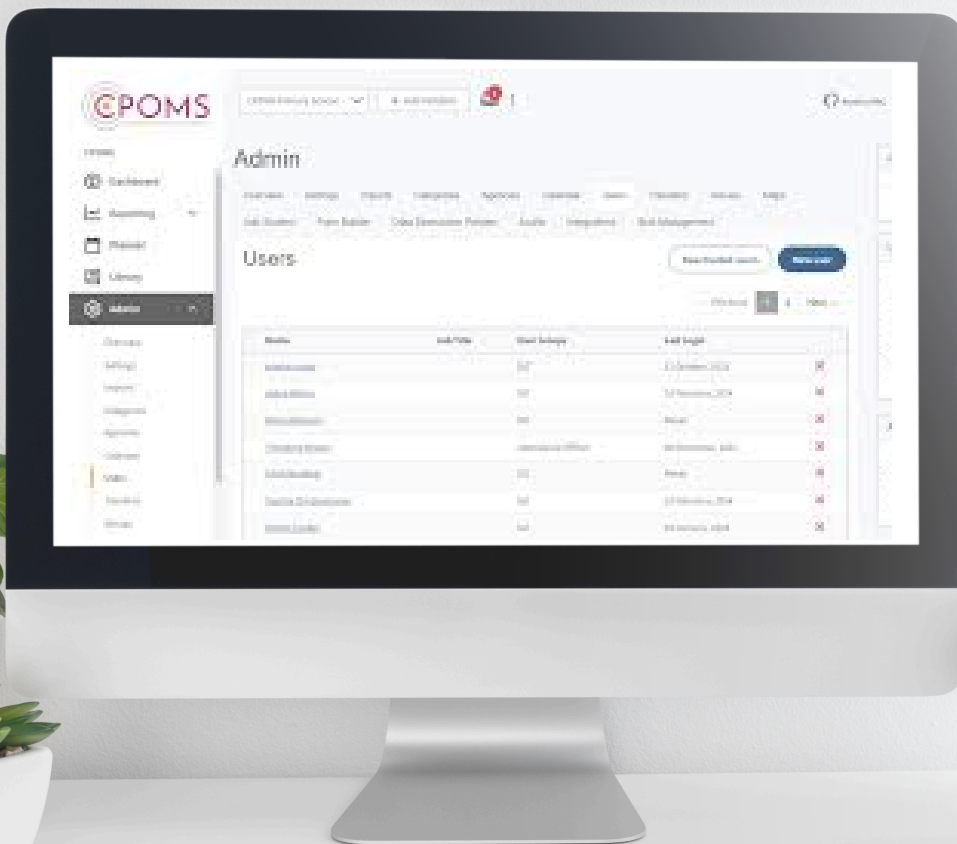


# USE OF CPOMS

## CHILD PROTECTION ONLINE MANAGEMENT SYSTEM

2024 - 2025

**SAFEGUARDING  
POLICY SUPPORT**





# CPOMS POLICY

## OTHER RELEVANT POLICIES:

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

- Special Educational Needs
- Online Safety
- Parental Complaints Procedure
- Attendance
- Pastoral Care
- CPOMS Policy

The purpose of this policy is to outline the principles governing the use of CPOMS within Abbey Community College. It acts in conjunction and to support the Child Protection and Safeguarding Policy. It also includes the necessary DPIA and GDPR information for the data recorded on CPOMS. This policy is specifically for school staff and does not relate to the setup and security of CPOMS. Hard copies of all CPOMS communications are stored with the Designated Teacher. The academic year 2024-2025 will mark the initial implementation of CPOMS and its integration into the school. Therefore, this document will serve as a dynamic resource, with additional information being incorporated as needed. This will include the provision of training materials for staff, the establishment of guidelines for logging incidents, and other valuable resources for future reference.

## ADDITIONAL NOTES:

Policy Number:

Circulars:

Child Protection and Safeguarding Circular or record storing can be found here <https://www.education-ni.gov.uk/publications/circular-202007-child-protection-record-keeping-schools>



## HISTORY:

Policy created: August 2024

By: Mrs C McNaghten  
Designated Teacher for Child Protection and Safeguarding

Emailed to Board of Governors:

Discussed at Board of Governors:

To be reviewed: Annually/June 2025



# WHAT IS CPOMS?



CPOMS is a revolutionary software application for monitoring child protection, safeguarding and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management of child protection, safeguarding, attendance issues, bullying and special educational needs. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.

*"All staff should be aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment".*

[Keeping Children Safe in Education \(September 2016\)](#)

## WHAT DO WE DO?

- CPOMS allows tracking of referrals to external agencies, such as the CAMHS, Social Services and the PSNI.
- Secure monitoring of child protection, safeguarding and student welfare for schools.
- CPOMS allows incidents to be recorded accurately and promptly
- Information is readily available for all safeguarding students and stored securely

**8,500**

SCHOOLS USING CPOMS

**96%**

PERCENTAGE OF SCHOOLS WHO IMPLEMENT CPOMS AFTER SEEING A DEMONSTRATION



# KEY FUNCTIONS

Using the incident and action logging functionality of CPOMS, you can follow a referral from the initial stage, keep a record of communications (including letters and phone calls) and be alerted if timescales are not being met. CPOMS also uses the same action-based functionality to track communication with parents and carers, as well as students themselves. You can also upload multiple files to a single incident, allowing you to easily move your paper-based records onto CPOMS.



## SAFEGUARDING

Report safeguarding concerns quickly and with more information included than on paper copies. Track multiple concerns on individuals.



## CHILD PROTECTION

Record details from meetings and any follow up actions required. Record information on students on the Child Protection Register.



## ATTENDANCE

Monitor, evaluate and report on individual and class attendance issues. Including whole year groups and those being referred to external agencies.



## SEND

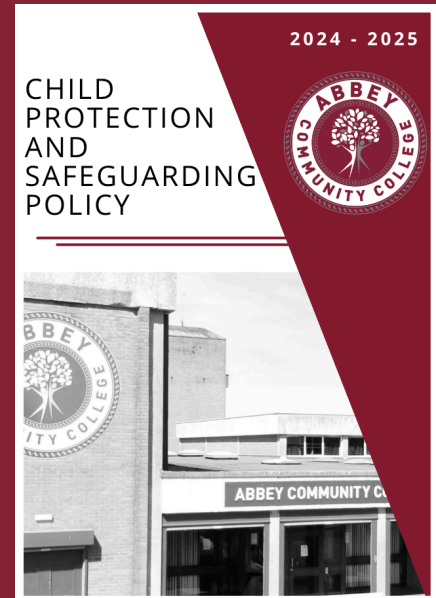
Staff can report new SEN concerns and store information on students on Stage 1 - 3 of the Code of Practice. Monitor and track individual students.



# PROCEDURES

Mrs McNaghten is the Designated Teacher (DT). The DT will allocate access levels to the CPOMS system based on their roles within the school. All members of the safeguarding team have higher access levels than anyone else within the school.

If any teacher suspects that a young person in his/her class may be a victim of abuse, they immediately inform the named person about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect or cyber bullying. Any action that the named person takes when dealing with an issue of child protection must be in line with the procedures outlined in the Schools Child Protection Policy (updated annually) and the statutory requirements for Child Protection.



## THE DESIGNATED TEACHER WILL ENSURE THAT:

- Files are kept on each case on a secure electronic system, CPOMS (Child Protection Online Monitoring System). These files contain sensitive and confidential information about specific Child Protection cases. The DT will only share this information on a strictly need to know basis. Access to young person's files on CPOMS is password and softkey protected. The safeguarding team will use two factor authentician Archived paper based files (prior to March 2018) are kept secure in a locked filing cabinet.
- All students that are new to school are added to CPOMS on enrolment.
- All staff receive regular training.
- All staff that are new to the school receive training in the use of CPOMS as part of the schools induction program.



# SCHOOL PROCEDURE

The Child Protection and Safeguarding Policy is updated annually by Mrs C McNaghten (DT). All procedures in relation to safeguarding are included within this document and should be followed by all staff.

Until September 2025, CPOMS has **not** completely replaced the '**Note of Concern**' forms as the means of recording safeguarding concerns about a young person; nor is it a substitute for immediately passing on a child protection concern to the DT.

If a member of staff identifies an immediate child protection concern, they must act in accordance with the 2024-2025 Child Protection Procedures and alert the Designated Teacher/Designated Deputy Teacher (DT/DDT) immediately regarding the nature of the concern.

The member of staff must also document this concern using one of the following methods:

- Safeguarding Team - complete a CPOMS incident referral
- SLT - complete a Note of Concern/complete a CPOMS incident referral
- Heads of School - complete a CPOMS incident referral
- Heads of Year - complete a Note of Concern
- Class Teachers/Form Tutors - complete a Note of Concern
- Classroom Assistants/Administrative Staff - complete a Note of Concern

Full staff training on the use of CPOMS will be conducted throughout the 2024-2025 academic year. Until training is completed, only the **Safeguarding Team and Heads of School** are authorised to make CPOMS referrals to ensure proper management and functionality of the system.

It is the responsibility of the DT/DDT to scan the concern form onto CPOMS.

Safeguarding staff may also log significant events on CPOMS if they feel this information will be useful for others to know and which may have an impact on the welfare of a young person 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 pastoral staff/SLT to know and which may have an impact on the welfare of a young person e.g. parent displaying violent/aggressive/discriminatory behaviour,



parent informing school of changes in behaviour/young person worried about school or social relationships. Staff should share the allegation/ concerns with the Designated Teacher. This is of the upmost and must be done promptly at the next available opportunity.

The Designated Teacher will receive notifications for all safeguarding incidents recorded on CPOMS. This will then be forwarded to the relevant member of the safeguarding team to follow up. Safeguarding team members should not begin follow up procedures until the concern has been forwarded to them.

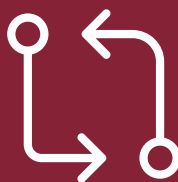
In the case of an urgent referral or emergency support, the student should be placed at the centre of the decision to seek urgent support. A CPOMS referral can be completed by the end of the working day rather than immediately.



It is vital that information is recorded on CPOMS before the end of the academic day in case of any follow-up from external organisations. The PSNI, Social Services, and other external agencies have contacted Safeguarding Team members outside of school hours due to the nature of some concerns or to provide an update on the welfare of a student. Therefore, it is vital that all relevant information is accessible.

- All additional documentation should be dated and signed and kept securely as it may be used as evidence in criminal proceedings. Such as written accounts by the young person. These documents will then be scanned and added to the CPOMS file
- Additional information should then be placed in a secure filing cabinet, as described above.
- Full safeguarding Information which is kept on CPOMS must be only accessed by the Designated Teacher or Deputy Designated Teachers or other relevant nominated staff

NOTE OF CONCERN	
CHILD PROTECTION RECORD - REPORTS TO DESIGNATED TEACHER	
Name of Pupil:	
Year group	
Date and time of incident/disclosure	
circumstances of incident/disclosure	
nature and description of concern	
Parties involved, including any witnesses to an event and what was said and done and by whom	
Action taken	
Details of any advice sought, from whom and when:	



The screenshot shows the CPOMS 'Add Incident' form. At the top, it says 'Abbey Community College' and '+ Add Incident'. There are utility icons for 'Remind Me', 'Hide Names', and 'Blank Screen'. The form fields include: 'Student' (a dropdown menu with a search prompt 'Begin typing a student's name'), 'Incident' (a large text area with a placeholder 'Please give a full overview of information related to the incident. Including what happened, where it happened, who witnessed the incident and what action was taken at the time.'), 'Categories' (checkboxes for Attendance, Cause for Concern, Child Protection, Mental Health and Wellbeing, Safeguarding Concern, and SEND), 'Linked student(s)' (a dropdown menu with a search prompt 'Begin typing a student's name' and a sub-prompt 'Type a student's name to link them to this incident.'), 'Maps' (a small icon of two people), 'Date/Time' (a date/time picker showing '04/07/2024, 09:58'), and 'Status' (a dropdown menu with 'Active' selected and a note 'Monitoring will end if you select 'No Further Action'').



# PERMISSION LEVELS

**Full system access and administration rights** are only available to the Safeguarding Team.

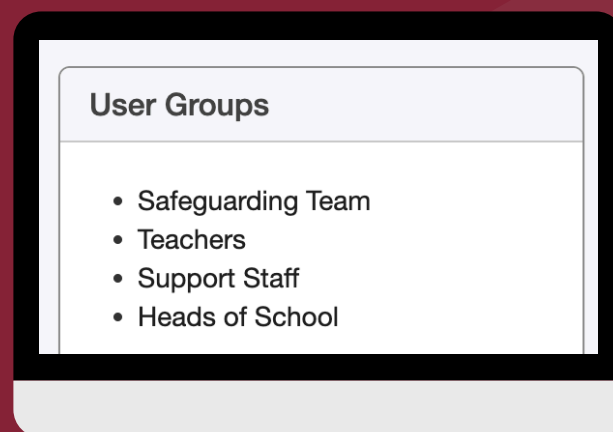
**Full system access (apart from Child In Need, Child Protection and safeguarding concerns/safeguarding meetings)** are available to SLT. SLT can see all categories which a student has open to them but they will not see individual incidents or information.

**Limited System access (apart from Child In Need, Child Protection and safeguarding concerns/safeguarding meetings)** are available to Heads of School. Heads of School can see all title categories which a student has open to them but they will not see individual incidents or information. Heads of School will have full access to SEND, LAC, PEP, Anxiety, Eating Disorder and attendance. Heads of School will be able to see incidents in relation to these areas. Self Harm and Suicidal Thoughts/Attempt will be added before June 2025 to their overview.

**'Write only' access will be available to teachers** - they can 'add/view incidents/actions'.

**'Write only' access will also be available to (Support Staff) admin staff, pastoral workers and classroom assistants.**

ALL DT/DDT's, SLT and Heads of School will have the 'CPOMS Authenticator' whether this is a hard key OR soft key access.







# HOW TO ACCESS 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 staff can add incidents and actions.

Initial set-up:

- Abbey Community College CPOMS server is accessible at: <https://fieldlane.cpoms.net>
- Your user name is your school email address.
- When you have accessed the web page, the following image will be visible:

Abbey Community College

Identity ⓘ

Email address

Password

Login

Forgotten your password or using CPOMS for the first time?

Can't log in?

Got a new device?

X Follow @CPOMSUK on X / Twitter

To set up your password:

1. Click the tab as directed
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.



**Your password should not be shared with any other member of staff.**



# EDUCATION DATA MANAGEMENT PROCEDURES

CPOMS  
A BAPTIST TECHNOLOGIES COMPANY

## DATA PROTECTION IMPACT ASSESSMENT (DPIA)

Mrs McNaghten has conducted a comprehensive DPIA in collaboration with the EA Information Governance team as well as Legal Teams within CPOM.S This DPIA will be distributed to all members of the Safeguarding Team, and all staff will be introduced to the document during their initial CPOMS training.

It is imperative that the guidelines outlined in the DPIA are strictly adhered to. These directives only pertain to the Safeguarding Team and will not affect other staff members. Staff outside the Safeguarding Team are granted either 'write only' or 'limited' access to CPOMS, which does not interfere with the DPIA.

## STAFF RESPONSIBILITIES

All staff must comply with GDPR regulations by ensuring secure log out procedures when using CPOMS on both school and non-school devices, which should be password-protected.

When using CPOMS, all staff must ensure that they are not connected to a data projector, external monitor, interactive screen, or a device that enables pairing/screen mirroring to another device, except for training purposes. During staff training, Mrs. McNaghten should ensure that the 'training mode' is selected.

It is vital all staff members to maintain a secure CPOMS account. The Safeguarding Team, SLT, and Heads of School will be granted two factor authentication to ensure further security due to the nature of the information they have access to.

It is Mrs McNaghten's responsibility to provide training and materials for all staff. These materials will be added to the CPOMS policy as appendices across the course of the academic year.




## IMPORTANCE OF INFORMATION HANDLING



Due to the sensitive nature of the data stored on CPOMS, it is crucial to inform parents/guardians of the data storage protocols in place.

As outlined in the DPIA, Mrs. McNaghten will send a letter to all parents via the Parent App, ensuring they are aware of how safeguarding information will be stored. All parents have the right to request a copy of their young person's safeguarding file. Guidance from CPSS will be sought, as it would be for a hard copy of the file, before providing this information.

The letter sent to parents/guardians:



**ABBEY COMMUNITY COLLEGE**

[date]

Dear [Recipient Name],

**Subject: Introduction of CPOMS for Safeguarding Information Management**

I trust this letter finds you well. As part of our ongoing commitment to ensuring the safety and well-being of all students at Abbey Community College, I am writing to inform you of an important update regarding our safeguarding procedures.

During the course of every school year, some students within our school community may require support from our dedicated safeguarding team for various reasons, including but not limited to self-harm, suicidal ideations, abuse, neglect, and online safety concerns. These concerns can be raised by school staff, parents, external agencies, or students themselves, and are treated with the utmost seriousness and confidentiality.

Currently, our safeguarding staff manage this information through manual, paper-based systems stored securely in a locked filing cabinet within the school premises. However, in the interest of enhancing our safeguarding practices, we have decided to transition to an online platform called CPOMS (Child Protection Online Monitoring System) during the upcoming academic year.

CPOMS is an application specifically designed for monitoring child protection, safeguarding, and welfare issues, providing a centralised and secure system for recording and tracking safeguarding information on each student. This platform enables our designated safeguarding lead, Mrs McNaghten, and deputy DSLs, Mr Smyth, Mr Laney, and Mr Sloan, to efficiently document and follow up on safeguarding concerns, ensuring a consistent approach to safeguarding across the school.

The introduction of CPOMS will streamline our safeguarding processes and allow for better collaboration among staff members involved in the safeguarding of students. All referrals to external agencies, such as Children's Services, CAMHS, and the police, will be easily tracked through CPOMS, enhancing our ability to monitor and follow up on any actions taken.


Please note that in order to utilise CPOMS effectively, there will be information sharing between SIMS (the school management system) and CPOMS. The shared information will include basic details such as parent contact information, student date of birth, address, and other relevant personal information to ensure accurate and up-to-date records.

We will be implementing this new system gradually throughout the academic year, with information about CPOMS and its functionalities being communicated to all parents periodically. Should you have any concerns or wish to know more about the information stored on your child, please do not hesitate to contact me directly for a discussion.

At Abbey Community College, we are fully committed to safeguarding the well-being of all students, and the introduction of CPOMS reflects our dedication to maintaining a safe and supportive learning environment for everyone. We appreciate your continued support and cooperation as we implement this important update to our safeguarding procedures.

Thank you for your attention to this matter. Together, we can ensure the safety and welfare of all our students.

Yours sincerely,



Mrs C. McNaghten  
Designated Safeguarding Lead