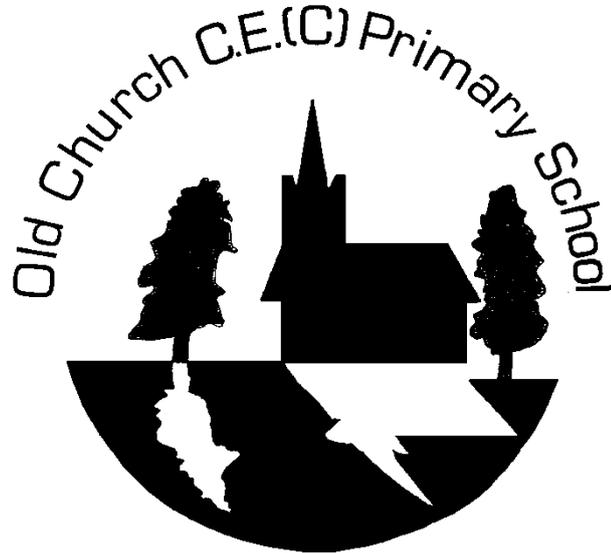
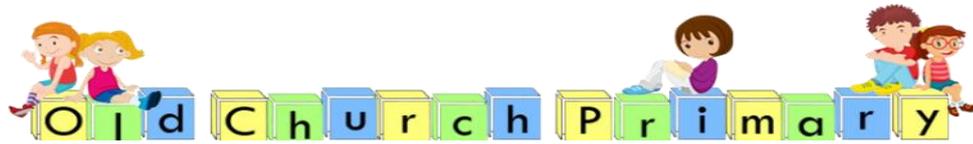




We will encourage and help one another



Policy	C POMS Policy
Head Teacher Signed:	Davina Clacy
Chair of Governors Signed:	Claire Clift
Date Published:	September 2020
Date of Review:	September 2022



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CPOMs Policy - 2020

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.

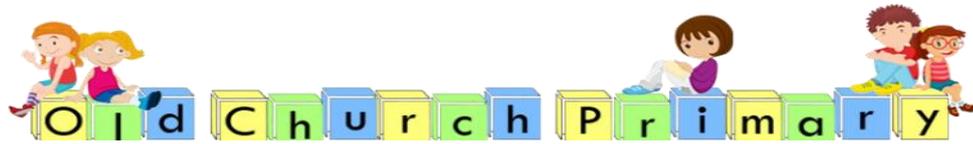
Concerns may arise at any time through direct disclosure from a child, something a parent has told you, something another child has told you, something you may have heard in the community or even something that just doesn't 'feel right'. Nothing is too insignificant to report and in actual fact, the 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.

Safe Guarding - CPOMs has replaced the incident forms as our means of reporting safeguarding concerns about a child, staff still need to keep on file the original paper work where notes were taken.

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

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 your ipad/ lap tops should be used. All teaching staff have **write access**- which means anyone on the teaching staff can **add incidents and actions**.



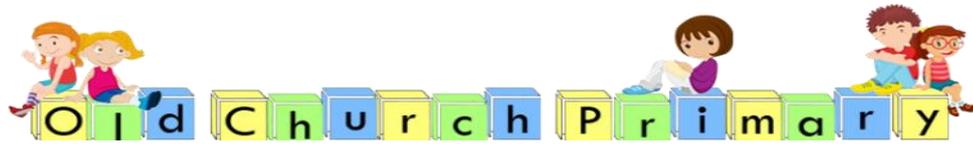
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Initial setup

1. Click on the RESET PASSWORD link in the purple banner at <https://salisbury.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. Passwords will be force-changed every 60 days.
5. You might want to bookmark the link on any device you use; however, DO NOT allow your browser to remember your password.

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 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.
 - 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.
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, Child in Need or Early Help as a category, only safeguarding leads to allocate these categories)
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). USE A CHILD'S INITIALS TO KEEP IT CONFIDENTIAL



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6. **Alert staff members-** Choose which staff to alert- **ALWAYS SLT/ BH/WL and their TEACHER.** To 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 let **the DSL** 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. Again alert SLT and the Teacher.
12. Be aware that once you have added an incident, it is quite likely that you will receive an action from SLT. **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 DSL.
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.

**Safeguarding is everybody's responsibility. If in doubt- report.
This must be done in person to the DSL.**

CPOMs is completely secure. 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, etc when you are away from school, but still need to report or follow up on an incident.

CPOMS Authenticator

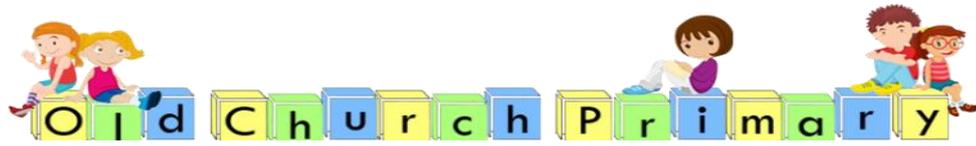


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Full system access is only available to those with the CPOMS Authenticator, (SLT and Mrs Holland and Mrs Lawley) acts as the third element of security in CPOMS for administration, review and reporting privileges. The main benefit of the '**CPOMS Authenticator**

is the ability to review all incidents for pupils and add actions retrospectively. Members of the SLT, Safeguarding Team have **CPOMS Authenticator**

**Supply staff or outside agencies that need to report a concern should seek advice from the safeguarding team and complete a yellow form (found in staff room).*

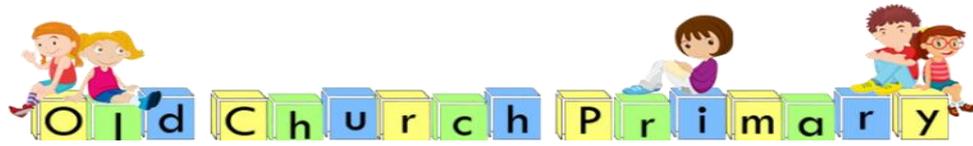


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Lost child policy

At Old Church C of E (C) Primary School, the safety and well-being of the children is paramount. Staff at Old Church are responsible for accounting for the children in their group.

All children are accounted for during the day and their attendance is marked in the register at the start of morning and the start of the afternoon during registration. Staff make regular



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checks throughout the day. All doors and gate are securely closed and the outdoor play areas are fenced securely. No child is allowed to leave school at the end of the day without the staff seeing their parents/ carers/ identified person first. The only exception is if a parent gives an older child permission to walk home on their own .

If a child is missing the following action should be taken;

- Staff alert their line manager, the Headteacher and the Deputy who calmly check both inside and outside the building.
- If there is no sign of the child contact the parent to check if the child has gone home and inform parents of the situation
- If not the police are contacted immediately
- Trace the child's last movements
- Continue searching the local area and keep in contact with the school via mobile phone
- Staff wait for the police to arrive and follow their instructions. Staff would be allocated to continue searching whilst awaiting the police.

After the event, all staff involved will record the incident in writing and the Headteacher will lead an internal investigation.

If police have to be called the LA would be contacted by the Headteacher and a written report sent by the Headteacher informing them of the incident. The Headteacher would then take their advice on the next steps e.g. a report to OFSTED.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times.

If a child went missing then the person in charge would be immediately informed. A member of staff would make an immediate search of the surrounding area, ensuring that the other children were sufficiently supervised and safe.

If the child cannot be found after the appropriate search time then the Police and parents would be informed. The search would continue with the member of staff keeping in touch by mobile phone. Once the Police arrived, their instructions would be followed.

The Headteacher will inform the LA and take advice from them e.g. to call Ofsted



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