



What is CPOMS?

Most schools operate a manual (in many cases hand written and paper based) system for the reporting of incidents, including potential Child Protection issues.

This 'system' is usually referred to within a school as 'the cabinet' or 'the file(s)'. Kidmore End, like many other schools in England uses an online system called "CPOMS".

CPOMS enables schools to improve their management of child protection and similar incidents and actions, whilst reducing staff time, paperwork and administration. As a result, it helps us to safeguard your children much more effectively.

CPOMS also enables schools to track referrals to external agencies, such as the NHS/CAMHS, Children's Services, and the Police (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.

A meeting held, conversation with a child, or a decision to undertake an assessment can all be recorded on the system, in a safe, secure and searchable record.

At Kidmore End we use CPOMS to record any incidents of note involving children or parents. These incidents may be related to child protection or they may fall into any one of a number of different categories.

All staff members have log in details for CPOMS and anyone can input an incident or a concern. **Not everyone can see concerns raised by colleagues.**

The school does not share every incident uploaded to CPOMS with parents. However, if an incident is sufficiently serious or notable, the school will endeavour to inform parents as soon as possible.

The decision as to whether an incident warrants parental notification is down to the staff member's discretion. Parents have the right to request to see information recorded about their child on CPOMS; such requests should be made retrospectively in writing.