



Eaton Primary School

CPOMS POLICY

What is CPOMS?

CPOMS (**Child Protection Online Monitoring Service**) is a software application for monitoring child protection and other pupil welfare issues, which works alongside our school's existing safeguarding procedures. CPOMS aids in the management of child protection, behavioural issues, special educational needs/disability, domestic/home related issues, and other issues pertaining to the welfare of pupils in school. Every member of staff across the school has an obligation to report any concerns that they may have. CPOMS allows us to record information in a central system and have relevant people alerted immediately.

DSLs can build a chronology around a pupil and can produce reports for meetings, governors and Ofsted and fulfil any information requests from professionals and parents.

Every member of staff needs to be mindful that their recordings could potentially be part of a Freedom of Information request from a parent or agency such as the courts/police; it is therefore of paramount importance that every recording contains ONLY information and nothing which is open to interpretation or untrue.

The purpose of CPOMS

1. Efficient way of sharing confidential information about pupils between staff
2. Provide a secure place to store and access confidential documents about students – including sensitive home/school emails.
3. As a central place to record safeguarding concerns of all varieties including concerning emotional health for example self-harm and any concerns regarding a child's welfare.
4. A way of sharing and retrieving key safeguarding information with other schools and agencies
5. For recording serious behaviour incidents such as discrimination (e.g., racist incidents), behaviour that results in exclusion, incidents of bullying, as well as deliberate acts of violence, vandalism or obscene language used towards other pupils or staff. (N.B. It is not practically possible or necessary that all incidents in school be recorded, so staff need to use a level of discretion as to at what level an incident such as these should be recorded. However, as a guide, if an incident is serious enough that a parent needs to be called, this would constitute that it should be recorded.)
6. For recording timely records of conversations between Staff and Parents – including where concerns about attendance are raised with families – either formally or informally.

In all cases staff should ask for advice if unsure.

Permission levels

Full system access and administration rights are only available to the DSL. DSL and SLT have the 'CPOMS Authenticator' whether this is a hard key OR soft key access.

The 'Write only' access is available to teachers and all support staff - they can 'add incidents/actions'.

How to Record an Incident

ALL STAFF MUST ONLY RECORD INCIDENTS WHEN LOGGED INTO THEIR OWN CPOMS ACCOUNT

1. Click on Add Incident at the top of the page.
2. Student: Type in the name of the child you wish to report (a list of options will appear, please make sure you click on the right child)
3. Incident: Begin writing up the incident. Use the below as a guide:
 - WHAT you are recording: direct conversation, phone call, observation.
 - MAIN CONTENT: the main and RELEVANT FACTS must be recorded i.e., what have you been told?
What have you observed? If you are recording a conversation with a child, please record the words/phrases which they used. Always include name and role of adult involved and date and time.
 - If the child has a physical injury, use the body map to note any marks or injuries, as well as a description of the mark i.e., colour, shape.
4. Categories: Choose a category to identify the nature of your concern Behaviour or safeguarding. SENDCO will record SEN records and First Aid lead will record medical records.
5. Linked students: If you are reporting an incident that concerns other children in school, please add them in the linked students' bar. (This may be siblings, friends or other children involved in an incident in school). If a linked student is being referred to in the text, please use their initials only.
6. Alert staff members- ALWAYS click the DSL or select Andrew Davies for safeguarding concerns/welfare/home issues and SLT for any issues which are NOT safeguarding related. To alert specific individuals start to type the name and options will appear then click on the correct name.
7. Files: The option to upload documents is available here e.g., school notes, letters, or reports.
8. Outcomes – where an incident/case has been escalated – it is important to note the outcomes of such cases – even when the outcome is that a record is sufficient, and no further action is needed at that time.

Remember – whilst CPOMS will alert colleagues via email of an incident – where there is immediate or serious concerns, colleagues MUST verbally inform the DSL (or DDSL) as soon as possible to ensure information is received.

When children leave the school

All files will be transferred to destination schools that use CPOMS. Destination schools that do not use CPOMS will be sent Child Protection information only. Once a child is removed from the school roll the system automatically will archive all records.