

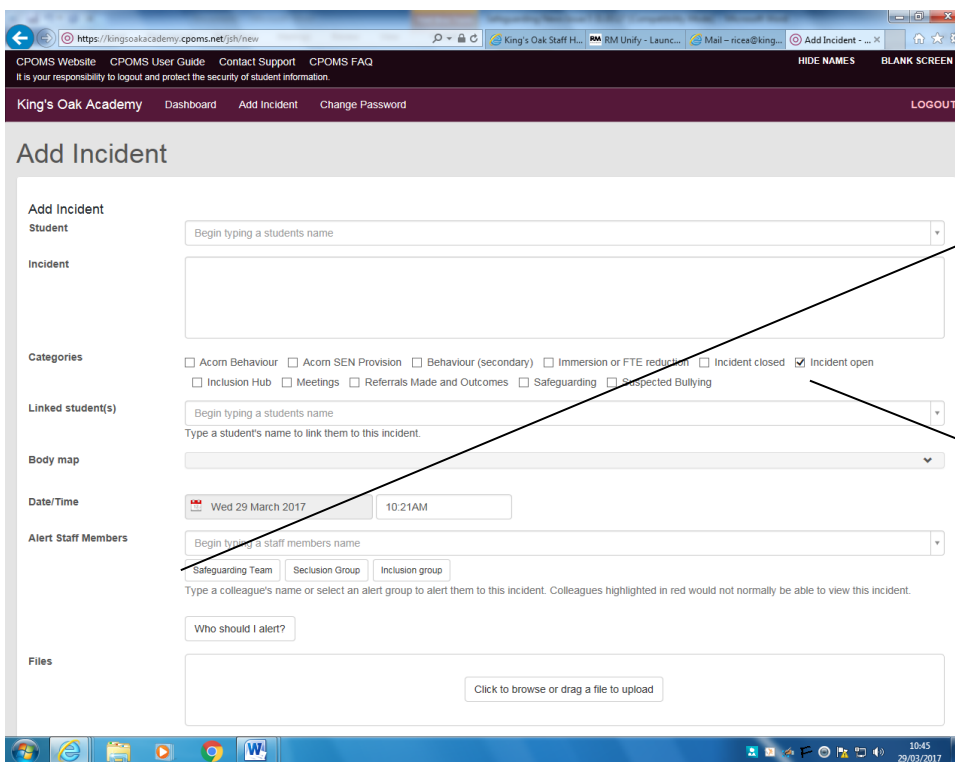
Safeguarding News

Issue 25

Safeguarding Concerns

FRIDAY 05 January 2018

CPOMS – Reminder



The screenshot shows the 'Add Incident' form in the CPOMS system. The 'Categories' section has 'Incident open' selected. The 'Alert Staff Members' section has 'Safeguarding Team' selected. The 'Date/Time' is set to 'Wed 29 March 2017' at '10:21AM'. The 'Files' section has a 'Click to browse or drag a file to upload' button.

Alert Staff Members –
Always select
Safeguarding Team

All new incidents
should be logged as
Incident Open. Do not
select any other
category as the
Safeguarding Team will
do this.

Any concern that you have regarding a student should be logged on CPOMS. Please add a **New Incident** under the category **Incident Open**.

Safeguarding Team must be alerted to all incidents and each will be categorised on receipt. There have been a number of incidents recorded recently that have not been sent to the Safeguarding team, these then haven't been picked up until our CPOMS review at our fortnightly Safeguarding Team meeting.

Please email RiceA@kingsoakacademy.org.uk if you feel you need refresher training.