



Use of CPOMS policy

Also see **Safeguarding & Child Protection Policy**

Effective from: April 2026

Review date: April 2027

Purpose

The purpose of this policy is to ensure the safe, consistent, and effective use of CPOMS (Child Protection Online Management System) for recording, monitoring, and managing safeguarding and child protection concerns.

This policy is explicitly aligned with **Keeping Children Safe in Education (KCSIE)** and supports the organisation's statutory duty under Section 175 of the Education Act 2002 (or Section 157 for independent schools) to safeguard and promote the welfare of children.

Scope

This policy applies to all staff, volunteers, Directors, and contractors who have access to CPOMS within the organisation.

Principles

This policy reflects the key principles of **KCSIE**, including:

- Safeguarding is everyone's responsibility.
- Children may be vulnerable to abuse, neglect, and exploitation both inside and outside of school.
- Concerns about a child's welfare must be acted on immediately.

- A culture of vigilance must be maintained.

CPOMS supports these principles by enabling timely, accurate, and secure recording of concerns.

Roles and Responsibilities

All Staff

- Be vigilant to safeguarding concerns.
- Record concerns on CPOMS as soon as possible (ideally within the same working day).
- Use factual, professional language.
- Never investigate concerns independently.

Designated Safeguarding Lead (DSL) and Deputies

In line with **KCSIE**, the DSL and Deputy DSLs will:

- Take lead responsibility for safeguarding and child protection.
- Be available (during school hours) to discuss safeguarding concerns.
- Review, assess, and respond to all CPOMS entries promptly.
- Decide when to make referrals to children's social care, the police, or other agencies.
- Work with relevant agencies and professionals to safeguard children.
- Ensure safeguarding records are transferred securely when a child moves setting.

System Administrator

- Manage user access and permissions.
- Ensure staff receive appropriate CPOMS training.
- Maintain system security and compliance.

What Should Be Recorded on CPOMS

- Safeguarding or child protection concerns.
- Disclosures made by a child.
- Observations of behaviour or physical indicators.
- Welfare concerns and patterns of low-level concern.
- Records of actions taken and outcomes.
- Communication logs
- Minutes from meetings attended

How to Record a Concern

- Log in using your individual credentials.
- Select the correct child or young person.
- Enter information clearly and factually, including:
 - Date and time of the concern or disclosure.

- Exact words used by the child where possible.
 - Context and observations (not opinions).
- Attach relevant documents if appropriate.
- Submit the record to the DSL/Deputy DSL.

Confidentiality and Data Protection

- CPOMS supports the **KCSIE requirement** that safeguarding information is shared on a *need-to-know basis*.
- Access to CPOMS is strictly role-based.
- Information must not be shared outside CPOMS unless authorised by the DSL or required by law.
- Records must comply with UK GDPR and the Data Protection Act 2018.
- Staff must not download, print, or store CPOMS information outside the system without authorisation.

Professional Standards

- Do not promise confidentiality to a child.
- Do not delay recording concerns.
- Do not include assumptions, diagnoses, or unprofessional language.
- CPOMS must not be used for general behaviour management unless linked to safeguarding.

Training

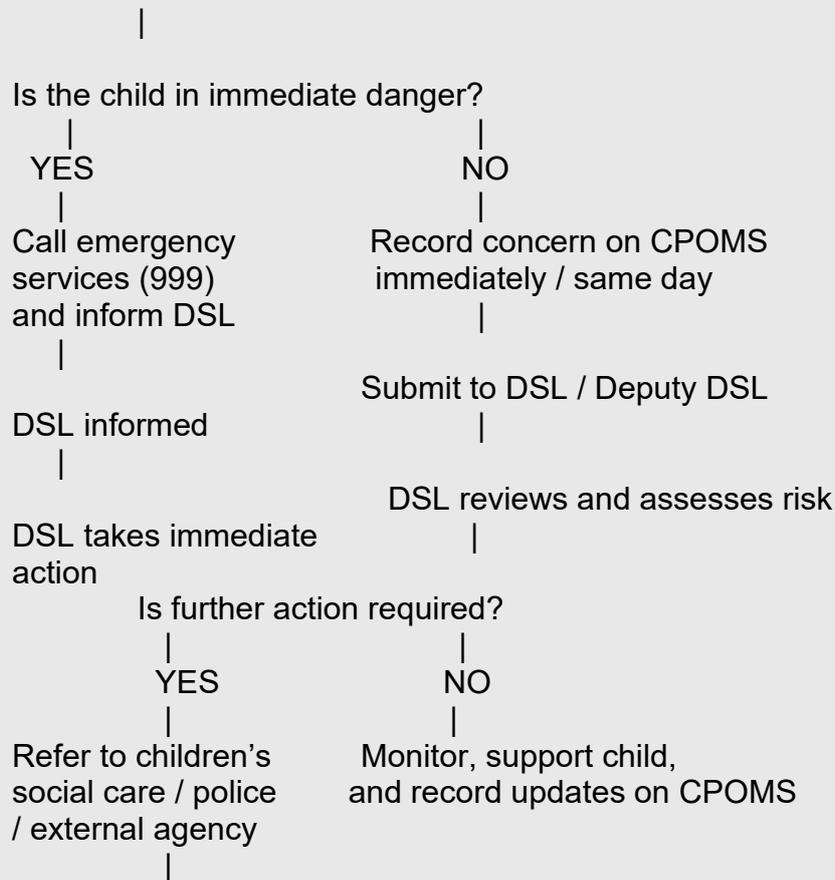
- All staff must receive safeguarding training that includes CPOMS use.
- Refresher training will be provided regularly.
- New staff must receive CPOMS training as part of induction.

Monitoring and Review

- The DSL will regularly audit CPOMS records to ensure compliance with **KCSIE**.
 - Patterns of concern will be identified and acted upon.
 - This policy will be reviewed annually, or earlier in response to updates to **KCSIE**, legislation, or local safeguarding arrangements.
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Appendix A: CPOMS Safeguarding Flow Chart (Reference)

Concern noticed or disclosure made



Record actions, decisions, and outcomes on CPOMS

Appendix B: One-Page CPOMS Staff Safeguarding Poster

Safeguarding Concerns – What Staff Must Do (KCSIE Aligned)

1. NOTICE

- A disclosure
- A concern
- A change in behaviour or appearance

2. RESPOND

- Stay calm
- Listen carefully
- Do **not** promise confidentiality

3. RECORD (Same Day)

- Log the concern on **CPOMS**
- Use factual, professional language
- Include the child's words where possible

4. REPORT

- Submit to the **DSL / Deputy DSL** via CPOMS
- If a child is in immediate danger, **call 999** and inform the DSL

5. REMEMBER

- Safeguarding is everyone's responsibility
- Never investigate yourself
- Never delay recording
- If in doubt – **record and report**

This guidance follows Keeping Children Safe in Education and the organisation's Safeguarding and Child Protection Policy.

Policy Approval

Policy Owner: Bridge 2 Education and Employment

Approved by: Director of Operations

Date Approved: April 2026

Next Review Date: April 2027

