

Operation Encompass Process



The Community Call for Service



Command and Control receive 999 Call & create Incident on NSPIS System



Command and Control deploy Patrol to Incident



Patrol feedback to Command and Control, NSPIS System updated



Code for Domestic Incident noted against Incident on NSPIS



Attending Police Officer Creates Vulnerable Persons Assessment (VPA) & Voice of a Child document on Niche System



Command and Control Send Incident Number and Date to Operation Encompass Mailbox



Operation Encompass Officer receives Incident Information and looks at VPA & Voice Of a Child documentation



Information Extracted from systems and collated on Contact Summary Log (Details per Child)



Operation Encompass Officer works through Contact Summary Log making contact with each School



Date and time of contact and who was contacted noted on Contact Summary Log

Call made to the School Admin Officer to draw attention to any emails sent to the Safeguarding Contact

School Information sometimes supplied & recorded at time of Incident / may be known from a previous call / repeat incident

Missing School Information requested from SCIE Officer (with access to Children and Young People Database or equivalent) via Email

Operation Encompass Officer may check with Sergeant if unclear whether a call is needed (i.e. Social Media case)

If a Call is not needed, information extracted from systems and detail of the decision noted on Call Summary Log

Only Safeguarding Staff receive detail (i.e. Name of Child)

Where the School provides more information, this is noted under 'Details of Communication' on Contact Summary Log



Copy of Occurrence Enquiry Log saved in 'Completed' Operation Encompass Folder



Information transferred on to Incident Log



Occurrence Enquiry Log populated with Contact information and uploaded onto Niche System

