

# CPOMS Policy

Ellesmere Port Catholic High School



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| <b>Approved by:</b>        | <b>Mrs C Vile, Headteacher</b>            |
| <b>Lead of Review:</b>     | <b>Mr M Hughes, Assistant Headteacher</b> |
| <b>Last reviewed on:</b>   | <b>September 2024</b>                     |
| <b>Next review due by:</b> | <b>September 2025</b>                     |



## Dignity of the Human Person

### Catholic Social Teaching

Through the implementation of our CPOMS Policy we ensure the dignity of the human person, ensuring we all feel safe, respected and experience kindness. We are all loved by God and follow the teachings of the Catholic Church, to ensure we flourish in life.

#### **CPOMS Policy**

To support our safeguarding policy at Ellesmere Port Catholic High we use CPOMS to record and monitor safeguarding, SEND, wellbeing and pastoral events. This is an online system that stores sensitive information securely and allows analysis of data.

We use it to record concerns, incidents, actions, meetings and conversations. As these are all logged in one place, we can obtain vital information about a child or a situation quickly and efficiently.

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 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.

By using CPOMS, we can ensure we are able to evidence statutory requirements regarding record keeping in 'Keeping Children Safe in Education'.

Every member of staff across the school has an obligation to report any concerns they may have. We therefore record any incidents of note or concern that will help to provide a holistic view of the children in our care. We use our professional discretion regarding what is necessary to record and if we are unsure of whether or not to record an incident or concern, we speak to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

**Safeguarding is everybody's responsibility. If in doubt, report it.**

## **Accessing CPOMS:**

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 and support staff can add incidents and actions.

Your username is your school email.

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

At the beginning of the entry of the incident, we state who the adults and children involved are by using their full names. Through the report we may use the students first name.

We write our records with no assumptions about prior knowledge. A professional who does not know the child or the school will be able to have full knowledge of each incident by reading the record alone.

The voice of the child should be in capital letters

**e.g. Aled said GET LOST**

Direct quotes from adults should be in speech marks

**e.g. Mr Jones "Please move stop, and move to the side"**

We don't use leading questions; we remember TED:

- **Tell me...**
- **Explain to me...**
- **Describe...**

If you do ask a leading question in error, don't worry. Just record the question and answer and write e.g. 'Mr Jones recognises that this was a leading question.'

We record facts and remember that both children and parents/carers can request to view these records at any time as part of a Subject Access Request (SAR).

Any records could also be accessed by social care or legal services.

Entries must be completed/reports on the day of the incident. It is good practice to ensure all CPOMS entries are made before the end of the working day to support any immediate actions which may be required for safeguarding purposes.

### **Parent/Carer or Professional Conversations:**

The main points of a conversation with a parent/carer or professional can be summarised, but use quotation marks for any important direct quote:

**e.g. Mr Evans described the interventions that were due to take place and said that in his opinion the parents were ‘coming around to the idea’.**

We can record an opinion at the bottom of a record if we feel it is appropriate:

**e.g. In Mrs Owen’s opinion, Jamie seemed upset and concerned to answer questions. This is in stark contrast with his usual bubbly personality.**

### **Actions, Categories, Alerts:**

Where an action is required, we make it clear in our report.

**e.g. Action – Mr C Jones will speak with Catherine and record response.**

Categories should be ticked as appropriate. Please take care to tick the correct box/boxes.

All entries need to be ALERTED to the correct member of staff. This can be completed by using the ALERT function below the entry and entering the staff members name into the text box. An alert is then sent to the responsible member of staff’s email as some entries can be time sensitive.

All staff should check their email’s regularly for CPOMS entries, to ensure any actions for alert are acted upon as requested.

### **Editing Mistakes:**

If you ever need to edit a record on CPOMS, you must contact the DSL or DDSL who have permission to do this. They will talk to you about the reason for editing and these must be recorded on CPOMS.

### **Conflicts of Interest:**

Where a member of staff has children or family at our school, records will be restricted on CPOMS to ensure no conflict of interest/access to information.

**CPOMS Authenticator:**

Full system access is only available to those with the CPOMS Authenticator.

SLT 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 SLT, Safeguarding and Pastoral Leads have CPOMS Authenticator to elevate their access.

**CPOMS Auditing:**

CPOMS is routinely audited by SLT and the Safeguarding Team (DSL and DDSL) to ensure consistency in recording/tagging of categories etc and, where and where required, further training for staff will be organised and completed.