

RECORDING ON CPOMs

All safeguarding and behaviour written communication is completed using the school's electronic platform CPOMs. Staff will be provided with a log in and user name and a level of access appropriate to their role. In the first instance, a member of SMT should be told immediately and in person should a more severe behaviour incident occur.

These instructions should be followed to enable staff to complete an electronic record on the platform.

Any issues that arise from access should be discussed with a DSL who can investigate when needed.

1. Log into CPOMs using username and password and 2 factor authentication when appropriate.
2. Click "add incident"
3. Type in and select the name of the child
4. Select appropriate category/categories. These match the categories listed in the behaviour policy.
5. Type in relevant details of the incident using full names of children and adults involved. Keep this brief and factual and include only information that is necessary to the incident.
6. Link any other children as necessary.
7. Select DSL and relevant class teacher tags.
8. Follow up any actions required and add these as an action to the original incident or a new incident if access does not permit this.
9. If a parental conversation has taken place, ensure the content of this conversation is recorded as part of the incident or action.