

Operation Encompass - Key Adult Responsibilities

- The Key Adult must inform parents that the school is part of Operation Encompass, using the basic template letter given to each school, which can be amended to suit individual requirements. This must also be provided to any new admission at the time of their start date and to all new parents at the beginning of each school year
- The Key Adult must inform the Governing Body that the school is part of Operation Encompass and the Governor with responsibility for Safeguarding should have a working knowledge of the project
- The Key Adult must have attended the training and be part of the Senior Leadership Team with responsibility for Safeguarding
- The Key Adult must give up-to-date contact numbers to the Integrated Referral Unit, with an indication of the time from which he/she is available to take the Operation Encompass call. If contact details change it is the school's responsibility to update them immediately with their local IRU
- The Operation Encompass file for each child, containing school actions and record of calls, must be kept in the same safe way as other Child Protection/Safeguarding paperwork - in a secure and locked cabinet or drawer
- The Key Adults can identify a person, trained in Child Protection or Safeguarding, who can deputise in their absence but must have taken them through the confidentiality aspects of Operation Encompass prior to them being able to take a call. Once this has happened then the IRU should be informed of the identity of that person
- The Key Adult must ensure that all 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
- All school staff must be made aware of the importance of Operation Encompass and understand to pass on messages for a return call to the Key Adult as a matter of urgency
- Once the Operation Encompass call comes in, the Key Adult then assumes responsibility for the information being acted upon within school, via either silent or overt support being offered to the child/children and families
- The Head/Governing Body and Key Adult should consider including information about Operation Encompass in the school's prospectus, thus ensuring that all new parents are informed of involvement
- The Head/Governing Body and Key Adult should consider whether the information about Operation Encompass should form part of the school website