

# CPOMS Policy



For I know the plans I have for you, plans to prosper you and not to harm you, plans to give you hope and a future. Jeremiah 29:11

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## **Mission Statement of Nutgrove Methodist Primary School**

Nutgrove Methodist Primary School strives to provide a caring environment in which every individual can achieve his or her full potential, without limits.

This is encompassed by our Bible verse For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future. Jeremiah 29:11.

To achieve this, we wish to create a happy, secure and purposeful culture throughout the school, which is conducive to learning and high standards, and is based on our Christian values, love, hope and respect.

Our school's motto and vision is 'My Best, Always, Everywhere' which is interwoven within our curriculum intent and design.

## **Safeguarding Statement**

At Nutgrove Methodist Primary School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Child Protection and Safeguarding Policy apply to all staff, volunteers and governors.

## What is CPOMS?

**CPOMs** (Child Protection Online Monitoring Service) is a software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside our school's existing safeguarding processes; **CPOMs** is an intuitive system to help with the management of child protection, behavioural issues, bullying, special educational needs, domestic issues and much more. Using **CPOMs**, we can ensure that pupils are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. 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 repository and have relevant people alerted immediately. SLT are able to build a chronology around a pupil and can produce reports for **Case Conference Meetings, Governors** and **Ofsted** at the touch of a button.

**Safeguarding – CPOMS** is Nutgrove Methodist Primary's means of reporting safeguarding concerns about a child. Where there is immediate concern, staff must instantly report to a Designated Safeguarding Lead or Deputy Safeguarding Lead as well as record on CPOMS.

Nutgrove Methodist's Designated Safeguarding leads are;

**Designated Safeguarding Lead:** Mrs Bottell

**Deputy Safeguarding Lead:** Mr Chuard

**Pastoral Assistant:** Mrs Barlow

## How do I access the system?

**CPOMs** can be accessed from wherever there is an internet connection as it uses a web-browser interface. This means that any mobile device can be used. All teaching staff have **write access**- which means anyone on the teaching staff can **add incidents and actions**.

- Nutgrove Methodist Primary School CPOMS server is accessible at:  
<https://nutgroveprimary.cpoms.net>
- Your user name is your school email address.

### Initial setup

1. Click on the RESET PASSWORD link in the purple banner at  
<https://nutgroveprimary.cpoms.net>
2. Enter your SCHOOL email address in the box and submit.
3. This will send a reset password to your school email. Use this to log into the CPOMS system and then create a password. It **MUST** be 8 or more characters long, using a mix of lower- & upper-case, digits and symbols.

4. You might want to bookmark the link on any device you use; however, DO NOT allow your browser to remember your password.

### **What to record on CPOMS**

CPOMS is there to record all significant events and concerns in a child's journey through school. Concerns may arise at any time through direct disclosure from a child, something a parent has told you, something another child has told you, something you may have heard in the community, if a child has been hurt whilst in school or sent home sick or even something that just doesn't 'feel right'. Nothing is too insignificant to report and in actual fact, the more evidence we can gather to support each other in safeguarding children, the better chance we have of making the right choices for our children. Every report of seemingly insignificant incidences WILL build a bigger picture when they are put together, so never feel that you are wrong to report.

You may also log conversations with parents on CPOMS if you feel that they are relevant to the safeguarding and Pastoral team – e.g. parent lost job, parents separated, benefits stopped, etc.

### **How to record an incident**

1. Click on **Add Incident** in the purple banner at the top
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 as we cannot delete incidents)
3. **Incident:** Begin writing up the incident. Use the below as a guide if necessary.
  - What are your concerns? Provide a description of any incidents or observations, including dates and times.
  - What have you observed and when? Include details of anything you have personally witnessed. Be clear about what is fact and what is your opinion e.g. Lucy was crying today which in my opinion is very unlike her.
  - What have you been told and when? Include anything the child or another person has told you. Use exact words (including swear words as this gives the correct context and tone of the conversation) or describe gestures and be clear about who has said what.
  - What have you heard and when? Include any information you have heard from a third party relating to the concern.
  - Please use full names to pupils as these can be hidden if necessary, where possible use parents first name instead of mum or dad as this provides more clarity. Use staff initials only please.
  - What action have you taken in response to this concern? Have you contacted anyone else? If the parents or carers have **not** been contacted, please explain why.
  - If the child has a physical injury, have you sought medical advice? Has the child received any medical attention in relation to the injury? Use the **body map** to note any marks or injuries. Has the child been advised to stay off for 48 hours due to an incident of diarrhoea or sickness?

4. **Categories:** Choose a category to identify the nature of your concern. If you are unsure, then choose the most suitable category. **Do not choose Safeguarding as a category, only Designated Safeguarding Leads are to allocate these categories’.** If you feel the incident is a Safeguarding disclosure, then add under cause for concern – safeguarding disclosure.
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).
6. **Alert staff members-** There are automatic alerts set that enable Senior Leadership Team, Pastoral and Class teachers to receive alerts for incidents except safeguarding that only alerts Senior Leadership Team and Pastoral. Please check these alerts come up and if not or you need to include another staff member in the alert then you can choose alert specific individuals start to type the name and options will appear them click on the correct name. Care must be taken not to communicate sensitive information to those who are not permitted to know.
7. **Files:** The option to upload documents is available here e.g. school notes, letters, reports
8. **Agencies:** Select from list if appropriate
9. **Add Incident:** Click to submit the incident and alert all staff that you have identified.  
**YOU CANNOT EDIT THE INCIDENT ONCE IT IS SUBMITTED.**
10. If you make a significant mistake and realise after it is submitted, take note of the incident ID number (top of left hand corner of incident) and speak to either the Senior Leadership team or the Pastoral Manager know.
11. **Action:** If you have an action to add (you may have spoken to a parent, discussed with colleague or have more information) you can then add this by clicking add action underneath the incident. This will automatically alert Senior Leadership Team and Pastoral but check to make sure and select their names if not.
12. Be aware that once you have added an incident, it is quite likely that you will receive an action from the Senior Leadership Team or Pastoral. **CHECK YOUR EMAIL FOR ACTION ALERTS.**
13. Once you are **alerted to an incident** an email is sent to your school email address. It will tell you who created the alert and the category it comes under but no other information. Once you have read the incident, you can **mark as read** acknowledge that you have seen the incident and understand the content. However, if you are required to follow up the incident, you will need to click add action and comment.
14. Follow up any actions as requested and log outcome as another action for the same incident. Do not create another incident for the logging of actions.
15. Please remember that this information is both **sensitive and confidential**, please do not discuss anything with other staff members or leave the page open in view at school or public places. The system will time out every 10 minutes of inactivity. Click the **BLANK SCREEN** link on the top right of the page if you are interrupted to ensure others cannot see the information you are reviewing. Any queries please speak to the Pastoral Manager.
16. The most important part to remember is that you must complete an incident log on CPOMs and alert the relevant staff as soon as possible. Do not wait until you are on your way out at the end of the day to do it. Action may need to be taken urgently

before a child goes home for the day so **it is essential that the information is passed on quickly**. If TA's need time within class to record an incident on CPOMS then please ask the class teacher to allow you this time as soon as possible.

CPOMS is completely secure, you may use full names when making reports. You can also access CPOMS from any internet connection (still secure). You can use a range of internet enabled devices to access CPOMS, such as iPad, smartphones (although it is essential to never save your log in details on any device ) etc. when you are away from school, but still need to report or follow up on an incident.

### **CPOMS Authenticator**

Full system access is only available to those with the CPOMS Authenticator this acts as the third element of security in CPOMS for administration, review and reporting privileges. The main benefit of the '**CPOMS Authenticator**' is the ability to review all incidents for pupils and add actions retrospectively. Members of the Senior Leadership Team, Class Teachers and Pastoral Assistant have **CPOMS Authenticator**.

*\*Supply staff, outside agencies, MDS and volunteers have a duty to report any incidents or concerns. If supply staff, outside agencies or volunteers need to report an incident or concern they should seek advice from a Designated Safeguarding Lead and complete a report with either the class teacher or DSL.*