



# **CPOMS & COMMUNICATION AGREEMENT**

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## 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 audits the use of CPOMs by **employees**.
- DSLs 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.

<b>Roles</b>	<b>Frequency (minimum expectation for checking CPOMs)</b>
DSLs/SLT	Every 24 hours
Teachers	Every 48 hours
Support Staff	Every 48 hours
Office Staff	Every 48 hours
Catering Manager	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.

**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.
- Dojo Communication: Learning update video each week of what has been taught that week OR what is coming up the following week in: Maths, Reading/Phonics, Writing (this can be one video shared across the year group by an adult or child). Weekly post about current interests/topics and learning in their class/environment including pictures of children actively learning. Homework reminders. Spellings to be uploaded weekly – if there are children with different spellings, colour code the groups e.g. red group spellings and green group spellings and inform parents to send a message to you if they are unsure which group their child is in.

**Signed**

**Date**