## **Operation Encompass/First Response Contact Record**

Date of conta	act		Time		Day of week	
Name/role of contact						
Call taken by	,					
name /role						
Details of pupils concerned						
Pupil Name				DOE	3	Year Group
Record of conversation:						
Record of Advice- proposed action by social services/ police						
Status of case:						
Record of any planned actions by DSL following the call:						
DSL Name						
Signature						