



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737 | www.thebutterfly-rooms.com

Operation Encompass Policy

Policy Title: Operation Encompass Policy

Policy Owner: Designated Safeguarding Lead (DSL)

Date Implemented: 14.10.2026

Review Date: 14.10.2027

Purpose

The Butterfly Rooms (Inc Woodlands Ltd) is committed to safeguarding and promoting the welfare of all children. As part of this commitment, we participate in Operation Encompass, a national safeguarding partnership between educational settings and police forces.

Operation Encompass ensures that when a child experiences domestic abuse or other significant incidents that may affect their wellbeing, relevant information is shared promptly with the setting so that appropriate support can be offered.

Aims:

The aims of this policy are to:

- Ensure children receive timely support following exposure to domestic abuse or other traumatic incidents.
- Promote children's emotional health, wellbeing, and safety.
- Enable staff to understand and respond appropriately to children's needs.
- Strengthen partnership working between the setting, families, police, and safeguarding agencies.
- Support children who have been reported missing from home and who may require additional support upon their return.

Scope

This policy applies to:

- All children attending The Butterfly Rooms.

- All staff, volunteers, students, and management.
- The Designated Safeguarding Lead (DSL) and Deputy DSLs.

What is Operation Encompass?

Operation Encompass is a national initiative through which police share information with educational settings before the start of the next setting day when a child has been present during, exposed to, or otherwise affected by:

- Domestic abuse incidents.
- Serious safeguarding concerns.
- Missing from home incidents.
- Other incidents deemed likely to impact a child's welfare and wellbeing.

The information shared enables the setting to provide support at the earliest opportunity.

Key Adult

The Butterfly Rooms has appointed a trained Key Adult, who is usually the Designated Safeguarding Lead (DSL) (Sarah C)

The Key Adult is responsible for:

- Receiving and reviewing Operation Encompass notifications.
- Maintaining confidentiality.
- Assessing any support required for the child.
- Sharing information only on a need-to-know basis.
- Recording actions taken in line with safeguarding procedures.
- Liaising with external agencies where necessary.

Current Key Adult:

Name: Sarah Cheale

Role: Designated Safeguarding Lead

Deputy Key Adult:

Name: Aimee Thompson

Role: Deputy DSL

Receiving Information

When an Operation Encompass notification is received:

1. The Key Adult will review the information provided.

2. A confidential safeguarding record will be created or updated.
3. Consideration will be given to:
 - The child's emotional wellbeing.
 - Any changes in behaviour or presentation.
 - Any additional support needed.
4. Appropriate staff may be informed on a strictly need-to-know basis.
5. Support strategies will be implemented where necessary.

Supporting Children

Support may include:

- Providing a safe and nurturing environment.
- Additional emotional support from trusted adults.
- Increased monitoring of wellbeing and behaviour.
- Flexible arrangements to meet the child's needs.
- Referrals to appropriate support services where required.

Support will always be proportionate, child-centred, and delivered sensitively.

Confidentiality and Information Sharing

All Operation Encompass information is confidential and sensitive.

The Butterfly Rooms will:

- Store information securely in safeguarding records.
- Limit access to authorised safeguarding personnel.
- Share information only where necessary to safeguard a child.
- Comply with applicable data protection legislation and safeguarding guidance.

Parents and carers will not automatically be informed that a notification has been received if doing so could place a child or another person at risk.

Legal Framework

This policy operates in accordance with:

- Children Act 1989 and 2004
- Working Together to Safeguard Children

- Keeping Children Safe in Education (where applicable)
- The Domestic Abuse Act 2021
- Data Protection Act 2018
- UK GDPR
- Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements

The Domestic Abuse Act 2021 recognises children who see, hear, or experience the effects of domestic abuse as victims in their own right.

Staff Responsibilities

All staff are expected to:

- Understand their safeguarding responsibilities.
- Report concerns immediately to the DSL.
- Maintain confidentiality.
- Support children sensitively following safeguarding incidents.
- Complete safeguarding training as required.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- National guidance changes.
- Operation Encompass procedures are updated.
- A safeguarding review indicates amendments are required.

Approval

Business Manager: Aimee Thompson

Setting: The Butterfly Rooms (Inc Woodlands Ltd)

Signed: A.Thompson

Date: 14/10/2026

Review Date: 14/10/2026

This policy should be read alongside the setting's Safeguarding and Child Protection Policy, Confidentiality Policy, Information Sharing Policy, and Missing Child Policy.