**Plymouth CAST Safeguarding Policy Addendum 11/03/2021**

**Operation Encompass Key Adult Responsibilities**

Name: Alan Frame

School: St Mary’s, Marnhull

Designation: Headteacher

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| **RESPONSIBILITY** | **ACHIEVED** |
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| The Key Adult must be level three Child Protection Trained, be the Designated Safeguarding Lead or Deputy DSL.Comment:The Key Adults are Alan Frame DSL and Ellie Myatt Deputy DSL. Both are level three Child Protection Trained. | Y |
| 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. Comment:A secure school email address has been set up and is only accessible by the key adults. | Y |
| 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. Comment:Notifications will be kept on the secure online CPOMS system. | Y |
| 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.Comment:Both key adults have completed the online training and attended a local briefing on Zoom. Certificates are available for the online training. | Y |
| 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.Comment: Staff at the school have been informed about Operation Encompass and the confidential nature of the information. | Y |
| 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). Comment:The template letter was distributed to parents with the newsletter on the 19th March. | Y |
| 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.Comment:The Governing Body were informed in the meeting on the 23rd March 2021. Information on the working principles have been distributed to all governors. | Y |
| 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.Comment:Information regarding Operation Encompass has been added to the safeguarding tab. | Y |