

APPENDIX 5 Notification form (domestic abuse related incidents)

Operation Encompass DA record of notification form – contact operationencompass@norfolk.gov.uk with any queries

Police reference number:			Date notification received from Police:					
Person Role	Person Forename	Person Surname	Age	Person DOB	Resides At Address	In House During Incident	Witnessed Incident	Involved In Incident
Date & Time:								
Circumstances of incident:								
<p>Key Adult DSL must save this notification in the child’s child protection file. The Key Adult DSL must make a note of any decisions reached, actions undertaken or rationale as to why no action has been taken and the outcome (Keeping Children Safe in Education, DfE)</p> <p>If this is a MARAC (multi agency risk assessment conference) referral, you will receive details of the allocated IDVA (Independent Domestic Violence Advocate) via the Education CADS Representative if the victim has consented to the support of the IDVA through NIDAS. This will enable the Key Adult DSL to work collaboratively with the IDVA and other relevant agencies to support the victim including children.</p>								
Silent support examples					Overt support examples			
<ul style="list-style-type: none"> Informing child’s key staff in school Flexible application of rules for example uniform, homework etc. Understanding and flexibility in expectations in terms of behaviour and work through a trauma informed approach Opportunities for one-to-one time with teacher to provide opportunities to talk for example helping with a task Review lesson plans to ensure appropriate for the child on the day 					<ul style="list-style-type: none"> Physical needs such as systems for spare uniform, lunch, equipment, dropping off and collection arrangements at the start and end of school day etc. Providing 1:1 or buddy support Time out of class/lessons or working elsewhere Using tools to understand a child’s lived experiences such as wishes and feelings work Talking to parents/carers to offer support 			

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<ul style="list-style-type: none">• Ensuring the child knows who they can talk to in school• Safe spaces available in school• Use of comforters, cuddly toys etc• Checking collection/ transport arrangements at end of school/college day• Consider the child's lived experience in context and over time	<ul style="list-style-type: none">• Using Early Help processes to offer and access additional support• Healthy Relationships sessions• Ongoing school support• Share information with other agencies if additional information raises concerns
<p>Further source of support and guidance:</p> <ul style="list-style-type: none">• Single point of contact for schools and colleges: CADS Education Representative via operationencompass@norfolk.gov.uk• National Operation Encompass Key Adult helpline• Domestic abuse information, Norfolk County Council• NIDAS (Norfolk Integrated Domestic Abuse Services)• Norfolk Early Help• Children's Advice and Duty Service• Getting the right support to children and families - who to call (Family Hubs etc)	

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