

Appendix 2: Key Adult Training: Preparing for notification checklist

The School Notification process aims to provide your school with any notifications before 09:00hrs or as soon as possible thereafter on the first school morning after police have attended a domestic abuse & violence incident. The checklist and prompts allow the Key Adult in each school to prepare for a School Notification.

1. Information from Operation Encompass notification and school intelligence

- Who is the Key Adult that will receive check for e-mails and extract the notification?
- If there are multiple Key Adults in the setting, have you considered developing a duty/rota system for notifications?
- Are all Key Adults familiar with the Anycomms+ system?

2. What support can you provide as a school?

- Brief relevant staff about notification received and Key Adult/DSL's decision about type of support to provide.
- Initial support ideas: breakfast, uniform, meet and greet, silent support, homework, scripts, quiet space, peer support, wishes and feelings work, talking to parents where appropriate.
- Check child protection records, check with relevant staff for recent concerns including changes in behaviour.

3. How does this fit in with your school's safeguarding policy?

- Inform parents of school's participation in School Notification process (letter provided)
- Include the information in safeguarding policy, prospectus, newsletters and school website.
- Staff training, role in signposting and parent self-referral,
- Tell pupils about school's involvement

4. Plan for child and family continued support

- Review current support and plans in place for the child in response to the information received, considering school based pastoral support, signposting to other agencies referral to Early Help / Children's Services as appropriate.
- Access advice from the Operation Encompass Helpline or the Domestic Abuse Change Coordinators as required
- File completed information sheet including any actions taken in CP records

5. Review impact of actions, continue or change

- School's internal monitoring arrangements
- Check on child and update incident log
- Consultation with pupils and parents
- Reports to Governing Board