**ADDENDUM**

**OPERATION ENCOMPASS NOTIFICATIONS FOR CHILDREN / YOUNG PEOPLE REPORTED MISSING TO THE POLICE**

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| Adopted on: 01.03.22  Ratified by: |

# 1. Context

From 28th February 2022, Putteridge Primary School has become part of a new project that will run jointly with Luton Borough Council and Bedfordshire Police and is an extension of the Operation Encompass reporting tool for reporting Domestic Violence.

This additional tool will send the relevant information to schools before midday of the following school day when a child or young person has been reported missing to the police – whether that is by school staff or the respective parent/carer.

The information can then be used to support the child if they make their way in to school and, as a professional partner, the school are able to complete a ‘safeguarding check’ on the child/ren which, based on its findings, would be considered enough for the police to close a missing report. Therefore a police presence which may affect and disclosures would not be necessary.

Putteridge Primary School is not being asked to be an information gatherer but to provide support and guidance when speaking with the child. In the interest of safeguarding though, the information may be shared with respective safeguarding partners following partnership sharing agreements already in place.

This addendum does not replace the school’s Safeguarding and Child Protection policy and should be read in conjunction with the main policy.

**2. Key Contact**

Operation Encompass will ensure that a member of the school staff, known as a Key Adult, is trained to allow them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that the school is able to make provision for possible difficulties experienced by children, or their families of the child/young person who has been reported a missing.

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| **Role**  **Assistant Head for Inclusion Designated Safeguarding Lead**  **Head Teacher**  **Deputy Head**  **Deputy Designated Safeguarding Lead** | **Name**  **Vicki Prowle**  **Colin Pickard**  **Nicola Chinnery** | **Contact number**  **01582 728262** | **Email**  **enquiries@putteridgeprimaryschool.org.uk** |

**3. Procedure**

Notifications will be sent to the DSL in the same way as those from the DV branch Operation Encompass.

These will be recorded on the attached pro-forma provided by Bedfordshire Police and uploaded to CPOMs along with associated actions.



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| Child’s Name, Age and DOB |  | | |
| Police Reference Number |  | Date: | Time: |
| Date & Time of Incident |  | | |
| Address of incident |  | | |
| Circumstances of Incident | | | |
| Additional school information including other Op Encompass calls | | | |
| Actions taken and impact | | | |