



# WEST KIRBY PRIMARY SCHOOL

Welcoming - Kind - Polite - Successful

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12<sup>th</sup> January 2024

Dear Parents & Carers,

As we begin a new year, I would like to share some specific information with you in relation to **Safeguarding**. My reason for this is to keep you fully up to date and to ensure that all WKPS families are aware of the Safeguarding policies and procedures that are in place within our school. These are in line with both Local and National expectations.

Information about Safeguarding is available on our School Website. However, I know that families are all really busy and time is often short. Therefore, I ask that you take some time to read through the information contained within this letter. The intention of this information is to solely inform – not to create any worry. There are times when families receive phone calls from school in relation to Safeguarding and understandably so, it can come as a shock and bring worry. I want to share information with you about Safeguarding so that policies and procedures are understood as much as possible to help with any situations that may arise.

In addition, myself and Mrs McCann have recently attended some updated Operation Encompass training and we both felt we had not specifically written to you about Safeguarding for some time.

## **Safeguarding Information**

**Safeguarding children is everyone's responsibility.** Everyone who comes into contact with children and families has a role to play. Our Child Protection and Safeguarding Policies can be viewed under the Statutory Information section on our website.

[West Kirby Primary School - Policies](#)

At West Kirby Primary School, the welfare of all children is our paramount concern. We listen to all of the children and take seriously what they tell us. All school staff are trained in Safeguarding and Child Protection, and children are made aware of the importance of knowing who their trusted adults are in school that they can talk to if they have any concerns. All Staff are trained to look out for signs of physical/emotional harm and/or neglect and are required to report these to the Designated Safeguarding Lead (DSL) or in their absence one of the Deputy Designated Safeguarding Leads.

At West Kirby Primary School we have one Designated Safeguarding Lead and three Deputy Designated Safeguarding Leads.

- Designated Safeguarding Lead: Mrs Bailey
- Deputy Designated Safeguarding Leads: Mrs McCann, Mr Procter and Mrs Catt
- Our Safeguarding Governor is Chris Gill

Safeguarding situations are all very different from each other. However, where we can, we will contact Parents/Carers about concerns that their child has raised and/or which involves their child. Parents/Carers would not be contacted if we have reason to believe that contact would be contrary to the child's welfare or we have been advised not to contact Parents/Carers by other professionals.

At times when information is shared with us, by adults or children, we do need to speak with other professionals. The professionals that we mainly contact are the Social Care Team for Wirral. Contact is made with Social Care through the Integrated Front Door (IFD). In most cases at school, it would be the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead who would make contact with them. Very often they are contacted just to get some advice or guidance about information that has been shared with us.

However, there are times when Social Care will want more information and ask for an Electronic Multi Agency Request for Services Form (EMARF) to be submitted. In most cases, Parents/Carers are contacted at the same time and are made aware of the information that has been shared within school. However, we do have to take the advice of The Social Care Team, as they are the professionals and, on some occasions, they do tell us **not to contact** Parents/Carers at this point – these occasions are very rare. There are also times when the first communication can come from Social Care rather than School, again these are rare occasions.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. In these situations, agencies contact us for key information about children in school. Parents/Carers are usually aware of the involvement of other agencies at the point at which this information is requested.

### **How can Parents/Carers help us?**

- Let a staff member know if your child has had an injury at home – this can be via a phone call, email or face to face with a member of staff when you drop off.
- Contact us before 08.40am if your child is going to be absent from school.
- Check with your child that they can name at least one trusted adult within school – who could they speak to if they needed to?
- Ensure all adults who collect children from school at any point in the school day are on the contact/collection list. If it is somebody different collecting a child, Parents/Carers should inform school as soon as possible.
- Keep to the age restrictions on games and apps so children are not communicating with people who are not who they say.
- Talk to us if you think there is information we need to know, so that we can safeguard your child and work with you.

### **Operation Encompass**

In conjunction with Merseyside Police, West Kirby Primary School is involved in an initiative called Operation Encompass. It was launched in October 2014 and WKPS has been involved for some time.

The purpose of Operation Encompass is to safeguard and support children and young people who have been involved in, heard, or witnessed a domestic abuse incident. Following such an incident, children can arrive at school distressed, upset, worried and unprepared. Operation Encompass aims to ensure that appropriate school staff (called key adults) are made aware early enough to support children and young people in a way that means they feel safe and included.

### **How does it work?**

Each morning, Merseyside Police interrogate the Police system. An area specific search is made, highlighting any violent or abusive incidents that would indicate domestic abuse. This highlights all domestic incidents, be they criminal or non-criminal. If there are children listed on the incident log as living at the home and aged between 4 and 18 years old, then the details are taken. Each school has a Key Adult who will be contacted by the officer if there is an incident highlighted on the system for any of their pupils – this is usually via email. The incident log is then updated to reflect that the communication has been made.

The staff in contact with those pupils will then be in an informed position to support them in a way that is right for that particular child or young person, either with silent or overt support.



**OPERATION ENCOMPASS**

## Operation Encompass is a national scheme that operates jointly between schools and all police forces.

“ Children who live in homes where there is domestic abuse, or who experience domestic abuse in their own teenage relationships, can be negatively impacted by this experience. ”

“ Children who experience domestic abuse are recognised as victims of domestic abuse in their own right<sup>1</sup>. ”

“ We have ensured that a member of our staff, (Designated Safeguarding Lead) known as a Key Adult, has been trained about Operation Encompass procedures. This allows us to use the information that has been confidentially shared with us by the police, to understand how a child may be impacted by domestic abuse and to then offer support to the child/ren in our care. ”

“ Operation Encompass means that our school will be told, prior to the start of the next school day, when police have attended an incident of domestic abuse where there is a child or young person who attends our school who is related to any of those involved in the incident ”

“ This information means that we can understand a child’s behaviour and support that child in whatever way they may need or want. ”

“ We are keen to offer the very best support possible to all our pupils and we believe that being part of Operation Encompass helps us to do this. ”

<sup>1</sup> Domestic Abuse Act 2021

[www.operationencompass.org](http://www.operationencompass.org)

The Governing Body at WKPS fully support the initiative and the Key Adult is the Headteacher (Mrs Bailey), who has been trained accordingly along with Mrs McCann (Deputy Headteacher).

Operation Encompass will ensure a seamless approach to how partnerships work to safeguard children and young people. It is a valuable initiative that means we can continue to support and help children and families within our school community when they need it most.

You can find out more by visiting [www.operationencompass.org](http://www.operationencompass.org)

### Useful Contacts/Resources

NSPCC Talk Pants – this is used in school and is good to watch at home with your child as a reminder.

[Talk PANTS & Join Pantosaurus - The Underwear Rule | NSPCC](#)

Childline Contact Number 0800 1111 (free)

The ChildLine number won't show up on your phone bill if you call from a landline or from most mobile networks.

[Confidentiality promise | Childline](#)



If you are aware of a child or young person who may be at risk of harm or abuse, please report it to the Wirral Integrated Front Door (IFD) Team. It does not have to be school that contact IFD, it can be a Football Coach, Swimming Coach, Youth Club Worker, Play Worker, Librarian, Neighbour etc.

Integrated Front Door  
Monday to Friday: 9am to 5pm  
Telephone: 0151 606 2008

Outside of these hours  
Telephone: 0151 677 6557

Email: [ifd@wirral.gov.uk](mailto:ifd@wirral.gov.uk)

[Worried about a child? | www.wirral.gov.uk](http://www.wirral.gov.uk)



As I outlined at the start of my letter, I wanted to take the opportunity to share this information with you. The more we know and understand, the more informed we are about any situations that may arise in the future. Safeguarding is a priority for us at West Kirby Primary School; we listen to the children, talk to the children and have professional curiosity as this is part of our professional responsibility. We also care very much for all of the children at WKPS. Please support us with these policies and procedures and do not hesitate to contact me if you have any further questions. Thankfully, at WKPS these situations are very rare, but we all have to keep an open mind that situations can arise.

Yours sincerely,

Mrs E Bailey  
Headteacher