

Appendix 2 - Officer Training: Preparing for the notification checklist

Key Adult Training: Preparing for notification checklist

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

1. Information from Operation Encompass phone call and school intelligence

Who is the Key Adult that will receive the call?

What is the contact number? A mobile can be better because it shows a missed notification call.

Have you got your record of notification form to hand? Where will this information be stored?

If the main school number is used, office staff should be briefed to understand the importance of a notification call.

Brief Class teacher on School notification call received and Designated Officers decision about type of support to provide.
Initial Support ideas: breakfast, uniform, meet and greet, silent support, homework, scripts, quiet space, peer support, helping children talk, what to say if they disclose.
Check child protection records, check with class teacher for recent concerns.

2. What support can you provide as a school?

Inform parents of school's participation in School Notification process (letter provided) "as part of the project, school will be notified by police if they attend..." "When this happens, we will ..."
"include the information in safeguarding policy, prospectus, and school web site.
Staff training, role in signposting and parent self-referral,
Tell pupils of the school's involvement, website, newsletters etc.

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

4. Plan for child and family continued support

Consider referral to Early Help / Children's Services.
Record for information only.
File completed information sheet in CP records
Following initial support consider school based pastoral support, signposting to other agencies

5. Review impact of actions, continue or change?

School's Internal monitoring arrangements
Check on child and update incident log
Consultation with pupils and parent