**Insert borough address**

Dear Designated Safeguarding Lead

Your school is invited to participate in the Operation Encompass, a national initiative that helps to safeguard children/young people who may have been exposed to domestic abuse.

If a child/young person has been present when a domestic abuse incident has occurred and the police have been called then the Metropolitan Police will notify the school designated safeguarding lead that such an incident has occurred.  This will be done as early as possible in the morning and allow the school to silently support the child/young person.

We draw your attention to the following information which needs to be followed:

- The Encompass DSL must be level 3 child protection trained, be the DSL or deputy for their school and read the Operation Encompass briefing.
- The Encompass DSL must provide up to date contact details to the Local Authority educational lead and advice immediately of any changes.
- The Encompass DSL 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.
- After reading the initial Operation Encompass DSL briefing the Encompass DSL must inform parents that the school is part of Operation Encompass, using the template letter provided.
- The DSL must inform the Governing Body that the school is part of Operation Encompass and the Governor with responsibility for Safeguarding should have a working knowledge of the principles.  Details should be included in the schools prospectus.

We are using a secure cloud based application called 'The Box'.

You will need to use an ordinary email address to set up a Box account.  A separate letter explains how the Box works in detail and the steps required.

Included is the letter for parents along with the Op Encompass briefing note.

The next step is for you to confirm you have completed all the above steps and we will then add you to our database and include you in the Operation.

Yours sincerely