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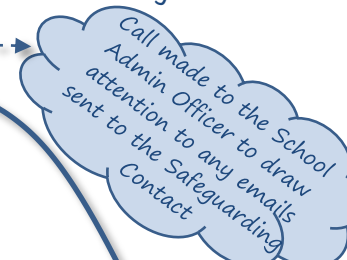
Information Extracted from systems and collated on Contact Summary Log (Details per Child)

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

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

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

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

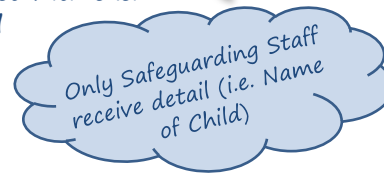*Call made to the School Admin Officer to draw attention to any emails sent to the Safeguarding Contact*

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