

Operation Encompass Key Adult Responsibilities

Name:

School:

Designation:



RESPONSIBILITY	ACHIEVED
<p>The Key Adult must be level three Child Protection Trained, be the Designated Safeguarding Lead or Deputy DSL and have attended the Key Adult briefing.</p> <p>Comment:</p>	
<p>The Key Adult must give up to date contact numbers to the police, with an indication of the time from which he/she is available to take the Operation Encompass call.</p> <p>Comment:</p>	
<p>The Operation Encompass file and record of calls must be kept in the same way as other Child Protection paperwork, in a secure and locked cabinet/drawer.</p> <p>Comment:</p>	
<p>The Key Adult can identify a person (DSL/DDSL) who can deputise in his/her absence. The Key Adult must cascade the information and the Operation Encompass presentation obtained in the initial Operation Encompass briefing so they are aware of their responsibilities and Key adult process, National Decision Making process and confidentiality aspects of Operation Encompass prior to them being able to take a call.</p> <p>Comment:</p>	
<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>Comment:</p>	
<p>Office staff must be informed that when an Operation Encompass call comes in then the Key Adult must be sought immediately.</p> <p>Comment:</p>	
<p>After the initial Operation Encompass Key Adult briefing the Key Adult must inform parents that the school is part of Operation Encompass, using the basic template letter on the Operation Encompass website and Operation Encompass booklet (which can be amended to the school's individual requirements).</p> <p>Comment:</p>	
<p>After the initial The Key Adult briefing 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 principles.</p> <p>Comment:</p>	
<p>The Key Adult should include information about Operation Encompass in the school's prospectus, and schools website to ensure that all new parents are informed of involvement.</p>	