

IncludEd Learning

Independent Specialist Education Provider



ACCEPTABLE USE OF CPOMS POLICY

Contents

1. INTRODUCTION	p.3
2. AIMS AND OBJECTIVES	p.4
3. PROCEDURES	p.5
4. RECORDING AND REPORTING	p.7

→ 1. Introduction

Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children', DfE 2018 as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances

Safeguarding our students is more than child protection – we will promote their health & well-being & ensure their personal & emotional development.

At IncludEd Learning, we aim to provide a safe environment, which will ensure that:-

The health, safety and well-being of all our students are of paramount importance to all the adults who work in our school. Our students have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

In our school we respect our students. The atmosphere within our school is one that encourages all students to do their best. We provide opportunities that enable our students to take and make decisions for themselves.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our students and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

This policy must be read and used in conjunction with the statutory guidance documents, **Keeping Children Safe in Education** (September 2023) and **Working together to safeguard children** (September 2018) and the departmental advice **What to do if you are worried a child is being abused – Advice for Practitioners** and the schools **Safeguarding and Child Protection**

Policy.

→ 2. Aims and Objectives

This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue, specifically the use of CPOMs to do this. Its aims are:

- to raise the awareness of all staff and identify responsibility in reporting possible cases of abuse; including the potential dangers posed to children by exposure to technology, cyber bullying through the internet, mobile telephone use, social networking and gaming.
- to ensure effective communication between all staff when dealing with child protection issues;
- to lay down the correct procedures for those who encounter an issue of child protection.

→ 3. Procedures

There is a named person in our school who is the Designated Safeguarding Lead (DSL) and Designated Lead for Looked After Children. The DSL will allocate access levels to the CPOMS system based on their roles within the school.

The Head of Centre ensures that the statutory duties are properly fulfilled. At IncludEd the DSL is Noreen Khan (Head of Centre). The Deputies are Paul Dearden (Deputy Head) and Adeel Kean (Pastoral Lead) and the named Advisory Panel member for safeguarding is Katrina Garg.

If any member of staff suspects that a student may be a victim of abuse, they immediately inform the DSL/DDSL 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 DSL/DDSL take when dealing with an issue of child protection must be in line with the procedures outlined in the Schools Child Protection Policy and the statutory requirements for Child Protection.

The DSL 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 DSL will only share this information on **a strictly need to know basis**. Access to children's files on CPOMS is password and softkey protected. Archived paper based files (prior to March 2018) are kept secure in a locked filing cabinet.
- All pupils that are new to school are added to CPOMS on enrollment. That all staff that are new to the school receive training in the use of CPOMS as part of the schools induction program.

SCHOOL PROCEDURE FOLLOWING A DISCLOSURE OR IDENTIFYING A CONCERN

- If a disclosure/ concern is made to a member of teaching or non-teaching staff, they should listen carefully to that allegation. They **MUST NOT** promise to keep the information confidential between themselves and the child, only sharing information on a need to know basis. They **MUST NOT** interrogate the child, as this may invalidate any criminal proceedings. They **MUST NOT** disbelieve a child and every allegation should be treated seriously.
- Staff should share the allegation/ concerns with the DSL, Deputy DSL using CPOMS. This is of the **upmost importance** and must be done promptly **at the next available opportunity**.
- It is then the duty of the DSL or Deputy DSL to act on the information received. The student's detailed account should be screened and follow-up action identified. This **may** include: further conversations with pupils/ adults in school to gather more information, contact with outside agencies, informing parents/ carers, referral to Children and families social care, contacting the police. In the case of accusations against staff contacting the LADO. **These actions will be logged on CPOMS at the earliest available opportunity.**
- All additional documentation should be dated and signed and kept securely as it may be used as evidence in criminal proceedings.
- Additional information should then be placed in a secure filing cabinet, as described above. Information kept on CPOMS must be only accessed by DSL or Deputy DLS or other relevant nominated staff.
- If the incident is child on child, then both sets of parents will be contacted in the first instance.
- If it is felt that by sharing the information with parents, the child is put at greater risk, the DSL should report this directly to Social Care. The DSL or Deputy DSL should contact the Parent or carer in the first instance before making an official referral. Except when an allegation of abuse has been made regarding the family and wider family. The DSL should contact Children's Services in the first instance to take advice.

→ 4. Recording and Reporting

Professional expectations on CPOMS entries

- All entries on CPOMS must follow professional standards for child protection records.
- All records must be written verbatim and in a factual manner, including relevant details such as the member of staff, date, time and any other important information.
- The record should satisfy the standards expected should the records be requested by parents/ carers, the police or for a court case.
- Telephone calls with agencies, social workers and parents/carers must be recorded as applicable on CPOMS.
- The CPOMS record should be treated as a chronology of events and should contain any information pertaining to the case or student.
- If meeting notes are received from external agencies at a meeting the date and time of the meeting needs to be added to CPOMS on that date and uploaded.
- If meeting notes are recorded by a designated officer at a meeting it is preferable that these are typed in order to be uploaded onto CPOMS and to ensure a manageable workload.
- Paper records can be scanned and uploaded onto CPOMS.
- If any documents or meeting notes are uploaded to CPOMS a record of this needs to be added to the chronology on CPOMS with the date that the item was uploaded and the name of the member of staff. The reference need only be a brief overview of the uploaded document, as per a paper chronology.
- Telephone, meetings and other information can be recorded directly on to CPOMS.
- It may be necessary in some instances, to involve other professionals e.g. school nurse, Access and Inclusion Officer, health visitor or G.P. but should do so confidentially. Any information disclosed to other agencies should be recorded on the CPOMS system.

SCHOOL PROCEDURE ON CONFIDENTIALITY AND RECORDING

- **CPOMS should be used by all staff to record incidents and concerns. All recording on CPOMS must be factual including dates, times and names of those involved.** Include times that information was received and who it was passed to. List any concerns about the child or any relevant, factual information. All information should be treated with the **utmost confidentiality** and never left in an open place. Other staff should be informed on a **STRICTLY** need to know basis. All information is exempt from access rights and no unauthorised person including those with parental responsibility has **ACCESS**.

- Agencies that may wish to access child protection information such as the Police/ Children's Social Care may only do so with the permission of the Head of Centre/DSL. Information relating to Child Protection (that may be needed in the case of a prosecution) may only be taken with the permission of the Head of Centre/DSL and documents issued recorded. Written notes taken must be photocopied and a copy retained by the school.

- We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them.

This policy is reviewed annually by the Head of Centre and the Advisory Panel.

Date reviewed: November 2023

Date of next review November 2025

