham Council and Schools. The initiative has been developed following local and national learning about the effects and harm upon children who hear or see domestic violence within their home.

We all want to ensure children thrive within the school environment and are able to reach their full potential. This initiative will ensure that where there has been a domestic incident within the child's home, this information is shared on a **confidential** basis with the safeguarding lead and other nominated key personnel within the school in order that the child's welfare and overall well-being can be monitored and that there is an offer of support from the partnership for both the child, and other family members who witness or are involved in a domestic violence incident.

This type of initiative has already been successfully adopted in other areas of the country.

Safeguarding of children in Oldham is a priority for us and we thank you in anticipation of your support for this initiative.

Further information about support for persons involved in domestic violence can be found at [www.oldham.gov.uk](http://www.oldham.gov.uk) or [www.endthefear.co.uk](http://www.endthefear.co.uk)

Yours sincerely,

Headteacher

A handwritten signature in black ink, appearing to read 'A. Kenny'.

For and on behalf of the  
Oldham Domestic Violence and Abuse  
Partnership

# Early Help Referral Form

Please use this form to make referrals to Oldham's Multi-Agency Safeguarding Hub (MASH) for:  
. individuals or families needing support from Early Help, or  
. children and young people needing support with mental health issues

### IMPORTANT NOTICE

In order to make decisions about referrals, and to refer individuals or families to the most appropriate services, partner organisations in the MASH need to share information with each other. This may include personal data supplied on this form, and other information relevant to the referral.

Please confirm at the end of the form that the individual / family have consented to the referral being made, and to the sharing of information between partner organisations in the MASH.

If you are making a self-referral please check the box at the end of this form giving consent for data sharing.

### Details Of Referrer Completing This Form

Name:  Job Title:  Agency:

Address:

Postcode:

Landline:  Mobile:

Email:

### Household Details

#### Primary Individual

Name:   DOB:

Gender:  Ethnicity:  GP Surgery and NHS No

First language of family:  Is an interpreter required?  Yes  No

Family Address:

Postcode:

Landline:  Mobile:

Housing Provider:  Tenure:

Referral Issue:

What has been done already, and what agencies have been involved?

What is required?

Any reasons for this referral to be particularly urgent?  
**OPERATION ENCOMPASS REFERRAL - HISTORY OF DOMESTIC VIOLENCE AND ABUSE WITHIN THE HOME**

### Additional Individuals

#### Additional Individual 1

Forename:  Surname:  DOB:

Gender:  Ethnicity:  Relationship:

### EHR00 - Early Help Referral Screen

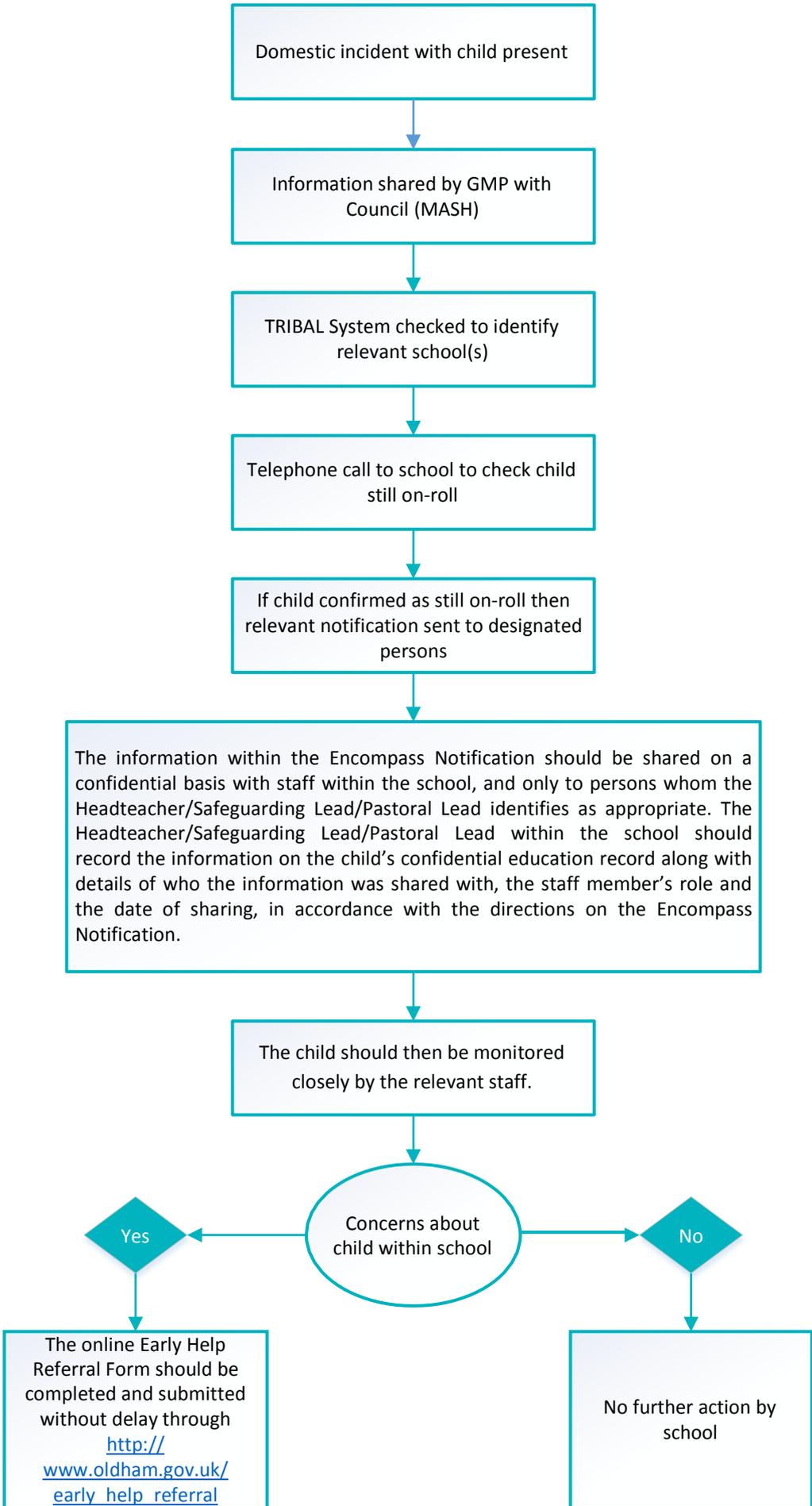
Surname:  DOB:      
Ethnicity:  Relationship:

Are the family aware of the referral?  Yes  No

Has consent been given to the referral and information sharing?  Yes  No

Has an Early Help assessment already been completed for this household?  
*(If yes, a copy may be required prior to commencement of the service)*  Yes  No

# OPERATION ENCOMPASS PROCESS MAP



NB: Consent is not required for Encompass related referrals.



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## OPERATION ENCOMPASS NOTIFICATION

Date of Notification		Ref No:	
MASH Officer		Tel:	
School			

### OPERATION ENCOMPASS – NOTIFICATION TYPE A

There was a domestic incident at the home of NAME, whose date of birth is DOB.

The incident occurred on the DATE.

This information is shared for the purpose of monitoring the welfare of NAME and should be shared on a confidential basis within the school to persons whom the Head Teacher / Safeguarding Lead / Pastoral Lead identify as appropriate.

This Notification should be recorded on the child's confidential school education record, along with details of who the information was shared with, their role and the date of sharing.

This information must be retained on the child's confidential school education record for the duration of the period the child is within the education system and for any statutory retention period, applicable to confidential school education records.

### **IMPORTANT NOTES:**

The child should be monitored closely by the relevant staff.

In the event that the school has concerns about the child following the Encompass Notification, the online Early Help Referral Form should be completed and submitted without delay through [http://www.oldham.gov.uk/early\\_help\\_referral](http://www.oldham.gov.uk/early_help_referral)

In the section “**Any reasons for this referral to be particularly urgent?**” the following text must be inserted “**OPERATION ENCOMPASS REFERRAL - HISTORY OF DOMESTIC VIOLENCE AND ABUSE WITHIN THE HOME**”

The ‘Operation Encompass – Information for Schools Document’ should be referred to for further guidance and details of the Operation Encompass partnership initiative.



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## OPERATION ENCOMPASS NOTIFICATION

Date of Notification		Ref No:	
MASH Officer		Tel:	
School			

### OPERATION ENCOMPASS – NOTIFICATION B

There was a domestic incident at the home of NAME, whose date of birth is DOB.

The incident occurred on the DATE.

A person within the home was arrested. Further information on the incident will be provided to the school if determined appropriate by Oldham Council or Greater Manchester Police.

This information is shared for the purpose of monitoring the welfare of NAME and should be shared on a confidential basis within the school to persons whom the Head Teacher / Safeguarding Lead / Pastoral Lead identify as appropriate.

This Notification should be recorded on the child's confidential school education record, along with details of who the information was shared with, their role and the date of sharing.

This information must be retained on the child's confidential school education record for the duration of the period the child is within the education system and for any statutory retention period, applicable to confidential school education records.

### **IMPORTANT NOTES:**

The child should be monitored closely by the relevant staff.

In the event that the school has concerns about the child following the Encompass Notification, the online Early Help Referral Form should be completed and submitted without delay through [http://www.oldham.gov.uk/early\\_help\\_referral](http://www.oldham.gov.uk/early_help_referral)

In the section “**Any reasons for this referral to be particularly urgent?**” the following text must be inserted “**OPERATION ENCOMPASS REFERRAL - HISTORY OF DOMESTIC VIOLENCE AND ABUSE WITHIN THE HOME**”

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## OPERATION ENCOMPASS NOTIFICATION

Date of Notification		Ref No:	
MASH Officer		Tel:	
School			

### OPERATION ENCOMPASS – NOTIFICATION TYPE C

There was a domestic incident at the home of NAME, whose date of birth is DOB.

The incident occurred on the DATE.

A person within the home was injured and required hospital treatment. Further information on the incident will be provided to the school if determined appropriate by Oldham Council or Greater Manchester Police.

This information is shared for the purpose of monitoring the welfare of NAME and should be shared on a confidential basis within the school to persons whom the Head Teacher / Safeguarding Lead / Pastoral Lead identify as appropriate.

This Notification should be recorded on the child's confidential school education record, along with details of who the information was shared with, their role and the date of sharing.

This information must be retained on the child's confidential school education record for the duration of the period the child is within the education system and for any statutory retention period, applicable to confidential school education records.

### **IMPORTANT NOTES:**

The child should be monitored closely by the relevant staff.

In the event that the school has concerns about the child following the Encompass Notification, the online Early Help Referral Form should be completed and submitted without delay through [http://www.oldham.gov.uk/early\\_help\\_referral](http://www.oldham.gov.uk/early_help_referral)

In the section “**Any reasons for this referral to be particularly urgent?**” the following text must be inserted “**OPERATION ENCOMPASS REFERRAL - HISTORY OF DOMESTIC VIOLENCE AND ABUSE WITHIN THE HOME**”

The ‘Operation Encompass – Information for Schools Document’ should be referred to for further guidance and details of the Operation Encompass partnership initiative.



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## OPERATION ENCOMPASS NOTIFICATION

Date of Notification		Ref No:	
MASH Officer		Tel:	
School			

### OPERATION ENCOMPASS – NOTIFICATION TYPE D

There was a domestic incident at the home of NAME, whose date of birth is DOB.

The incident occurred on the DATE.

The incident resulted in the death of a person. Further information on the incident will be provided to the school if determined appropriate by Oldham Council or Greater Manchester Police.

This information is shared for the purpose of monitoring the welfare of NAME and should be shared on a confidential basis within the school to persons whom the Head Teacher / Safeguarding Lead / Pastoral Lead identify as appropriate.

This Notification should be recorded on the child's confidential school education record, along with details of who the information was shared with, their role and the date of sharing.

This information must be retained on the child's confidential school education record for the duration of the period the child is within the education system and for any statutory retention period, applicable to confidential school education records.

### **IMPORTANT NOTES:**

The child should be monitored closely by the relevant staff.

In the event that the school has concerns about the child following the Encompass Notification, the online Early Help Referral Form should be completed and submitted without delay through [http://www.oldham.gov.uk/early\\_help\\_referral](http://www.oldham.gov.uk/early_help_referral)

In the section “**Any reasons for this referral to be particularly urgent?**” the following text must be inserted “**OPERATION ENCOMPASS REFERRAL - HISTORY OF DOMESTIC VIOLENCE AND ABUSE WITHIN THE HOME**”

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## OPERATION ENCOMPASS NOTIFICATION

Date of Notification		Ref No:	
MASH Officer		Tel:	
School			

### OPERATION ENCOMPASS – NOTIFICATION E

There was a domestic incident at the home of NAME, whose date of birth is DOB.

The incident occurred on the DATE.

The incident resulted in the removal of the child from the family home by Greater Manchester Police or Children's Social Care.

Further information on the incident will be provided to the school if determined appropriate by Oldham Council or Greater Manchester Police.

This information is shared for the purpose of monitoring the welfare of NAME and should be shared on a confidential basis within the school to persons whom the Head Teacher / Safeguarding Lead / Pastoral Lead identify as appropriate.

This Notification should be recorded on the child's confidential school education record, along with details of who the information was shared with, their role and the date of sharing.

This information must be retained on the child's confidential school education record for the duration of the period the child is within the education system and for any statutory retention period, applicable to confidential school education records.

### **IMPORTANT NOTES:**

The child should be monitored closely by the relevant staff.

In the event that the school has concerns about the child following the Encompass Notification, the online Early Help Referral Form should be completed and submitted without delay through [http://www.oldham.gov.uk/early\\_help\\_referral](http://www.oldham.gov.uk/early_help_referral)

In the section "**Any reasons for this referral to be particularly urgent?**" the following text must be inserted "**OPERATION ENCOMPASS REFERRAL - HISTORY OF DOMESTIC VIOLENCE AND ABUSE WITHIN THE HOME**"

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