



# St John Vianney Catholic School

*Love one another as I have loved you*

## CPOMS protocol

### Mission statement

***“St John Vianney School is an academic community which is characterised by the Gospel Spirit of Peace, Justice and Love. All that we do and say in our school will be dominated by Jesus’ words “Love one another as I have loved you”. Our school rules are based on this statement and carried in “our hearts and our heads” and reflected in the life and work of our school”.***

***St John Vianney Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.***

### CPOMS:

Protocol for use at St John Vianney Catholic Primary School 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)’.

St John Vianney, like many other schools in Coventry, 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 a CAF can all be recorded on the system, in a safe, secure and searchable record.

At St John Vianney 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. The categories are listed in full below. 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.

Information uploaded to CPOMS can only be accessed in the following ways:

- By invitation. The person raising the concern or logging the incident will share information as appropriate, e.g. with the class teacher or member of staff with responsibility for the child.
- By a “Merilock Key-holder”. A Merilock key is a USB key that only core personnel have access to. The key-holder can access information on any incident that has been uploaded to CPOMS. The only people in the school who hold Merilock keys are the safeguarding team which consists of:

- The headteacher;
- The deputy headteacher;
- The SENDCo;
- The learning mentors

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.

The categories for recording incidents on CPOMS are:

- Attendance;
- Behaviour;
- CAF level 2
- CAF level 3
- Care plan
- Child in need
- Child protection
- Domestic violence
- Disability
- Looked after child
- Medical
- Parent conversations
- Punctuality
- Racial incidents
- Safeguarding
- Special educational needs
- Education health care plans
- Team teach incident (restraining a child)
- Well-being