**CPOMS Category Guide**

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| **Categories** | **When to use:** |
| **Attendance** | To be used when adding an incident regarding a child’s attendance at school. |
| **Behaviour** | To be used when a child has had a behavioural incident in school.  Reports about behavior incidents at home should be tagged as contact.  Do not use the **Concern** category unless there is a safeguarding concern with the behaviour incident too. |
| [**Behaviour Intervention**](https://bookerpark.cpoms.net/students/category/360) | When a child has needed support to regulate using strategies for example, distraction, change of face etc. |
| **Bereavement** | To be used when there has been a family death. |
| [**Child's view**](https://bookerpark.cpoms.net/students/category/330) | If a child voices their thoughts and it needs to be recorded – negative or positive.  This can include their response from being directly involved in an incident. |
| **Concern** | To be used when there is a **safeguarding concern** regarding a child.  **DSL’s will edit if this is a continuing or new concern**  **NOT** to be used for a new behaviour concern, health or first aid. |
| **Contact** | To be used to document important information discussed about the child or family i.e family bereavement, change in the home circumstances, needing support, struggling emotionally.  **Not** to be used to document every contact. Please use your **professional judgement**. |
| **Meetings** | To be used when you have had a meeting face to face or on Teams.  Please chose a sub-category that suits the meeting purpose. |
| **First aid** | To be used when a child has had an accident needed first aid  (cold compress, cleaned area, plaster etc.) |
| **Home Visit** | To be used when you have gone to a child’s home. |
| **Health** | To be used when there is a health/medical update, an illness etc. |
| **Feeding Concern** | To be used when you have a concern regarding a child’s oral eating/gastrostomy/nasal feed etc. |
| **Low Level Physical Intervention** | When a child has had a Team Teach Low Level physical intervention for behaviour management, *for example, a guide, stance and body positioning, release from hair pull etc.* |
| **Physical Intervention** | When a child has had a Team Teach physical intervention for behaviour management, *for example, holds that are restrictive to a child, small person hold, double elbow, figure of 4 etc. Also clarify in your incident the hold you used and the length of time the child was in the hold.* |
| **Well-being** | When this is not a safeguarding concern, however it is an important piece of information to record. i.e Lunch not brought, inappropriate clothing for the weather, out of date food, parent-child interactions observed.  To be used if it is something that has an impact upon the child.  Depending on the frequency of occurrence, this can escalate to a safeguarding concern.  **NOT** to be used instead of the first aid category. |

**Adding an entry on CPOMS:**

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| Student | * Start typing the child’s name and it will come up. |

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| Incident | * Write full clear sentences – you can use bullet points. * Write your name and put your job title the first time that you use “I”. * No abbreviations (write the swear word/inappropriate sentences). * Use children’s full names if you are writing an incident with others present, not initials. * Do not include your personal opinions or assumptions. * Be factually accurate, i.e. no personal opinions or assumptions. If you are making a professional opinion, this should be clearly recorded. |

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| Categories | Chose the correct category, there needs to be one or more. |

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| Maps | Complete a body map for any marks/bruising etc. |

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| Linked Student | Only link a student if they were part of the same incident/category.  *For example, the first aid was the same for 2 or more children so you can link them rather than completing another CPOMS or a behaviour incident happened, and 2 or more students were carrying out that same behaviour, you can link them.*  *If a child was hurt or upset by an incident, then they need a separate CPOMS entry for them.* |

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| Date/Time | Please select the date and time of the incident. |

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| Status | Please ignore. |

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| Assign to | Please ignore. |

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| Files | To add documents, you need to save them to your drive first and then upload.  To save an email from parent’s/carer/professional please see Appendix A. |

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| Alert Staff Members | Only alert staff if this is not a safeguarding concern. i.e. School Nurse, OTs, Physio, SALT. |

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| Agency Involved | Please ignore. |

**Appendix A**



**To save an email:**

Click on Print – you may need to click on the 3 dots first then print:

A screenshot of a computer

Description automatically generated



You’ll then see this screen, click on Print:



Then select Save to PDF, then click on Microsoft print to PDF and save the email to your drive.

A screenshot of a computer screen

Description automatically generatedA screenshot of a computer

Description automatically generated



A screenshot of a computer

Description automatically generatedTo attach a document to CPOMS, click on the highlighted section and upload your document:

