

Dear Parent / carer,

We are writing to inform you that the school will be taking part in a jointly run operation between Norfolk County Council, Norfolk Police and some Norfolk schools. It is called Operation Encompass. Encompass has been set up to help schools provide support to children who have been present, involved in or affected by incidents of domestic violence. We know that children can suffer a lot of physical or emotional harm when this happens.

**If a child at our school has been involved in, present or witness to domestic violence, this is what will happen:**

- The school will receive a confidential phone call from the Multi-Agency Safeguarding Hub (MASH) by 9am on the next school day.
- MASH will only provide information to one of the school's Key Adults.

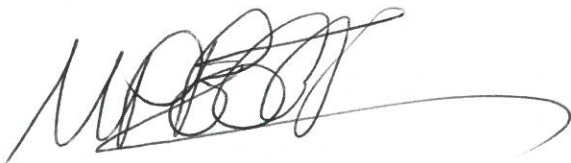
**The school has chosen the following staff members as Key Adults:**

- Serena Dixon – Head Teacher
- Michael Bunting – Deputy / Part-time Acting Head
- Susanna Manrique – EYFS Teacher / Senior Leader
- Sheree Brock – Year 1 Teacher / Senior Leader

All Key Adults have received training to allow them to use the information that will be shared with the school. This information will be treated with the same confidentiality as other safeguarding information. However, it will be used to make sure that the right support is available for children and families affected by domestic violence incidents.

We are keen to offer the best possible support to our pupils and we believe this a positive step towards that aim. If you have any concerns or questions about Operation Encompass, then please contact one of the Key Adults mentioned above and we will be happy to discuss this further.

Yours sincerely,



pp. Serena Dixon and Michael Bunting