**Terms of Reference**

Op Encompass 0-5years

**PURPOSE:**

Op-Encompass is a national operation that directly connects the Police & educational settings to secure better outcomes for children who are subject or witness to police-attended incidents of domestic abuse. Provision of support within the early years environment means children are better safeguarded against the short-, medium- and long-term effects of domestic abuse. Adopting a multi-agency approach, outcomes are monitored in order to track and understand the benefits of sharing information across agencies and to ensure support is offered at the earliest possible opportunity.

**AIMS AND OBJECTIVES:**

To oversee and track a co-ordinated multi-agency response to children (0-5 years) and their families where police have attended incidents of domestic abuse.

To share information & facilitate discussions with multi agency partners (Children’s Social Care, Health Visitors and Early Years Settings) heard in Op Encompass meetings held three times weekly.

Review, track and monitor outcomes of children & families heard in Op Encompass to ensure effective oversight of support offered and planning.

Share proforma, Early Help Assessment & Reducing Parental Conflict offer to settings to promote prevention services.

Review proforma information at weekly tracking review meeting (Fridays)

Track frequency of Public Protection Notices (PPN’s) within a set time frame (3 x PPN’s within 3 months) for children and families with escalation process embedded to ensure children’s lived experiences remains central to planning.

Escalation process initiated where frequency and timescale of PPN’s is met (see above) following multi agency discussion. Op Encompass chair to liaise with social worker/MASH and feedback to Op Encompass.

To support effective working relationships between member agencies who attend Op Encompass and link to prevention services.

To have oversight of the most vulnerable children and families that have been identified through Op Encompass.

Use data from Op Encompass to inform planning and services ensuring support is targeted to support settings/areas with highest needs across Torbay.

Monthly attendance from representative from Police to Op Encompass to ensure effective communication and inform multi agency discussions and planning.

**PRINCIPLES:**

Trauma informed approach: By recognising the prevalence of early adversity in the lives of children and families heard within Op Encompass who are vulnerable and require Early help and/or preventative services and incorporating the core principles of safety, trust, collaboration, choice, and empowerment in the delivery of the work through the integrated Early Help Partnership.

Whole family and whole system approach: By recognising interconnecting contributors to need and risk and the importance that family and social relationships play in the outcomes for children and families.

Strengths-based approach: By recognising the strengths and assets, as well as the needs and challenges of children/young people, to deliver improved outcomes.

Child/Young Person centred approach:Byrecognising and supporting the delivery of Op Encompass that acknowledges children/young people’s differences and vulnerabilities and meets their holistic developmental needs (education, health, social etc.).

**GOVERNANCE:**

CHAIRING ARRANGMENTS:

The Early Help Partnership Panel will be chaired by an Assistant Team Manager in Early Help

Deputy Chair will be The Early Help Service Manager

PROPOSED REPORTING:

Torbay Children Services Improvement Board.

MEMBERSHIP:

|  |  |  |
| --- | --- | --- |
| Organisation | Role | Current representative |
| Torbay Council | *Deputy Chair*Assistant Team Manager - FIT Torbay Early Help (CSC) | Kirsty Mascard |
| Torbay Council | *Deputy Chair* Service Manager - Torbay Early Help (CSC) | Lisa Pitcher |
| Action for Children | *Partner Representative*Area coordinator | Ros Avery/Sonia Duggan |
| Torbay Council | *Partner Representative*Reducing Parental Conflict Coordinator  | Kelly Fundrey |
| Health  | *Partner Representative*Specialist Community Public health nurse- Health visitor and Team Lead | Lisa Brace/Natalie Aldridge |
| Education | *Partner Representative*Early Years  | Sarah Overton  |
| Family Hubs  | *Partner Representative*Family Hubs Worker  | TBC  |
| Police | *Partner Representative*Sargent (monthly)  | Mark Oliver  |

QUORUM:

The group will be considered quorate at a minimum of 75% attendance.

RESPONSIBILITIES OF MEMBERS:

* + 1. Each member to represent their organisation or department.
		2. Each member is expected to contribute to the delivery of the objectives and outcomes of the children and families heard in Op Encompass.
		3. Each member is expected to share up to date information about individual children to inform oversight of children and families identified via Op Encompass
		4. Each member is accountable for the development of the integrated partnership that makes up Op Encompass.
		5. To identify and forge links with other potential strategic partners and to identify resources where required to further develop the work of Op Encompass,

DIVERSITY AND EQUALITY:

All partner members of Op Encompass will have an equal voice and contribution to make to meetings.

Members must be mindful to ensure that internal organisational issues do not dominate the nature of discussions.

The views and voices of children and families will be taken into full consideration and shared where appropriate.

CONFLICTS OF INTEREST:

Any conflicts of interest will be declared to the chair or the group at the earliest possible time.

ARRANGEMENTS:

**Frequency of meeting:**

Op Encompass will be convened three times weekly (Monday, Wednesday & Friday between 11am and 12).

**Recording, tracking and meeting organisation:**

All children reviewed within Op Encompass will be recorded on the Op Encompass tracker supported by Business Support Officer.

Children will be ‘greened off’ once actions have been completed.

Actions will be recorded and shared with all members of Op Encompass.

Meetings will be organised by the Early Help Business Support Officer.

**REVIEW OF TERMS OF REFERENCE:**

These terms of reference will be reviewed 6 months following the initial approval and adoption and then every 12 months thereafter.