



## Operation Encompass Key Adult Responsibilities



Name: Helen Armstrong

School: St Mary's Catholic Primary School, Poole

Designation: Headteacher and DSL

RESPONSIBILITY	ACHIEVED
<p>The Key Adult must be level three Child Protection Trained, be the Designated Safeguarding Lead or Deputy DSL.</p> <p><b>Comment:</b> DSL – Helen Armstrong Level 3 update October 2019 All 4 DDSL's have updated L3 training</p>	Oct 2019
<p>The Key Adult must provide a secure email address to receive the Operation Encompass notification, this email address must only be accessible by the Key Adult group.</p> <p><b>Comment:</b> Email confirmed by Op Encompass</p>	27/01/21
<p>The Operation Encompass file and record of notifications must be kept in the same way as other Child Protection paperwork, in a secure and locked cabinet/drawer/secure online system.</p> <p><b>Comment:</b> CPOMS will be used to secure any notifications and paperwork</p>	05/03/21
<p>Prior to the Key Adult being able to receive the notifications they must attend the online Operation Encompass Key Adult training as well as a local Operation Encompass briefing in order to be aware of their responsibilities; to understand the National Decision Making process and to have an awareness of the confidentiality aspects of Operation Encompass.</p> <p><b>Comment:</b> The DSL and the 4 DDSL's have all attended the online Operation Encompass Key Adult Training</p>	05/03/21
<p>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.</p> <p><b>Comment:</b> Information recorded on Staff Notes</p>	12/03/21
<p>After the initial Operation Encompass Key Adult briefing the Key Adult must inform parents that the school is part of Operation Encompass, the local template letter can be used as well as links to the Operation Encompass school's handbook (which can be amended to the school's individual requirements).</p> <p><b>Comment:</b> Letter sent to parents</p>	12/03/21
<p>After the initial Key Adult training the Key Adult must inform the Governing Body that the school is part of Operation Encompass, the Governor with responsibility for Safeguarding should have a working knowledge of the principles. The Key Adult will ensure that all school staff are briefed on the principles of Operation Encompass.</p> <p><b>Comment:</b> In Headteacher Report</p>	30/03/21
<p>The Key Adult should include information about Operation Encompass in the school's prospectus, their safeguarding policy as well as the school's website to ensure that all new parents are informed of involvement.</p> <p><b>Comment:</b> Updated in policy and placed on school website</p>	12/03/21

