

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