

### **CPOMS user guide**

Log in using your school e-mail and a password of your choice.

You have the main dashboard; on there you can find your library which contains key documents/policies or you can log an incident

#### **To log an incident:**

1. Click 'add incident'
2. Type in the pupil's name
3. Describe the incident (remember that anyone can read this so choose wording carefully and if you are quoting a pupil word for word, it should be in speech marks. Use the pupil's proper name. Avoid adding your opinion.
4. Click the category 'Notice of Concern'
5. Link students who were also involved to copy the incident to their file
6. Enter the date and time **of the incident**
7. Select the group or individual staff to notify
8. Add in a file e.g. photo, witness statements