 

 Op Encompass **DSL** responsibilities (Op Encompass – OE)

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| Name: |  |
| School: |  |
| DSL: |  |

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| **Responsibility**  |
| The DSL should visit the OE website www.operationencompass.org |
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| The DSL must ensure that an up to date secure email address has been provided to the DA Education Coordinator KAREN FLYNN (Karen.flynn@shropshire.gov.uk) |
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| The OE ‘referral record’ documents are to be kept in the same way as other Child Protection paperwork in a secure and locked cabinet/drawer. |
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| The DSL needs to identify and brief a colleague who can deputise in his/her absence. |
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| The DSL must ensure that all teaching staff are aware of OE and understand the confidential nature of information passed to them and that this information must be treated in the same way as any other Child Protection information. |

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| Staff must be informed that when an OE referral is received the DSL must be sought immediately. |
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| The DSL or Headteacher must inform parents that the school is part of OE (using the template letter supplied from the briefing.) |
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| The DSL must inform the Governing Body that the school is part of OE and the Governor with responsibility for Safeguarding should have a working knowledge of the principles. |
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| The DLS should include information about OE in the school’s prospectus and school’s website to ensure that all new parents are informed of involvement. |

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| The DSL should consider displaying Op Encompass posters within the school as provided within the briefing. |