Westleigh Methodist Primary School

CPOMS Policy

Written by:	A.Hewitt
Date Agreed:	Spring 2024
Next Review Date:	Autumn 2025

Our Vision:

We are a loving, inclusive family, rooted in our Christian Values and nurturing ethos. We provide a positive learning environment where all children can achieve their full potential.

Our Mission:
Westleigh Methodist is a family in which everything we do is built upon our Christian values and ethos.

We endeavour to create a place where everyone feels happy, nurtured, safe and valued. We will foster a sense of high-self-esteem, love of learning and enquiring minds. We aim to equip pupils to become good citizens with high aspirations and an understanding of the part they play in our society. Our creative and exciting curriculum will lead to achievement for all and children reaching their full potential and becoming life-long learners.

Safeguarding Statement:
At the Westleigh 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 Safeguarding Policy apply to all staff, volunteers and governors.

Version Control

Change Record

Date	Author	Version	Section	Reason for Change
11.03.2024	A. Hewitt	1	Entire document	To update and strengthen the policy in line with current practice

Safeguarding is everybody's responsibility. If in doubt, report.
This must be done in person to a Designated Safeguarding Lead and through CPOMS.

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 a **duty of care** to report any concerns that they may have straight away to a Designated Safeguarding lead. **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 Westleigh Methodist Primary means of reporting safeguarding concerns about a child. Where there is immediate concern, staff must instantly report this to a Designated Safeguarding Lead as well as record on CPOMS.

Westleigh Methodist Designated Safeguarding leads are;

Nominated Lead Safeguarding Officer: Mrs A Burkes/Mrs Boardman

Deputy Designated Safeguarding Officers: Mrs S Taylor and Mr A Hewitt

Nominated Designated Safeguarding Officers: Mrs A Hilton-Fahey and Mrs C Coleman

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.**

- Westleigh Methodist Primary School CPOMS server is accessible at: https://leighwestleigh.cpoms.net
- Your user name is your school email address i.e. name@wlm.epworthtrust.org.uk

Initial setup

1. Click on the RESET PASSWORD link in the purple banner at https://leighwestleigh.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.
5. 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 teams – e.g. parent lost job, parents separated, benefits stopped, etc.
It is important to remember when recording on CPOMS that parents can at any point make a SAR (subject access request) where school may have to provide a copy of their child's CPOMs log and they will be able to see how staff have wrote about their child and potentially the adults communication with school.

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.
    1. What are your concerns? Provide a description of any incidents or observations, including dates and times.
    2. 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. The facts should come first in the incident log followed by any opinions which should be clearly identified as such.
    3. 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.

4. What have you heard and when? Include any information you have heard from a third party relating to the concern.
5. Add Linked students to the incident, this includes anybody else who was linked to the incident such as friends, siblings or other children linked to the incident.
6. Please use **full names of pupils** as these can be hidden if necessary, where possible use parent's first name instead of mum or dad as this provides more clarity (this can be found using Arbor or asking at the school office). Use **staff initials** only please.
7. 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.
8. If the child has a physical injury, have you sought medical advice from a first aider? Has the child received any medical attention in relation to the injury? Use the **body map** to note any marks or injuries*. See Appendix C for information on non-accidental injury sites*. 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. Following the OFSTED review into Sexual Harassment and Safeguarding Concerns is Schools additional categories have been added under Cause for concern including a Child on Child Abuse tab and a Sexualised Comments tab. Also following the National Lockdowns for COVID a Mental Health tab has been included under the Cause for Concern category. If you are unsure, then choose the most suitable category. More than one category can be used for an incident. **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. *A full list of all incidents and examples of use can be found in Appendix A*

5. **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. You can choose alert specific individuals if that individual is required to be alerted due, you can do this by starting type their name in the alert staff member box 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.** Check with Pastoral/SLT if unsure.
6. **Files:** The option to upload documents is available here e.g. school notes, letters, reports, screenshots of Dojo messages or photos (however if a child shows you a naked or semi naked image these should never be transferred from the pupils' device or stored in anyway, a word description of the image should be used instead – see Child Protection and Safeguarding Policy for more information).
7. **Agencies**: Select from list if appropriate
8. **Add Incident**: Click to submit the incident and alert all staff that you have identified.

YOU CANNOT EDIT THE INCIDENT ONCE IT IS SUBMITTED.

9. 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.
10. **Action**: It is important that outcomes are recorded for incidents that are logged in order to show correct follow up procedures have taken place, if you have recorded in the incident that you are going to do a follow up action please record as an action after you have followed this up. 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. If an action requires a response from a staff member please ensure that they are alerted.
11. 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.
12. 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. **Please do not mark the incident as read if you have a follow up action to complete** as this will prevent you being able to access the incident again to add your follow up action.
13. 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.
14. Please remember that all information on CPOMS is both **sensitive and confidential**, please do not discuss anything with other staff members (unless authorised by Pastoral/SLT) 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.
15. 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 must use full names for children and initials for staff 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 and this acts as the second 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, Inclusion Manager, Pastoral team and teachers should have **CPOMs Authenticator.** Teaching staff can only access pupils in the classes they teach and do not see any safeguarding information unless they are alerted to this as a need to know**.** *See Appendix B for details of how to access CPOMs Authenticator.*

Supply Staff or visitors

**Supply staff, outside agencies 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 written report which must be signed and dated by the person making the report. This can then be sent via Teams or email to the Pastoral Manager and Headteacher or relevant Designated Safeguarding Lead if these personnel are offsite. If the person making a report is unable to access Teams a Safeguarding incident form (located in the Pastoral office) will need to be completed and handed to a Designated Safeguarding Lead who can scan and upload to CPOMs*

***If staff are not able to access CPOMs due to the system being under heavy load(a current CPOMs issue) then staff should record incidents either on a word document, emailing themselves or by utilising a paper recording sheet (which can be scanned and uploaded later) and then recording the incident (s) in the typical way following CPOMs access being restored). If this happens all safeguarding disclosures/incidents will need to be reported to a DSL immediately.*

Appendix A

Incident recording categories and sub categories. Use the most relevant category, more than one category may be used for an incident.

Attendance

Early Help – to be used if an Attendance Early Help is open.

Internal monitoring – where school are monitoring attendance issues for a pupil.

PN – if a penalty notice is issued by the attendance officer.

PN fine – where attendance has progressed to school informs the Local Authority that parents can be fined for the level of attendance for a pupil.

Punctuality - to record if a child is late arriving or being collected. Teachers to record when a child is collected late including the length of time and any parental contact

School meeting – where pastoral/SLT invite a parent in to discuss attendance matters.

Behaviour

Negative behaviour – to record when a pupil has reached step 4, 5 or 6 of Positive Behaviour policy, the reasons why this has been reached, who has been informed and any consequences given.

Positive behaviour – To record where child has shown positive behaviour that goes above and beyond what is typically expected or a child has been working on a particular area of their behaviour and they have demonstrated a change of behaviour due to this. Positive behaviour needs to be celebrated throughout school and this gives an opportunity for others to see and celebrate the positive behaviour.

Team teach - To record when Tea/Safe Teach has been used with a pupil. The incident should record who, where, why, any injuries sustained, any damage to property and parental contact made. This should also be recorded on the Team Teach log and an incident form filled in and filled in the incident log in the Deputy Heads office.

Cause for concern

Every child – to be used where there is a concern for a pupil

Injury/Bruise – where a Pupil has suffered an injury or bruise within school or a pupil accompanied with using the body map section on the incident page to show where the injury or bruising is and what action needs to be taken, a comprehensive description of the bruise/injury and if the bruise/injury has been reported to a DSL. *See appendix C for common sites of non-accidental injuries.*

Child on Child Abuse (new for 2022) – to record any incidents of peer on peer abuse which includes, but is not limited to physical and sexual abuse, sexual harassment and violence, emotional harm, on and off line bullying, teenage relationship abuse. It can even include grooming children for sexual and criminal exploitation.

Mental Health– To record concerns regarding a pupil's mental health that has been noticed by, or brought to the attention of the member of staff.

Safeguarding disclosure – to record where a pupil has made a safeguarding disclosure to a member of staff or another pupil who has then reported to a member of staff. This should always be followed with a verbal report to a DSL.

Sexualised comments to record any sexualised comments heard to be made towards a pupil, member of staff or about anybody else. This should always be followed with a verbal report to a DSL.

Parent contact – if unsure if parent/carer communication requires adding speak to a DSL

Dojo text – to record Dojo messages to and from parents/carers that the teacher feel need recording for Pastoral and SLT to be aware of, such as injuries to pupils, complaints, home life situations. These can be as an uploaded screenshot or cut and pasted.

Email – to record email communication with a parent/carer and is of significance to require recording.

Face-to face conversation – where the conversation has taken place in person and is of significance to require recording.

Meeting – where a school based meeting has taken place with a parent/carer.

Mental Health – to record if a Parent/carer discloses they, their child or someone connected to them has Mental Health concerns. i.e: a parent discloses they have ADHD.

Phone call – to record communication with a parent via phone.

Text - to record communication with a parent via phone.

SLT – only used by Headteacher, Deputy Head and Pastoral for highly confidential information.

Safeguarding – only Pastoral/SLT can add or view safeguarding entries to maintain confidentiality, if a Teacher needs to know this information they may be added to the alert or verbally informed.

CIN notes – Child in need meeting notes.

CLA – Child looked after.

CLA review/PEP - Child looked after review minutes and Personal Education Plans.

CP Conference – Child protection conference minutes.

CP plan – relevant details for a Child Protection Plan.

Early Help assessment/review - details of an Early Help assessment or review meeting

Operation Encompass – report received from Greater Manchester Police following a Domestic Abuse incident where a pupil from school lives.

Professional Referral – a referral to attendance enforcement, Startwell or social care.

Social care communication – phone calls, texts and emails

Startwell communication - phone calls, texts and emails

Strategy meeting – notes from a professionals meeting to look at social care involvement.

SEN

1:1 support – to record when 1:l support is required and used to assist a pupil.

HLN – to record any higher level SEN needs and requirements.

Intervention – to record suggested interventions for a pupil.

LLN – to record any Lower level SEN needs and requirements.

Observation - to record internal and external observations of a pupil.

Plan do review – to record any action plans from external observations or from an Education Health Care Plan.

Appendix B

CPOMs Authenticator guide

1 - Download CPOMS Authenticator onto your school IPad, if you are unable to do this please request through ABTEC or you can use a mobile phone as the authenticator does not have any secure information contained on it or information about children.

2 - Log in to your CPOMS account on a laptop or desk top computer.

3 - Click on 'Account settings' on the top purple strip and select 'security keys'.

4- Select 'Add new device'

5 - Open CPOMS authenticator on your mobile device and scan the QR code on your screen, this will then give you a purple screen with a six-digit number which changes every 30 seconds.

6 - Underneath the QR code there is a field where you can choose a name for your authenticator device, fill this in then enter the code displayed on your device screen, it is best to do this just as it changes to a new code, then press save this device.

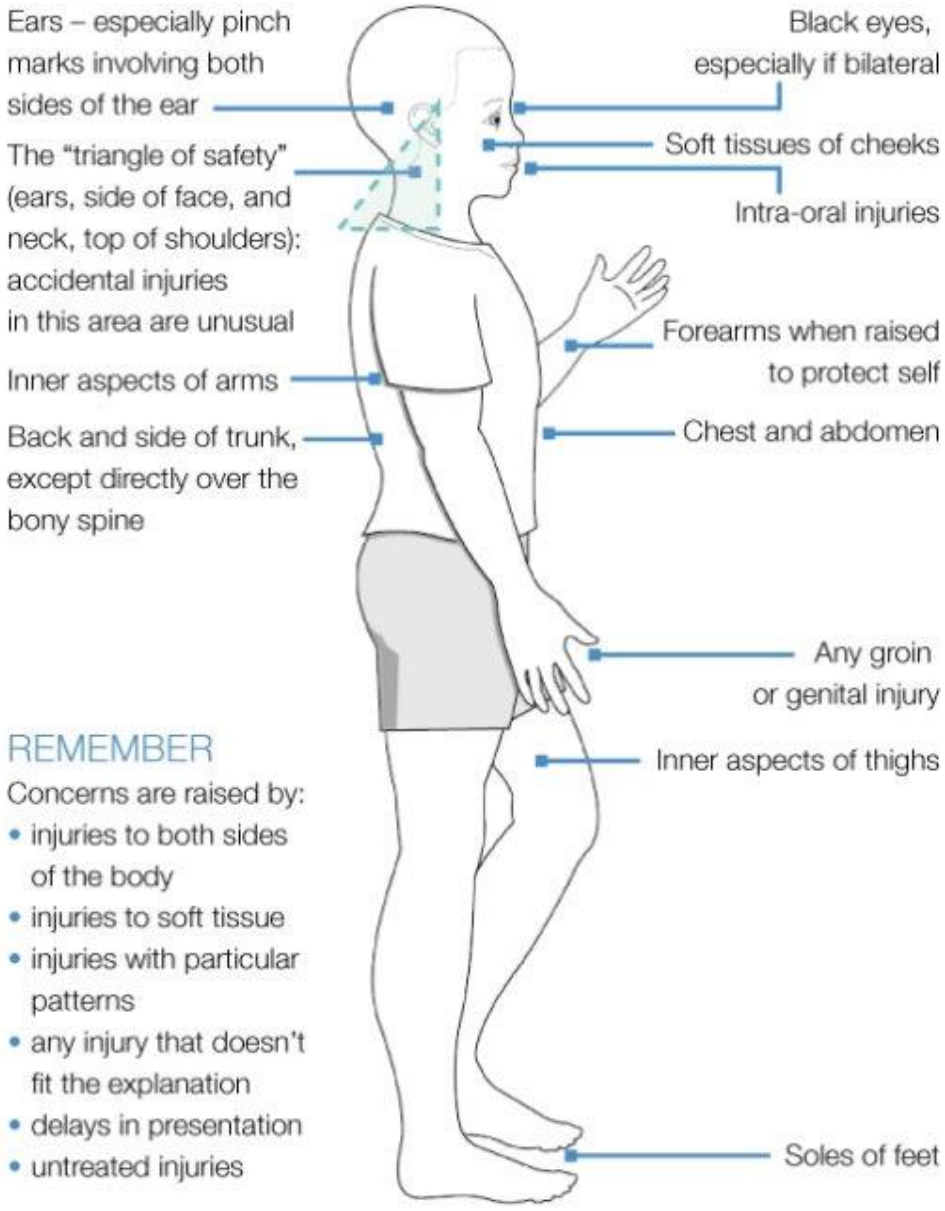
7 - On the top black banner click 'elevate my access' this will then take you to a screen where you will be able to enter your six-digit code, and this will then give you access. You will now see that on the left-hand side of the screen it will say you have access to a group and under this will be your class and if you click on this it will bring up a list of all the children in your class and then if you click on the child and then incidents, this will bring up al incidents recorded against that child minus those with restrictions.

8 - On further log in's you log in as normal and then it automatically brings up the two-factor authentication page for you to input the current six-digit code in to give you access. It is possible to log in without the two-factor authentication at this point if all you wish to do is add an incident.

9- If you change your mobile device or the authenticator stops working speak to either Pastoral or SLT who will be able to remove your current device to enable a new one to be added.

Appendix C

Typical features of non-accidental injuries (injuries that should raise concerns)



REMEMBER

Concerns are raised by:

- injuries to both sides of the body
- injuries to soft tissue
- injuries with particular patterns
- any injury that doesn't fit the explanation
- delays in presentation
- untreated injuries