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Safer Lives, Healthier Families  
Tackling Violence Against Women,  
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# Dyfed Powys

## Operation Endeavour

### Operating Protocol

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1. Operation Endeavour Vision and Overview

Operation Endeavour is an information sharing process designed to address shortcomings in the early sharing of information with schools; with a vision to safeguard children and young people who are reported as missing to police by ensuring that appropriate services are made aware of an incident at the earliest opportunity. Endeavour is already operational across a number of areas in the UK with successful implementation and positive outcomes for many children and young people.

The purpose of Operation Endeavour is to safeguard and support those children and young people who have been reported missing from home. It is thought that approximately 25% of children and young people that go missing are at risk of serious harm. There are particular concerns about the links between children running away and the risks of sexual exploitation. Operation Endeavour aims to ensure that a Designated Safeguarding Person (DSP) has been identified within the schools and are appropriately trained. They are to be made aware of the incidents at the earliest opportunity in order to provide timely and tailored support to children and young people at the start of, and during the school day.

Operation Endeavour does not replace or supersede existing protocols. The process should always be followed in conjunction with current safeguarding procedures and practitioners guidelines. Operation Endeavour is designed to reinforce safeguarding and ensure children's wellbeing is of paramount importance.

Dyfed Powys' Endeavour is a partnership between Dyfed-Powys Police, the Education Department of all four local authorities and designated safeguarding persons within the schools.

## 2. Operational Procedure

### Police attendance at a Missing report

Police attend a report of a child or young person that has gone missing (See Appendix 1 for definition). All details are placed onto Compact (the database used by Dyfed Powys police to record all missing episodes) and a missing incident is created. A notification of the missing report is automatically sent to the Vulnerability Unit, within Dyfed Powys Police.

A risk assessment is carried out for all missing episodes. The policy with Dyfed Powys police states that all children and young people under the age of 18 can only be assessed as medium or high risk:

Medium risk - The risk posed is likely to place the subject in danger or they are a threat to themselves or others.

High risk - The risk posed is immediate and there are substantial grounds for believing that the subject is in danger through their own vulnerability; or may have been the victim of a

serious crime; or the risk posed is immediate and there are substantial grounds for believing that the public is in danger.

Enquiries are carried out and following the child/young person being found, a found report will then be added to Compact by the investigating officer.

The Missing Person Coordinator will send a copy of the missing report to the Local Authority (LA) Education Department via a secure e-mail address. Each LA has designated appointed staff to access this inbox.

#### The role of the Education Department Safeguarding Officers'

Each morning the Safeguarding Officers' will review each Compact report in the inbox. The local authority will research their systems and locate which school the named child/children attend and telephone or Email each school individually to notify the head teacher or DSP before 9am (or as soon as is practically possible).

Where the young person is 16+ and does not attend school, the SWS will share the information with the post 16 youth support team.

#### The role of the schools'

Each school will have a Designated Safeguarding Person (DSP) that will be the single point of contact for Op Endeavour. The DSP will ensure the relevant staffs within the school are aware that a missing incident has taken place to ensure the relevant silent or overt support is put in place for the child or young person. The school will record the Op Endeavour notification and any additional notes in a document on the schools system.

Where the child or young person is electively home educated, the notification will be shared with the Elective Home Education Advisor.

#### Timescales

Compact reports will be shared as and when the incident occurs. If the incident has occurred overnight, this will be done at 08:00am the following morning. The Missing Persons Coordinator will send a copy of the Compact report to each of the LA Safeguarding Officers via secure e-mail. The LA Safeguarding Officers will review their inbox each morning and will attempt to contact the correct schools before 9am (whenever possible).

Dyfed Powys Police will ensure that this process will continue over the school holiday period and sent to the education department to forward to the schools, so that they are fully aware of all incidents when term commences.

### Recording of Information

The Education Department within the local authority will review each notification from their secure inbox. Once the relevant information is disseminated to the schools, the e-mail notification is archived in a secure area for 12 months and then deleted.

### 3. School's Responsibility

It is recognised that the handling of such confidential and sensitive information needs to be dealt with in a way that is proportionate and appropriate to the needs of the child or young person.

This role is best placed with the Designated Safeguarding Lead and their deputy, as both have received training in child safeguarding and will be familiar with the management of sensitive information.

It is expected that Op Endeavour information will be stored in accordance with the storage requirements for safeguarding/child protection files. Where a child already has such a record, Endeavour information should be included within this.

The DSP or their deputy will be the person available each day to receive the details of the incident and assess the type of support needed for the child.

The School must inform parents that the school is part of Op Endeavour, using the basic template given to each school if required (which can be amended to the school's individual requirements). See Appendix 3

The School should consider including information about Op Endeavour in the school's prospectus, thus ensuring that all new parents are informed of involvement. The School should ensure that their safeguarding policy is updated so that reference is made to the Endeavour Programme and information about Op Endeavour should form part of the school website.

The School must inform the Governing Body that the school is part of Op Endeavour and the Governor with responsibility for safeguarding should have a working knowledge of the project.

It is each school's responsibility to ensure the details of their DSP and deputy is up to date. They must also ensure that there is a sufficiently trained deputy to receive the information in their absence.

#### 4. Tailored Support

Schools are to consider the use of overt and silent support options. Examples of those options are:-

- Understanding and allow flexibility in expectations in terms of behaviour, school work and school rules
- Make allowances for the child not being able to engage fully in the day at school, both emotionally and physically
- Acknowledge what they have been through, check on child's well being
- Opportunities for 'quiet time' or one-to-one time with teacher or other appropriate adult to provide opportunities to talk for example, 'helping with a job'
- Help the child make sense of the way they are feeling and behaving and help them to develop coping strategies
- Review lesson plans to ensure appropriate for the child on the day
- Systems for spare uniform, PE Kit, lunch etc.
- Mentoring
- Schools may apply for exceptional circumstances to Exam Boards

See Appendix 2 for more details.

The schools should note that the Compact report that triggered the Operation Endeavour notification will have already been referred into children's social care for assessment in every instance, and the school should not make a duplicate referral in relation to the notification.

#### 5. Cross Border Considerations

Dyfed Powys Endeavour recognises that there will be children in Dyfed Powys area attending education settings outside the force boundary. Currently, there is no capacity within this process to include notifications to their schools; however where there are safeguarding concerns, local health and social care agencies will continue to be notified of missing incidents by the police.

## 6. Information Sharing

A Data Protection Impact Assessment (DPIA) has been completed for the purpose of Op Endeavour. There are also a range of information sharing processes and protocols in place that permits the sharing of information for Operation Endeavour:

- Children's Act 2004 – Sections 10 and 11
- Crime and Disorder Act 1998
- Working Together to Safeguard Children
- Local Safeguarding Children's Board – Policies and Procedures
- Education Act 2002
- Police National Decision Making Model
- Management of Police Information
- Care Act 2014

Operation Endeavour information will be shared by means that are proportionate, legal, accountable and necessary, therefore upholding human rights and ensuring data protection legislation is adhered to. This information sharing is a proactive approach to ensuring tailored support is given to children and their families at the earliest possible opportunity.

## 7. Governance and Accountability

At a strategic level, Operation Endeavour reports directly to the Regional Safeguarding Board (CYSUR), Safeguarding Adults Board and the Local Safeguarding Children's Board. This will be in the form of regular update reports, the frequency of which can be agreed by each individual board.

## Appendix 1

### Definition of a Missing Person

**“Anyone whose whereabouts cannot be established will be considered as missing until located and their wellbeing or otherwise confirmed.”**

<https://www.app.college.police.uk/app-content/major-investigation-and-public-protection/missing-persons/#definition-of-missing>

## Appendix 2

### Support given to children

The two main types of support given to children by designated safeguarding persons have been labelled as 'silent support' and 'overt support'.

#### Overt Support

- Meeting physical needs, i.e. breakfast, lunch, provision of uniform
- 1:1 support such as a learning mentor etc.
- Working elsewhere or doing a different activity/not working at all.
- School buddy.
- Making changes to school routine.
- Letting the child know you are aware but no-one else.
- Assessment of health/emotional well-being.

#### Silent Support

- Make them know who they can talk to if needed
- Lenience to school rules.
- Different expectations in relation to their behaviour and work output.
- Inform class teacher with minimal information.
- Checking collection arrangements at end of school day.
- Having staff presence as a form of support throughout the day.
- Where appropriate, a discussion should take place with other school staff to highlight any other relevant or related issues, i.e. self-harm, non-attendance etc.

## Appendix 3

### Op Endeavour School Letter for Parents



Op Endeavour  
letter - C.docx



Op Endeavour  
letter final.docx

