



Encompass Protocol



Contents

1. Introduction

2. Aims

3. Legal Requirements

4. Police Responsibilities

5. Schools` Responsibilities

6. Cross Border considerations

7. Working with Parents

8. Appendices

Appendix 1 Examples of Silent and Overt Support

Appendix 2 Governance Arrangements for Encompass Information Sharing

Appendix 3 Key Adult Roles and Responsibilities

Appendix 4 Encompass Process

Appendix 5 Encompass Log Sheet

Appendix 6 Encompass Parents Awareness Letter

Appendix 7 Encompass Commitment

1. INTRODUCTION

This protocol sets out a joint-agency procedure to provide support for children and young people who have experienced domestic abuse in their household. It outlines how the police will share information about Domestic Abuse incidents with schools and how schools should respond.

It has been endorsed by Bury Council and GMP. All schools in signing the Bury Encompass Commitment agree to implement the processes outlined in this protocol.

Domestic Abuse Definition

The definition of domestic violence and abuse - Any incident or pattern of incidents of controlling¹, coercive² or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

This definition includes so-called `honour` based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Domestic abuse is a safeguarding children issue and statistics show that in 90% of cases children are present in a household during a domestic abuse incident. Often the following day children are ill-prepared to deal with the school day.

Encompass is a partnership between Bury Metropolitan Police, local Authority Bury Council and designated school staff, known as Key Adults. Working together to safeguard children, Bury Metropolitan Police will inform the Key Adults within schools about any domestic abuse incident where the child or young person has been present or ordinarily resides. This will enable the school to take appropriate steps to support their pupil during what could be an emotionally difficult day. Key adults within the school are then able to accommodate the school day to lessen the impact and to support the child if they need it. In its simplest form, they are given some leeway,

¹ Controlling behaviour: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour

² Coercive behaviour: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim

comfort and support. This can make a huge difference to children and allows them to have a safe space.

A database of all Key Adults will be established and shared with Bury Metropolitan Police and Bury's Safeguarding Lead Officer, MASH team and Team Oasis. Communication briefings will be sent out to Councillors, School Governors and all parents regarding Encompass. The aims and principles of Encompass will be disseminated to Police officers across Bury.

The information shared will be only that which is required to safeguard children including:

- Date and time of incident
- Brief circumstances
- Police action if appropriate

2. AIMS

This Protocol does not replace or supersede existing safeguarding processes or protocols rather it seeks to support these operationally. The Protocol should always be followed in conjunction with Bury's current safeguarding processes. The child's³ safety and welfare remains paramount at all times.

By sharing information under the Encompass model it is hoped that children and young people who are experiencing domestic abuse will have access to responsive support after a domestic abuse incident. Schools will receive information when:

- Police have been called out to a domestic abuse incident
- Where a child ordinarily resides in the household where the incident took place
- The child is of school age

Sharing this information in a timely manner via Encompass enables the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child; Appendix 1 provides examples of such support.

3. LEGAL REQUIREMENTS - INFORMATION SHARING AND STORAGE

Section 11(2) of the Children Act, 2004 requires Local Authorities and the Police to safeguard and promote the welfare of the children. Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). All practitioners should be confident of the processing conditions under the Data Protection Act 2018 and GDPR which allows them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as "special category personal

³ For the purposes of this protocol children and young people refers to anyone aged 4-17 years old and in full-time education

data” Where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 contains “safeguarding of children and individuals at risk” as a processing condition that allows practitioners to share information.

Personal data shared must be proportionate, necessary but not excessive, and must be balanced with the consideration of privacy rights under the Human Rights Act. It must take into account any duty of confidentiality owed. A public interest in disclosure must outweigh an individual’s right to privacy.

This protocol has been developed taking into account the duty to safeguard children and the requirements of the most recent [Information Sharing - Guide for Practitioners and Managers 2015](#) and is further supported by [Working together to safeguard children](#). Appendix 1 – Governance Arrangements for Encompass Information Sharing.

It is recognised that the handling of such confidential and sensitive information needs to be dealt with in a way that is proportionate and appropriate to the needs of the child or young person. To address this each school will identify a Key Adult and a deputy; Appendix 3 outlines the Key Adult roles and responsibilities.

This role is best placed with the Designated Safeguarding Lead and their deputy as both have received training in child safeguarding and will be familiar with the management of sensitive information. It is expected that Encompass information will then be stored in accordance with the storage requirements for safeguarding/child protection files. Where a child already has such a record, Encompass information should be included within this.

The Key Adult will be the person available each day to receive the details of the incident and assess the type of support needed for the child; Appendix 4 details how Encompass information will be managed and responded to within each school.

4. ROLES AND RESPONSIBILITIES

i. POLICE

Police officers will attend a domestic incident, manage the immediate risks and complete the Domestic Abuse Stalking Harassment (DASH) risk assessment at the scene of the incident. The DASH risk assessment **will not** be shared with schools, rather a summary will be provided by the police with respect to the child or young person and will include:-

- The name, age, date of birth, home address and school attended of the child
- The school will be told the time/ date/location of the incident and details of those involved in the incident, their relationship to the child and the child’s involvement in the incident
- An overview of what happened during the incident and the outcome

The records of all police callouts to domestic incidents will be reviewed to ascertain if a child or young person was present or ordinarily resides at the address and the

school will be identified. Where a police officer cannot identify a school, enquiries will be made in the following order to locate the child's school:-

1. Bury School Attendance Team: 0161 253 5699
2. Bury Safeguarding Lead Officer: 0161 253 6972

This will lead to the Key Adult being identified from the database and the relevant information being shared to safeguard the child or young person.

This information will be disseminated directly by the police officer attending the incident. The Police crime recording system will be annotated to indicate encompass protocol was followed and where email log was sent.

Incidents occurring on Friday, Saturday or Sunday will be reported to the school over the weekend and will be available on Monday morning for the Key Adult.

Notifications to the Key Adult will be made during the school holiday periods. This information will be used to understand any significant issues for the child on their return to school. Additionally in some cases where childcare linked to the school is provided, it will be used to alert that provider where possible.

A disclosure will be made in respect of all children aged between 4 and 17 years who are in full-time education. Police will maintain a record of the log number, school, the name of the Key Adult to whom it has been disseminated and the date of dissemination.

The Police National Decision Making Model has been utilised for the setting up and development of the project. This supports the process for the Key Adults within the school to monitor and manage interventions (Appendix 4). Greater Manchester Police within Bury will hold a database of all Key Adults in the Bury area.

ii. SCHOOLS' RESPONSIBILITY

It is each school's responsibility to ensure the details of their Key Adult and Deputy is up to date and recorded in Bury's Key Adult Database. They must also ensure that there is a sufficiently trained deputy to receive the information in their absence. Should any changes be made to the Key Adult or deputy in the setting, notification should be made to the Safeguarding Lead Officer either via phone 0161 253 6972 or email p.baker@bury.gov.uk

It is essential that Key Adults review their emails every morning to check for an Encompass Notification; emails should be reviewed periodically through the day as notifications of incidents can be made at other times dependent on when domestic abuse incidents occur.

Schools must record the information they receive from the police on an incident form, which must be retained and stored using the same processes used to store child protection records within the school; Appendix 5 provides an exemplar template. Schools should also use this template to record the outcomes and impact of their actions.

Schools need to be aware that in the event of any domestic homicide or serious case review the documents may be required for disclosure purposes.

5. Child Absence Following an Incident

Where a notification is made and a child is not in school, the following should be considered:-

- School should review the information within the police notification in the context of what they already know about the child given consideration to any safety or welfare concerns they may have had prior to receiving the police information
- The Key Adult in school should ring home to ask why the pupil is not in today as per standard policy. Inform the parent they are aware there was an incident at the home and offer support. If the pupil is not coming into school that day, ask parents when they are expected to return and a reason for absence.
- If contact cannot be made with the family then consideration should be given to a consultation with MASH

6. Cross Border Considerations

Bury Encompass recognises that there will be children in Bury attending education settings outside the borough boundary. Currently there is no capacity to include notifications to their schools; however where there are safeguarding concerns local health and social care agencies will continue to be notified of domestic abuse incidents by the police.

7. Working with Parents

It will be important for all schools that are signed up to the protocol to raise parent's awareness of Encompass. An exemplar letter in Appendix 6 has been developed to support this.

It would be advisable for all schools to update their safeguarding policies and procedures to reflect their commitment to Encompass and to upload the Encompass protocol to their websites.

Many victims who experience domestic abuse want to tell someone about their experiences and are looking for help. Being involved with Encompass may mean that more parents who are experiencing domestic abuse are likely to contact the Key Adult as a source of support. The majority of support to parents will take the form of a listening ear and signposting to local Domestic Abuse services. There may be occasions, however, when the information received by the Key Adult requires

immediate direct action, either because the risk to the parent and child is immediate and high; or because the parent is asking for help to leave the violence.

Where there is an immediate risk of harm to the parent and/or the child the police should be contacted - **In an emergency this should always be 999.**

Where a parent is seeking help and support to flee abuse or to take other measures to protect themselves please use the Bury Directory to signpost people to where there is a list of services to support all individuals. It will be essential to remind the parent that the perpetrator of the domestic abuse will not be told about them seeking help and any action will be taken in confidence.

8. Appendices

APPENDIX 1

SILENT SUPPORT EXAMPLES	OVERT SUPPORT EXAMPLES
<ul style="list-style-type: none"> • Flexible application of school rules for example uniform, homework etc. • Understanding and flexibility in expectations in terms of:- <ul style="list-style-type: none"> - Behaviour - School Work • Opportunities for one-to-one time with teacher to provide opportunities to talk for example 'helping with a job' • Review lesson plans to ensure appropriate for the child on the day • Systems for spare uniform, lunch etc. • Child knowing who they can talk to • Checking collection arrangements at end of school day 	<ul style="list-style-type: none"> • Using tools to understand child experiences for example • Talking to parents • Using Early Help processes to access additional support • Develop a safety planning with the child • 'Healthy Relationships' class sessions • Share information with MARAC if additional information raises concerns

Governance Arrangements for Encompass Information Sharing

The basis on which sharing of information of this type may be justified by police is section 11(2) Children Act 2004 which requires that policing bodies (together with a number of other specified public bodies) discharge their functions having regard to the need to safeguard and promote the welfare of children.

This duty however must be considered in line with the provisions of the Data Protection Act 2018 and in accordance with GDPR and the right to private and family life under Article 8 of the European Convention on Human Rights.

Article 8 ECHR

Article 8(1) provides that everyone has the right to respect for private and family life. Art. 8(2) requires that there be no interference by a public authority with this right except:

1. such as is in accordance with the law; and
2. such as is necessary in a democratic society in the interests of national security, public safety or the economic wellbeing of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

The sharing of information relating to domestic violence will constitute an interference with the right under Art. 8(1) and as such must fall within the parameters outlined in Art. 8(2).

The first part of the test under Art 8(2) is met, assuming that the sharing of information is deemed lawful under DPA (and therefore "in accordance with the law").

In relation to the second part of the test, i.e. necessity, in the current context the police would assert that the sharing is necessary to protect the health of the child, in terms of his/her emotional wellbeing and any immediate needs arising from the DV incident.

Necessity and proportionality under DPA and Article 8

The relevant provisions of both DPA and Article 8, as cited above, each include the requirement that processing of data or interference with privacy rights is **necessary**. For disclosure of information to be necessary, it must also be **proportionate** in terms of both the information disclosed and to whom it is disclosed to ensure that the rights of the individuals to whom the information relates are not infringed. In this context such persons will include the victim, the child/children and potentially other persons (witnesses, etc.) as well as the perpetrator.

By way of example, a disclosure only to the Key Adult/Deputy at the school is likely to be justified by the need to safeguard and promote the welfare of the affected child,

because the Key Adult/Deputy will have responsibility for dealing with such issues and implementing support measures; however, sending the information to a general email address accessible by all staff at the school would not be lawful, because other staff would not need to know the information for the purpose of the disclosure to be met (*Clift v Slough Borough Council* [2009] 4 All ER 756, 782).

Similarly, the information which is passed on by police should be limited to only that which is necessary for the relevant support to be put in place by the school; i.e. the school does not need to know who was the perpetrator and who was the victim (although it is possible that this may unavoidably be deduced from the surrounding circumstances) and does not need details of injuries suffered or further police action which is anticipated. I suggest as a guide that only the following information needs to be passed on:-

- The date and time on which the domestic violence incident occurred;
- Who was involved (e.g. between parents; parental violence against another child, or vice versa; etc.)
- What involvement the child had in the incident, e.g. did they witness the incident directly / hear the incident but not see what happened / not there at the time of the incident but present in the aftermath?

Sharing the above information should meet the objective of making the Key Adult/Deputy aware of the child being affected by domestic violence and arranging for appropriate measures/support without breaching any of the terms of DPA and Article 8.

In addition, information should only be disclosed in circumstances where it is known that the school can and will provide support to the affected child/children, and therefore it is known that the disclosure will fulfil a legitimate purpose. Accordingly before any information is shared it must be established that the school in question has in place the requisite resources to implement the support needed

There must also be periodic reviews by police to ensure that the resources are still in place at the schools and that the information shared is being acted upon appropriately.

Consent of / giving notice to the parties involved

Under the Data Protection Act, the disclosure of the information will be lawful if consent is obtained from each of the persons whose information is to be shared. However, even if those parties do not consent to the disclosure, we still need to ensure that processing (i.e. disclosing) the information is **fair** in accordance with the first Data Protection Principle (Schedule 1 DPA).

All parents and carers need to be made aware that a disclosure scheme has been implemented in circumstances where a domestic incident has occurred. Consideration should be given to publicising such a scheme in collaboration with the school, e.g. letters sent home from school, inclusion in school policy, etc.

In addition when police have attended an incident they must notify those involved directly (including witnesses and any other person whose information will be shared) that a disclosure is being considered prior to the disclosure taking place. Any representations made by those involved must be taken into account when considering whether the disclosure is necessary in the individual circumstances of the case.

Guidance

The Home Office statutory guidance "Working together to safeguard children" has been updated on July 2018 and continues to apply to situations of this type - the police along with other agencies have a duty under section 10(8) to have regard to any guidance issued by the Secretary of State. The updated guidance is available at: <https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Similarly the updated, non-statutory guidance dealing specifically with information sharing continues to apply:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf.

Bury Encompass – Key Adult Responsibilities and Checklist

Name:

School:

Date Completed:

Review Date:

Responsibility	School Comment	Achieved
The Key Adult must have attended the Encompass briefing and be part of the Senior Leadership Team with Child Protection responsibility.		
The Key Adult must ensure their contact details are up to date on the Encompass database.		
Encompass records are managed and stored in the same way as other Child Protection paperwork, in a secure and locked cabinet/drawer.		
The Key Adult can identify a person who can deputise in their absence; the deputy must be confident in understanding all aspects of the Encompass model.		
The Key Adult must 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 Key Adult must 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.		
The Key Adult must 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.		
The Key Adult should include information about Encompass in the school's prospectus and safeguarding policies, thus ensuring that all parents are informed of involvement.		
The Key Adult should include information about Encompass on the school website.		

Attending Officer review incidents from previous evening, identify where children present and notify Key Adult in each school

Officer sends notification to key adult and deputy

Key adult/deputy reviews the police information and any information held in school

Discuss with class teacher and agree support for the child

Share the support approach with any other adults in the class who offer direct support to the child

Identify and record the outcomes and impact of your action

Examples of outcomes could include Silent Support offered and no further action, Early Help Family Support Plans, overt support provided etc.

Please, log onto the Bury Directory for services relating to Domestic Abuse

Record actions and decision making

Appendix 4

ENCOMPASS LOG SHEET

Police Reference Number (FWIN)		Date	
Child's name and age & DOB			
Date and time of incident Address			
Circumstances of incident:			
Additional school information including other Encompass contacts:			
Actions taken and Impact:			



APPENDIX 6

Encompass Parents Awareness Letter (2 pages)

Dear Parent/Carer,

Re: Bury Encompass

Our school has been given the opportunity to take part in a new project that is a Police Initiative and is supported by Bury Safeguarding Board.

The project, Bury Encompass, has been designed to provide early reporting to schools of any domestic abuse incidents that occur outside of school but which might have an impact on a child attending school the following day. This information will be shared on school days during the school term. 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 *insert school name* our Key Adult is *insert details*. 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 or usually resides at the property where the domestic abuse incident occurred.

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

Full information about Encompass can be found *insert school name* website or you can contact our Key Adult at school *insert names*.

Thank you for your continued support

Chair of Governors

Head Teacher

Bury Encompass

The purpose of Bury Encompass is to safeguard and support children and young people who have been exposed to Domestic abuse impacts on children in a number of ways. Children are at increased risk of physical injury during an incident, either by accident or because they attempt to intervene. Even when not directly injured, children are greatly distressed by witnessing the physical and emotional suffering of a parent.

Encompass has been created to address this situation. It is the implementation of key partnership working between the police and schools. The aim of sharing information with local schools is to allow 'Key Adults' the opportunity of engaging with the child and to provide access to support that allows them to remain in a safe but secure familiar environment.

Following the report of an incident of domestic abuse, by 9.00am on the next school day the school's Key Adult will be informed that the child or young person has been involved in a domestic incident. This knowledge, given to schools through Operation Encompass, allows the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child.

The purpose and procedures in Operation Encompass have been shared with all parents and governors, is detailed as part of the school's Safeguarding Policy and published on our school website.

At insert school details our Key Adult is insert details.

ENCOMPASS COMMITMENT

BURY ENCOMPASS COMMITMENT

As part of ____ school's name _____ commitment to keeping children safe we have signed up to implement the principles and aims of the Encompass Model.

In signing up to Encompass the Governing Body and Senior Leadership Team:-

- Endorse the Encompass Model and support the Key Adults in our school to fulfil the requirements of the Bury Encompass Protocol
- Promote and implement Bury Encompass processes and use these in accordance with internal safeguarding children processes as well as those outlined in Bury's Framework for Action
- Recognise the sensitive nature of the information provided and ensure that this is retained in accordance with the principles of data protection

Signature 1

Signature 2

Chair of Governors

Head Teacher