



CPOMS User Guide

CPOMS – Online Child Protection/Safeguarding Reporting

User Guide

Using CPOMS for the first time

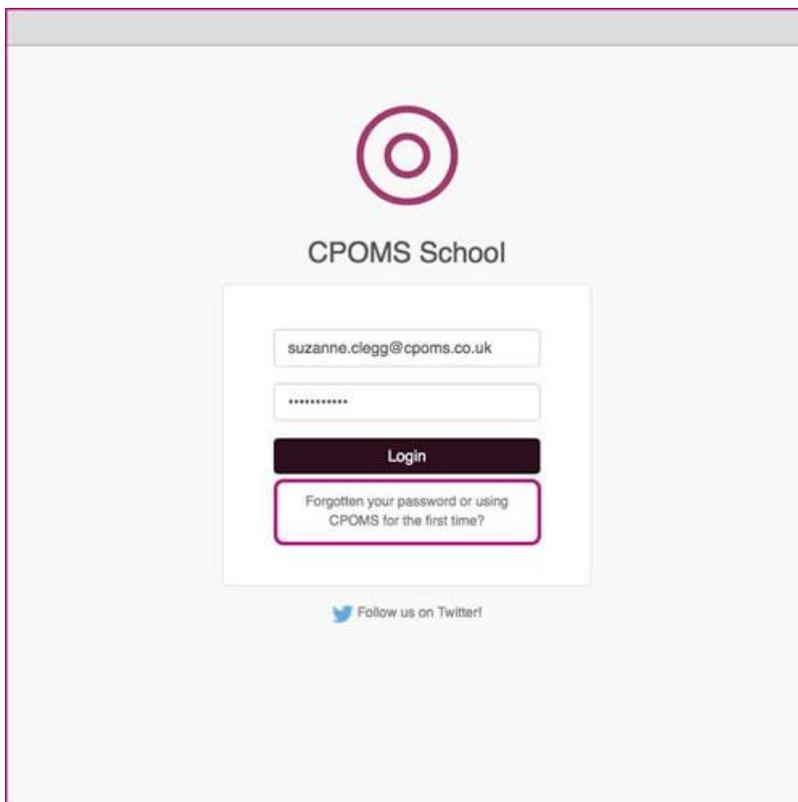
Firstly every user needs to set their own password.

In order to ensure that all users change their passwords to something that is personal and secure we do not provide you with a password to begin with.

To create your first password please visit

<https://montsaye.cpoms.net>

Click on the **'Forgotten your password or using CPOMS for the first time?'** option (beneath the 'Login' button).



Next, input the email address which was supplied to us and click **'Reset Password'**. This will then send you a unique hyperlink to your email address which will enable you to create your first CPOMS password.

Once you have created your first password, go back to your CPOMS log in page and enter your email address, password and click the 'Login' button.

Dashboard

Once you are logged in to CPOMS, you will see an 'Alert' and 'My History' section.

If you have been alerted to anything at all within CPOMS it will display within your 'Alert' section to view.

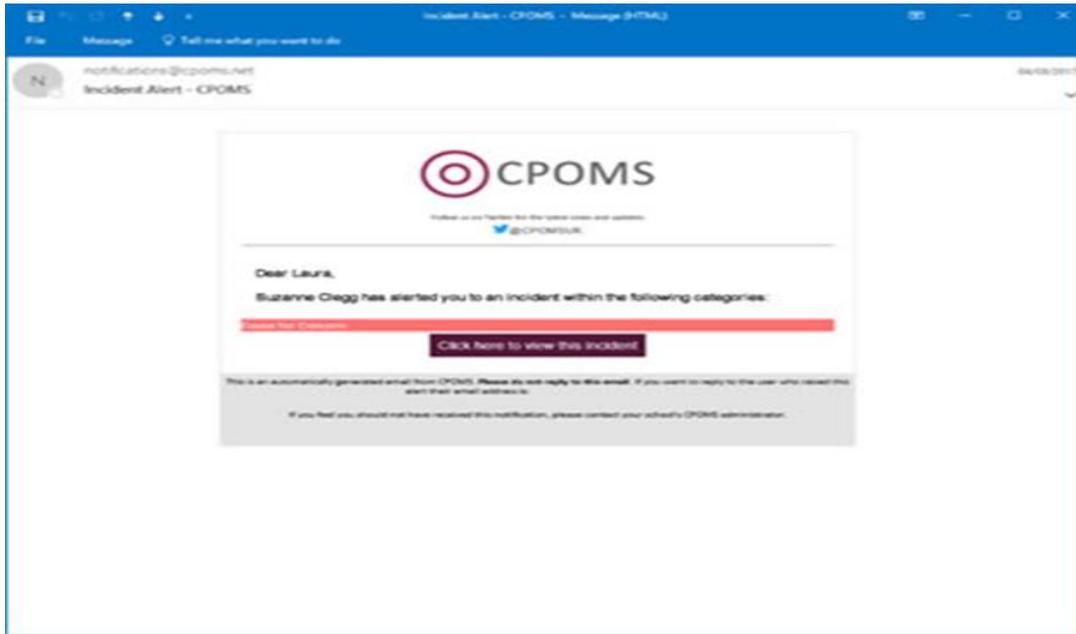
The 'My History' section will list any incidents or actions that you have added in the last 7 days for your information.

The screenshot shows the CPOMS dashboard interface. At the top, there is a navigation bar with links for 'CPOMS Website', 'CPOMS User Guide', 'Contact Support', and 'CPOMS FAQ'. Below this is a secondary navigation bar with 'CPOMS School', 'Dashboard', 'Add Incident', 'Library', and 'Account Settings'. The 'Add Incident' link is circled in red. The main content area is titled 'Dashboard' and is divided into two sections: 'Alert' and 'My History'. The 'Alert' section has a table with columns 'Alert' and 'Added'. It lists three incidents: 1) 'Chloe Kelan added an incident for Hannah Greenwood' with categories 'Child Protection' and 'Home Issues', added 2 days ago. 2) 'Chloe Kelan added an incident for Danielle Bradshaw' with category 'Home Issues', added 4 days ago. 3) 'Wendy Abbott added an incident for Asif Hussain' with category 'SEND', added 6 days ago. The 'My History' section has a header 'My History' and a sub-header 'Added'. Below it, a message states: 'You have not logged any incidents or actions in the last 7 days.' The footer of the page contains the text: 'CPOMS © 2018, CPOMS Systems Limited. v5.11.1 | View our cookie policy |'

Viewing an Incident

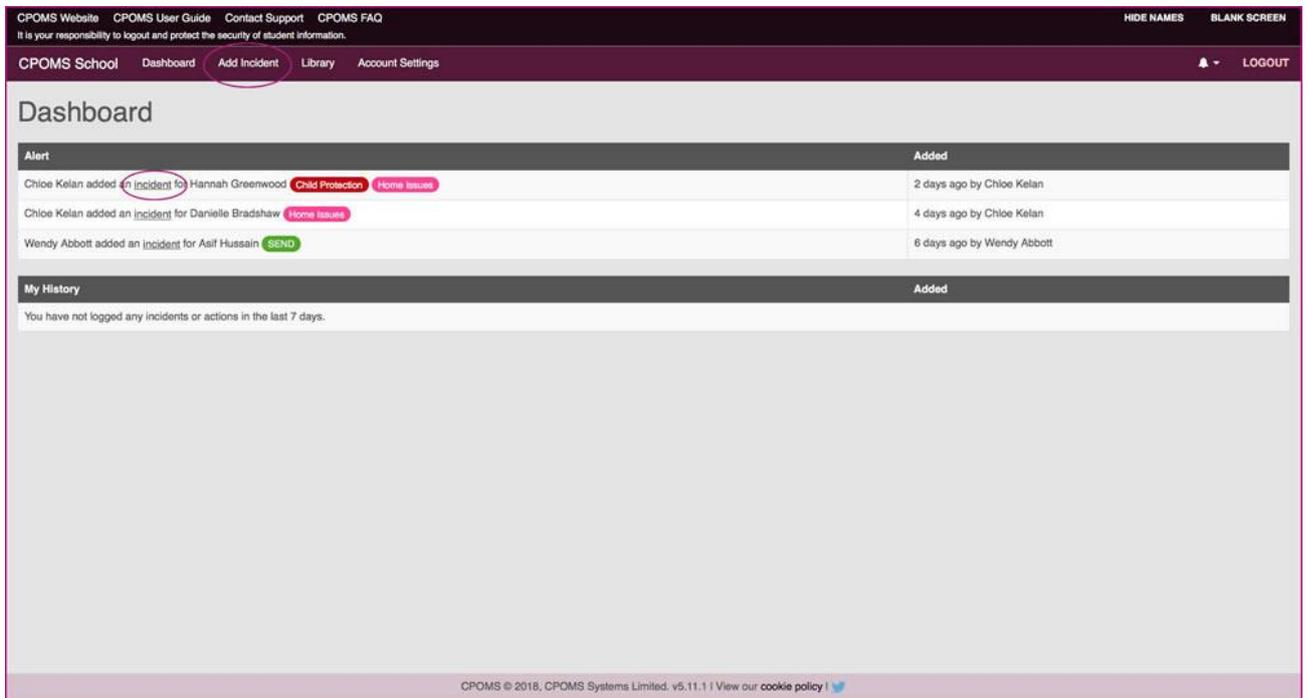
If you have been sent any alerts at all, you will also receive an email to your school email address (or the one which we have been given) to make you aware of the fact that you have been sent an alert by a member of staff in school.

The email will tell you who has created the alert and which category it comes under but no other information. It will then give you a link to the log in page for your CPOMS to view the content in full.



Once logged into the dashboard you will see your list of alerts. They again will tell you which member of staff has alerted you, which student the alert is for, which category the incident falls under and finally when the incident alert was created.

If you click on the word Incident you will be taken directly to view the incident.



Once you have read and dealt with the incident, you can choose to 'Add Action' below the content, to add in the detail of any action you have taken, or what you would now like a colleague to follow up.

Once you have added your action you may mark the incident as read to acknowledge that you have seen the incident and understand the content.

mark as read

N.B Please note as you do not have key access, once you have marked the incident as read, the alert will disappear from your alerts dashboard and you will not be able to read it again. Therefore if you are required to add any actions make sure to do this before you select the 'mark as read'.

The screenshot displays the CPOMS School interface. At the top, there is a navigation bar with links for 'CPOMS Website', 'CPOMS User Guide', 'Contact Support', and 'CPOMS FAQ'. Below this is a sub-header with 'CPOMS School', 'Dashboard', 'Add Incident', 'Library', and 'Account Settings'. The main content area is titled 'Viewing Incident - Hannah Greenwood (1B)'. It shows a report from Chloe Kelan on Mon 13/08/2018 at 15:50, categorized under 'Child Protection' and 'Home Issues'. The incident description states: 'Mr Greenwood was spotted outside of the school gates at the end of the school day. Mrs Simpson had seen him when she was coming to pick Leah up, and informed me that she was aware of the situation with the Greenwood family and that she had just seen him on her way in. She also managed to prevent both Hannah and Matthew from seeing their father and causing any distress.' Below the description, it says 'Chloe Kelan alerted you to this incident.' and 'next alert: mark as read'. There is an 'Add Action' button in the center. The footer contains 'CPOMS © 2018, CPOMS Systems Limited. v5.11.1 | View our cookie policy |'.

Adding an Action

Once you have read an alert and dealt with it, you can then log an action. This is very similar to incident logging and you can choose to alert other staff in the same manner. You can then make sure that there is a clear trail of what has been done, by whom and when. This ensures that everyone alerted has an up-to-date knowledge of what is happening with that student.

The image shows two screenshots of the CPOMS web application. The top screenshot is titled 'Viewing Incident - Hannah Greenwood (1B)'. It displays an incident report from Chloe Kelan on Mon 13/08/2018 at 15:50, categorized under 'Child Protection' and 'Home Issues'. The incident description states: 'Mr Greenwood was spotted outside of the school gates at the end of the school day. Mrs Simpson had seen him when she was coming to pick Leah up, and informed me that she was aware of the situation with the Greenwood family and that she had just seen him on her way in. She also managed to prevent both Hannah and Matthew from seeing their father and causing any distress.' Below the incident details, there is a section for 'Linked Students' listing Matthew Greenwood (5B). A notification states 'Chloe Kelan alerted you to this incident.' In the top right corner of this section, there are buttons for 'next alert' and 'mark as read'. A pink oval highlights the 'Add Action' button in the center of the page.

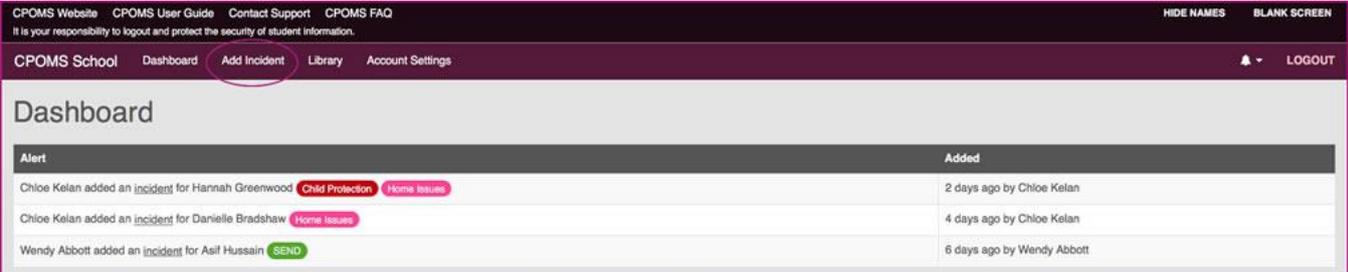
The bottom screenshot is titled 'Add Action'. It shows the form for logging an action. The incident details from the previous screenshot are repeated at the top. Below this, there is a large text area for 'Action Taken'. Further down, there are fields for 'Agency Involved' (with a 'Select Agencies' dropdown), 'Date/Time' (set to Fri 17 August 2018 at 2:08PM), 'Add action to linked students' (checkbox), and 'Alert Staff Members' (with a search bar and a dropdown menu). Below these fields, there is a section for 'Add incident alert recipients' with a note: 'These user(s) were alerted to the corresponding incident.' At the bottom, there is a 'Files' section with a 'Click to browse or drag a file to upload' button. A pink oval highlights the 'Add Action' button at the bottom left of the form.

- Firstly fill in the free text box with all the information needed about the action taken.

- Click on 'Agency Involved' to choose which, if any, agencies have been involved in this action.
- Select the date and time you wish to record, if different to the current.
- If you would like the action to be copied to the linked students profile click on the tick box to 'Add action to linked students' next, and 'Share documents?' if necessary.
- Alert the relevant staff members by typing in the individual staff names, or alternatively you can select to alert an entire alert group by choosing the relevant alert group button(s) (beneath the individual alert option).
- Add a file if needed, using the 'Click to browse or drag a file to upload' button.
- Click 'Add Action' to submit and send on any selected alerts to staff.

Adding an Incident

To add a new incident to the system click on the 'Add Incident' link at the top of your screen.



The screenshot shows the CPOMS School Dashboard. At the top, there are navigation links: CPOMS Website, CPOMS User Guide, Contact Support, and CPOMS FAQ. Below these are links for CPOMS School, Dashboard, Add Incident (circled in red), Library, and Account Settings. The main content area is titled 'Dashboard' and contains a table of alerts.

Alert	Added
Chloe Kelan added an incident for Hannah Greenwood Child Protection Home Issues	2 days ago by Chloe Kelan
Chloe Kelan added an incident for Danielle Bradshaw Home Issues	4 days ago by Chloe Kelan
Wendy Abbott added an incident for Asif Hussain SEND	6 days ago by Wendy Abbott

This will take you to the incident page where you can proceed to fill in all the required information.

CPOMS Website CPOMS User Guide Contact Support CPOMS FAQ
 It is your responsibility to log out and protect the security of student information. HIDE NAMES BLANK SCREEN

CPOMS School Dashboard Add Incident Library Account Settings LOGOUT

Add Incident

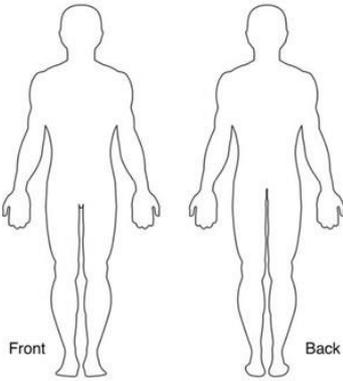
Student Back

Incident

Categories
 Behaviour Bullying Child Protection Home Issues LAC Medical Issues Prevent SEND
 Child Protection Subcategories
 CAF Cause for Concern Child Protection Plan CIN Early Help

Linked student(s)
 Type a student's name to link them to this incident.

Body map



Front Back

Date/Time

Alert Staff Members
 SLT Teachers
 Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.
 Who should I alert?

Files

Agency involved

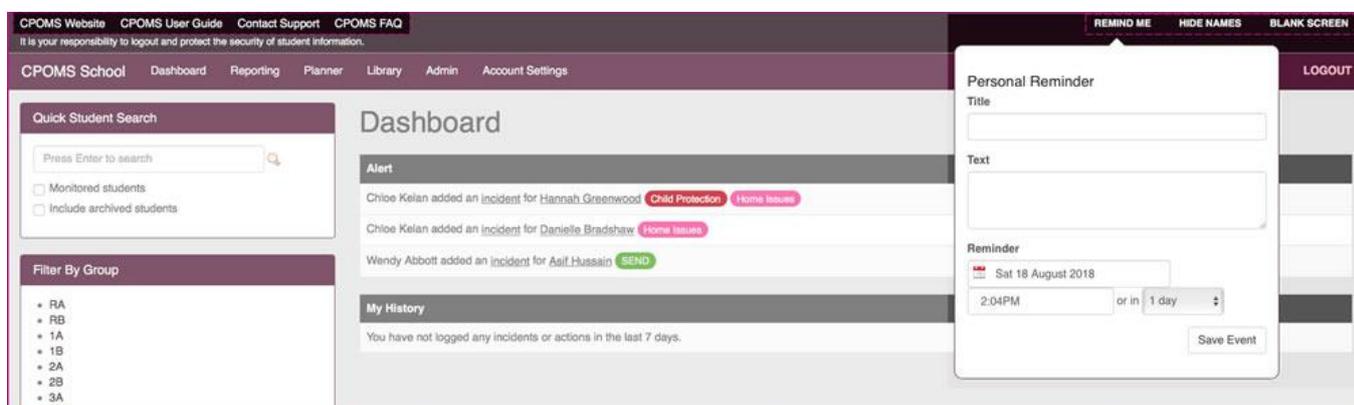
- Firstly select the child to whom you want to add the incident, begin typing the name in the student box at the top of the page. This will begin to filter through all the pupil names held within the system. Once you have selected a name, the box will turn grey. If you have selected the wrong name click the red 'X' delete button to choose an alternative.
- Fill in the incident text box with all of the details about the incident which you are adding. This is a free text box so you can add as much or as little as needed. Be careful to be accurate and specific.
N.B When inputting any linked student names into the incident text box, please ensure that you spell their name identically to how it is spelt within your MIS. This ensures that if you do need to use the 'Hide Names' feature in the future, their name will be detected and blanked out. If the student is not linked in to the incident, we recommend using their initials as they will not automatically be picked up by the 'Hide Names' feature.
- After you have filled in all of the details of the incident you need to select at least one category to assign it to (if there is an overlap you can select more than one).
- You can then choose to link in other students if more than one is involved in a particular incident. This will copy the incident to all pupils selected. You can also click to monitor the

linked student under the same category, if necessary, and also share any documents attached to the incident.

- The 'Body map' feature allows you to apply numbered markers to a body map image to support your incident text.
- Following this you can select a time and date. These will both default to the current time and date you are adding the incident, however if you wish to change it to when the incident actually occurred you can do so here.
- Next, you can choose which members of staff you wish to alert. Begin typing a name and CPOMS will filter through all CPOMS registered staff members. Alternatively you can select to alert an entire alert group by choosing the relevant alert group button(s) (beneath the individual alert option).
- If you would like to attach a document to support the incident e.g. a social services letter, previous school case notes, or meeting minutes etc. you can do so at this point. Simply click to browse and find the relevant document on your pc and add as you would an email attachment, or drag a file from one of your folders to upload.
- Next, you can add any agency names to the incident to make others aware of which agencies are involved with this pupil.
- Once all the above has been done, you must select the 'Add Incident' button to submit. This will then send out email alerts to all of the selected staff members telling them that they need to log in to CPOMS to look at a newly added incident.

Extra Features

A few final features on CPOMS are the Hide Names and the Blank Screen mode. You will find these at the top left and right of each page throughout the system.



Hide Names

The Hide Names mode, available in the top right-hand corner of your screen, will star out the names of all students within the system. This follows suit throughout every page until you turn it off by re-clicking the button, which would now be called Show Names.

Blank Screen

The Blank Screen mode, available in the top right-hand corner of your screen, will quickly provide you with a cover to hide your screen; for example, if you are perhaps interrupted by someone who you do not want to see your screen when adding a new incident, without having to lose where you are in the system.

The blank screen mode will automatically activate after fifteen minutes of inactivity.

N.B Always log out completely if you are leaving your computer for any time.