

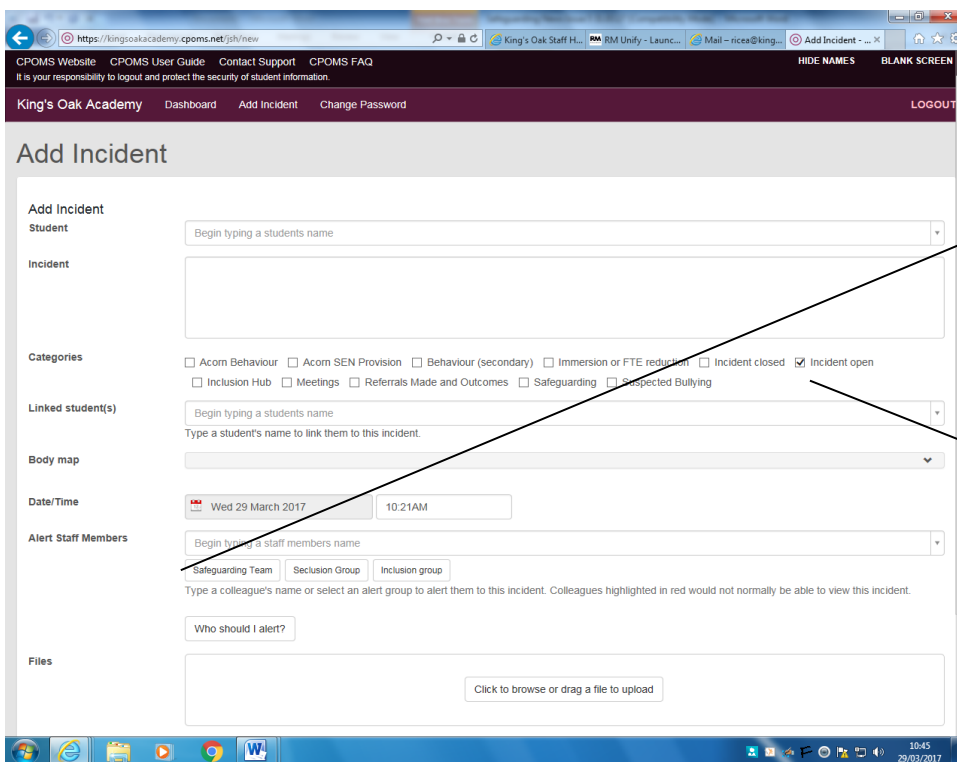
# Safeguarding News

ISSUE 37

## Safeguarding Concerns

FRIDAY 14 September 2018

### CPOMS – Reminder



The screenshot shows the 'Add Incident' form in the CPOMS system. The 'Categories' section has the following options:  Acorn Behaviour,  Acorn SEN Provision,  Behaviour (secondary),  Immersion or FTE reduction,  Incident closed,  Incident open,  Inclusion Hub,  Meetings,  Referrals Made and Outcomes,  Safeguarding, and  Suspected Bullying. The 'Alert Staff Members' section has a dropdown menu with 'Safeguarding Team', 'Seclusion Group', and 'Inclusion group' selected. The 'Date/Time' field is set to 'Wed 29 March 2017' at '10:21AM'.

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.

Please email [RiceA@kingsoakacademy.org.uk](mailto:RiceA@kingsoakacademy.org.uk) if you have any questions.