

CPOMS POLICY 2021-2022

Update: December 2021

Welfare / Behaviour / Safeguarding & Child Protection Concerns

This policy should be read in conjunction with the following policies:

- Safeguarding Policy
- Child Protection
- Accessibility Policy
- Looked After Children Policy

This Policy was adopted	December 8th 2021
This policy is scheduled for review	December 2022

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 the **Follifoot Spofforth Federation** 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 **Follifoot Spofforth Federation** 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. Designated Safeguarding Leads (DSL's) are able to build a chronology around a pupil and can produce reports for **meetings, governors** and **Ofsted** and fulfil any information requests from professionals/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 factual information and nothing which is open to interpretation or untrue. Recordings must be of a professional standard, including accurate spelling and language which is in no way discriminatory.

CPOMS – Safeguarding categories and processes

Safeguarding

Safeguarding is all our responsibility at the **Follifoot Spofforth Federation**, therefore:

- **High Priority** tab should be ticked for incidents which need **URGENT** action
- If a member of staff identifies an immediate child protection concern, they must act in accordance with the Child Protection Procedures and alert the DSL immediately with regards to the nature of the concern.
- Concerns should be recorded on CPOMS as soon as possible but before 12pm (morning concerns) or before 4 pm (afternoon concerns)
- When writing a concern ensure you write full names, facts, and pupil's own words wherever possible without your interpretation.
- Actions by DSLs or Assigned Staff to be recorded on CPOMS by the end of the day
- Teacher and/or DSL meetings with parents arranged by the end of the day and where possible had the same day.

- Monitoring action should be completed within 24 hours of the initial alert – and updated as stated
- Referrals should be made promptly within 24 hours but ideally the same day
- 'Check in' requests should be emailed or recorded on CPOMs with an Alert to who should be carrying out this monitoring
- Check in should be updated on CPOMs weekly, or if a concern by the end of that day.
- Please ask to find out what has happened with your concern should you not have been notified

For DSLs

- Safeguarding and CPOMS cases discussed and reviewed as part of SLT meetings
- Complex cases to be reviewed twice a term at SLT along with tracking of discussions and reasons for keeping open or closed
- Cases with multiple entries in a short term to be discussed during SLT meetings
- Keep those who have raised actions informed that you have taken steps – even if you can't share the details.

Dealing with A Disclosure

Receive: Listen carefully and without judgement.

Reassure: No promise of complete confidentiality should ever be made to a child or anyone giving information about possible abuse. Explain and reassure that in the interest of the child, staff will share information with other professionals. Only those who need to know will be told.

Respond: Listen rather than ask direct questions. Clarify if needed e.g. When did that happen?

Record: As soon after the disclosure as practically possible, document the disclosure or concerns.

Refer: Pass all information directly and immediately to the DSL or deputy DSL in person and by logging the concern/disclosure on CPOMS. The DSL or deputy DSL will receive an automatic alert. If the issue refers to the DSL or deputy DSL, please contact the SG governor or LADO – see key persons poster for contact details.

If making handwritten notes when first listening to a child, please ensure these are shredded after putting these on CPOMS

Recording a Concern

Accurate – Please remember to be accurate as records formed may be used in discussions with parents, and outside agencies. This includes spelling, grammar, and punctuation. Records can be used in legal proceedings.

Factual – Keep to the facts avoid opinions.

Timely – Written immediately after the concern has been noted, typically this would be within a few minutes and always within the same day.

Welfare of a Child

Staff may also log significant events on CPOMS if they feel this information will be useful to SLT to know and which may have an impact on the welfare of a child.

e.g., parent lost job, parents separated, significant bereavement, parent in prison or a significant piece of information regarding significant wider family members.

Staff may also log 'parental contact' if they feel this information will be useful to SLT to know and which may have an impact on the welfare of a child e.g., parent displaying violent/aggressive/discriminatory behaviour, parent informing school of changes in behaviour/child worried about school or social relationships.

There are occasions whereby staff come to know about incidents outside of school either through direct observation/third party. This may be recorded if they feel this information will be useful to SLT to know and which may have an impact on the welfare of a child e.g., social media issues, parent/carer seen being physically/verbally inappropriate with their child, parent seen using substances/excessive alcohol use, child seen having contact with parent which school are aware is unsuitable/explicitly not allowed.

CPOMS –categories and recording information

Categories *	To record on CPOMS
Safeguarding	<p>High Priority</p> <ul style="list-style-type: none"> • Emotional Related • Physical related • Neglect related • Sexual related • Peer on Peer abuse • Domestic Violence • Grooming • FGM • Operation Encompass • Court Order in Place • Outside agency Contact • Early Help • CP • FSW Involved • County Lines
Behaviour	<p>High Priority</p> <ul style="list-style-type: none"> • Behaviour Incident • Verbal Bullying • Physical Bullying • Cyberbullying • Racist Incident • Homophobic Incident • Verbal/Aggressive to peers • Verbal/Aggressive to adults • Positive Handling • Unexplained changes in behaviour. • FSW involved. <p>Also record:</p> <ul style="list-style-type: none"> • Behaviour incidents in the classroom and at playtime and lunchtime needing adult intervention e.g., <ul style="list-style-type: none"> ○ Accidental fall on the playground- other children involved, football disagreements. ○ Inappropriate behavior in the classroom etc.

Wellbeing	<p>High Priority</p> <ul style="list-style-type: none"> • Concern for the wellbeing of the child • Concern for the wellbeing of the parents • Medical incident • Change in home circumstances • Parents I Conflict • Housing Concerns • Outside Agency contact • FSW involved • Unusual or inappropriate levels of independence / lack of appropriate supervision. • Behaviour concerns outside of school
	<p>Also record:</p> <ul style="list-style-type: none"> • Concerns shared by a parent with you • Concerns around suitable clothing, footwear • Forgotten lunch, including explanation by parent.

Attendance	<p>High Priority</p> <ul style="list-style-type: none"> • Attendance Concern • Punctuality Concern • Attendance for child identified as vulnerable. E.g., family circumstances • Communication with parent • Attendance letter given • Family support Worker involved
	<p>Admin staff to log:</p> <p>Absence and lateness information for any child whose attendance falls below 90% to include detailed reason from parent for absence and lateness.</p>

Communication with parents	<ul style="list-style-type: none"> • Meetings with parents of children on the SEN Register and those identified as Vulnerable on the school Vulnerability tracker to be recorded including any actions needed and by when and who. • Record of any concerns shared by parents or actions needed following parents' meetings to be recorded • Email correspondence from parents and email responses returned to parents to be logged for SLT information.
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Contact with an outside agency/professional	<ul style="list-style-type: none"> • All Safeguarding/CP referral forms logged • Early Help referral forms logged • Email correspondence from outside agencies and professionals to be logged for SEN Children and Vulnerable children (this does not include emails to arrange in school meetings as these are recorded on the school calendar). • Brief record of visit by outside agencies and professionals and any actions/advice shared logged for SENCO/SLT information. • Minutes of meetings with outside professionals logged with any actions needed.
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* Categories: Choose a category to identify the nature of your concern. If you are unsure, then choose the most suitable category.

ALL information on CPOMS is both **sensitive and confidential**, please do not discuss anything confidential information with other staff members or leave the page open in view at school or public places.