



Written by: R.Hately

CPOMs and Communication Agreement

December 2019

based on Keeping Children Safe in Education DfE guidance September 2019

Key Contact Personnel in School

Designated Safeguarding Lead:

Carly Adams, Family Engagement Leader
c.adams@joydens.org

Designated Safeguarding Lead:

Rachel Hately, Headteacher
headteacher@joydens.org

Deputy Designated Safeguarding Lead(s):

Emma Barnett, Deputy Headteacher & SENCO
senco@joydens.org

Deputy Designated Safeguarding Lead(s):

Ellie East
e.blancke@joydens.org

Named Safeguarding Governor:

Aimee Gardner
COG@joydens.org

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures

Context

This policy has been developed to ensure consistent communication practice is embedded across the school by all employees. This is to be read and understood in conjunction with the Staff Code of Conduct.

Key Responsibilities

- The school has a nominated governor for safeguarding. The nominated governor will take the lead role in ensuring that the school effectively audit the use of CPOMs by **employees**.
- DSL will monitor the usage of CPOMs and inform the Headteacher of any relevant persons who have **not accessed this regularly**.
- Troubleshooting – if any employee has difficulty accessing CPOMs it is their responsibility to raise this with the DSL, who may instruct you to contact CPOMs directly to seek assistance (Support Number: 01756 797766).

Employees Usage

All staff are expected to check CPOMs following the guidelines below.

Roles	Frequency (minimum expectation for checking CPOMs)
DSLs/SLT	Every 24 hours
Teachers	Every 48 hours
Support Staff	Every 48 hours
Office Staff	Every 48 hours
Catering Support Team	No access to computer – use of red forms to be completed for Safeguarding and blue forms for Behaviour. Any information involving Catering Team will be shared and logged on CPOMs Staff.
Premises Manager	No access to computer – use of red forms to be completed for Safeguarding and blue forms for Behaviour. Any information involving Premises Manager will be shared and logged on CPOMs Staff.
Catering Manager	Every 48 hours

Students and Volunteers - must receive Safeguarding Training as part of the induction process which includes the protocol and procedures regarding logging a Safeguarding incident/concern as per the school's safeguarding policy.

Communication Expectations

- All staff are expected to check the school online **calendar daily** as a minimum.
- If staff have difficulty accessing the school online calendar it is their responsibility to bring this to the attention of the DSL or their Line Manager at their earliest convenience.
- All staff are expected to check their work email **every 48 hours** as a minimum.

Signed

Date