

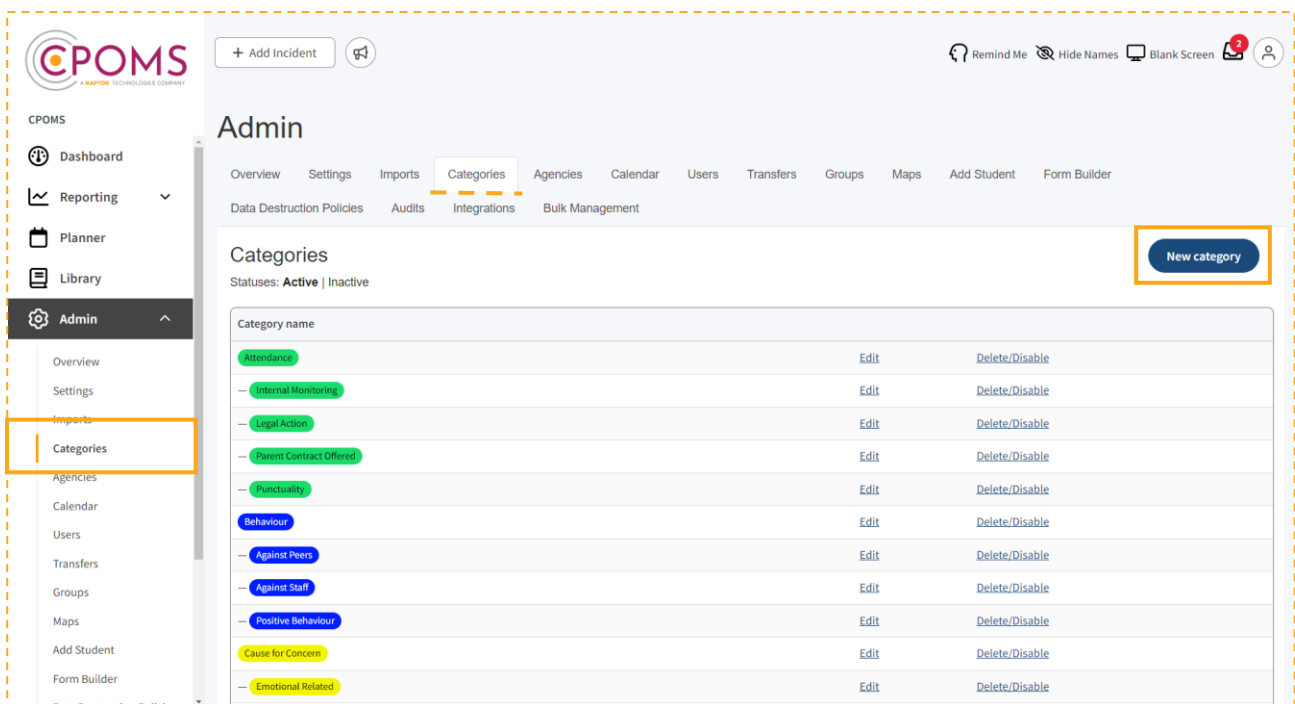
CPOMS - Categories and Agencies

CPOMS Categories

Adding a new category or sub-category to CPOMS

New categories can be added to CPOMS by an **Admin Key Holder** in school.

Step 1 – Navigate to the ‘Admin’ area, and click on the ‘Categories’ tab. Click on the ‘**New category**’ button, to the right-hand side of the page.



Step 2 – Complete the ‘New Category’ form.

New Category

Name

Colour ▼

Parent category

User Group Permissions

User Group	<input type="checkbox"/> View Students	<input type="checkbox"/> View Incidents	<input checked="" type="checkbox"/> Add Incidents
SLT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Teaching Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phase Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Category

- Ⓢ **Name** - enter the name of your new category.
- Ⓢ **Colour** - select your preferred colour for the new category lozenge, or you can click ‘Copy category Colour’ to see what colours you have used before and copy if desired (useful when creating sub-categories).
- Ⓢ **Parent Category** - If this will be a sub-category, please select the category you would like the new category to fall under here. **For top-level ‘Parent Categories’ leave blank.**
- Ⓢ Next, choose the **‘User Group Permissions’** for the new category, these are:-

<p style="color: #0056b3; font-weight: bold; margin: 0;">View Students</p> <p style="font-size: 0.9em; margin: 5px 0 0 0;">This permission allows users in the group to view students ‘monitored’ for this category.</p>	<p style="color: #0056b3; font-weight: bold; margin: 0;">View Incidents</p> <p style="font-size: 0.9em; margin: 5px 0 0 0;">This permission allows users in the group to view incidents assigned to this category.</p>	<p style="color: #0056b3; font-weight: bold; margin: 0;">Add Incidents</p> <p style="font-size: 0.9em; margin: 5px 0 0 0;">This permission allows users in the group to add new incidents to this category.</p>
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- Ⓢ Lastly, click **‘Save Category’**.

When adding an incident to the system, any sub-categories will be displayed for selection once a parent category is selected.

Merging categories in CPOMS

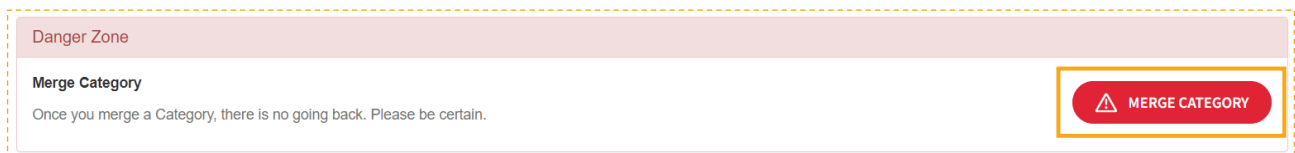
If you need to merge categories for any reason in CPOMS, this can be done by an **Admin Key Holder** in school.



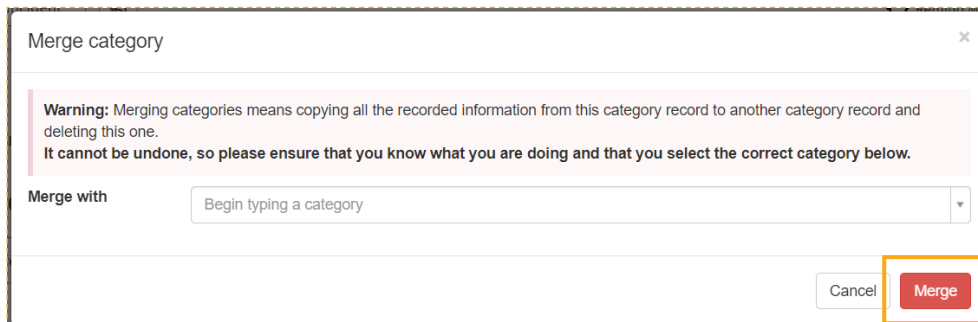
Please note, the merging of categories is **irreversible** so should only be selected if you are 100% sure.

To merge two categories together, please navigate to the **'Admin'** area, and click on the **'Categories'** tab. Next, click on **'Edit'** next to the name of the category you would like to merge.

Scroll right down to the bottom of the page and click on the **'Merge category'** button.



Next, choose the category name that you would like to merge with, by typing part of its name and clicking on it. Click on **'Merge'** when you are ready.



Once merged, all incidents assigned to the category will be re-assigned to the category you have chosen to merge with. Students currently monitored under the category will also become monitored for the category you have chosen to merge with.

Changing a category name

If you need to amend a category name for any reason in CPOMS, i.e. a spelling error, this can be done by an **Admin Key Holder** in school.



Please do not change the meaning of a category when updating its name, as the new category name will be transferred to all past incidents logged against this category and also any students monitored for the category, past and present.

To amend a category name, please navigate to the **'Admin'** area, and click on the **'Categories'** tab. Next, click on **'Edit'** next to the name of the category you would like to update. Simply over-type the current category name, with the updated one, and scroll down to **'Save Category'**.

How to delete a category

An **Admin Key Holder** in school can delete/ disable categories in CPOMS. Simply navigate to the **'Admin'** area, and click on the **'Categories'** tab. Click on **'Delete/Disable'** next to the name of the category you would like to remove.

If there are no incidents assigned to the category it will be removed in full.

If the category has incidents assigned to it, the category will become disabled. This means no new incidents can be logged against the category, but incidents logged against the category can still be included in your reports.

You may also choose to 'Enable' the category again in the future if needed.

Example Categories

Child Protection

- Ⓢ CP Plan
- Ⓢ Conference
- Ⓢ Core Group Meeting
- Ⓢ CIN Plan
- Ⓢ CIN Meeting
- Ⓢ LAC
- Ⓢ LAC Review
- Ⓢ PEP Meeting

Cause for Concern

- Ⓢ Emotional Related
- Ⓢ Neglect Related
- Ⓢ Physical Related
- Ⓢ Sexual Related
- Ⓢ Home/Parenting Issues
- Ⓢ Presentation/Hygiene

Peer on Peer

- Ⓢ Verbal
- Ⓢ Physical
- Ⓢ Sexual
- Ⓢ Online
- Ⓢ Racial/Racist
- Ⓢ Prejudice-based/Discriminatory

Mental Health and Wellbeing

- Ⓢ Anxiety
- Ⓢ Depression
- Ⓢ Suicidal Thoughts
- Ⓢ Self Harm
- Ⓢ Eating Disorder
- Ⓢ Substance Abuse

Contact with Parents

- Ⓢ Telephone Call
- Ⓢ Text Message
- Ⓢ Email
- Ⓢ Face to Face Conversation
- Ⓢ Face to Face Meeting
- Ⓢ Virtual Meeting

Friendship Related Issues

Attendance

- Ⓢ Internal Monitoring
- Ⓢ Legal Action
- Ⓢ Parent Contract Offered
- Ⓢ Punctuality

Safeguarding Concern

- Ⓢ TAF
- Ⓢ Care Plan
- Ⓢ Child in Need
- Ⓢ Grooming
- Ⓢ CSE
- Ⓢ FGM
- Ⓢ Domestic Violence
- Ⓢ Radicalisation/Extremism

Sexual Harassment

- Ⓢ Sexting
- Ⓢ Upskirting
- Ⓢ Sexualised Behaviour
- Ⓢ Language

SEND

- Ⓢ School Support
- Ⓢ 1:1 Support
- Ⓢ EHCP
- Ⓢ IEP
- Ⓢ Group Session
- Ⓢ Observation

Medical

- Ⓢ Medical Administered
- Ⓢ Phone Call Home
- Ⓢ Ambulance Phones
- Ⓢ Allergies
- Ⓢ Epi-Pen
- Ⓢ Asthma
- Ⓢ First Aid

Contact with External Agency

- Ⓢ Telephone Call
- Ⓢ Text Message
- Ⓢ Email
- Ⓢ Face to Face Conversation
- Ⓢ Face to Face Meeting
- Ⓢ Virtual Meeting

Behaviour

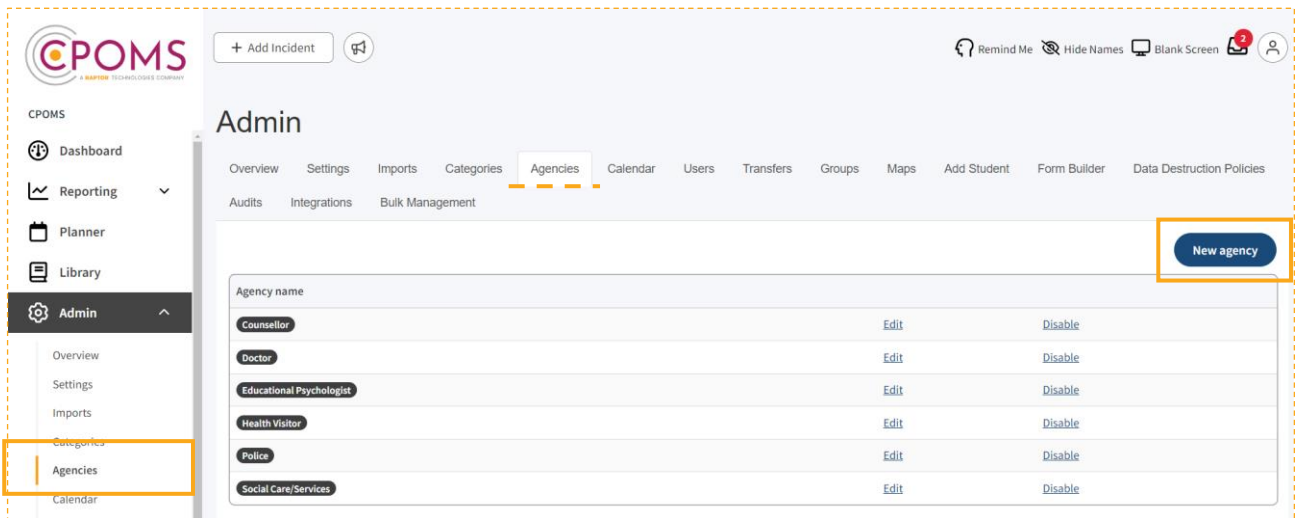
- Ⓢ Against Staff
- Ⓢ Against Peers
- Ⓢ Positive Behaviour

CPOMS Agencies

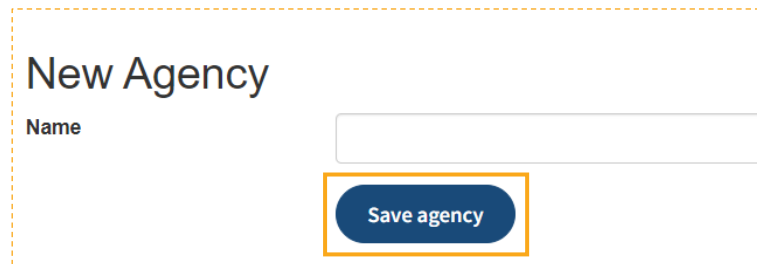
Adding a new agency to CPOMS

New agencies can be added to CPOMS by an **Admin Key Holder** in school.

Step 1 – Navigate to the ‘Admin’ area, and click on the ‘Agencies’ tab. Click on the ‘**New agency**’ button, to the right-hand side of the page.



Step 2 – Simply enter a **Name** for the new agency and click ‘Save agency’.



The screenshot shows the 'New Agency' form. It has a 'Name' label and an input field. A 'Save agency' button is highlighted below the input field.

On save, the agency will appear in your ‘Agency Involved’ list for selection when adding new incidents and actions.

Changing an agency name

If you need to amend an agency name for any reason in CPOMS, i.e. a spelling error, this can be done by an **Admin Key Holder** in school.



Please do not change the meaning/ type of an agency when updating its name, as the new agency name will be transferred to all past incidents/ actions where this agency was tagged and also applied to any students marked as involved with the agency, past and present.

To amend an agency name, please navigate to the **'Admin'** area, and click on the **'Agencies'** tab. Next, click on **'Edit'** next to the name of the agency you would like to update. Simply over-type the current agency name, with the updated one, and scroll down to **'Save Agency'**.

How to disable an agency

An **Admin Key Holder** in school can disable an agency in CPOMS. Simply navigate to the **'Admin'** area, and click on the **'Agencies'** tab. Click on **'Disable'** next to the name of the agency you would like to remove from your agency involved list. You may also choose to **'Enable'** the agency in the future if needed.

Example Agencies

 ASD Team	 EWO	 Police
 Behaviour & Attendance Service	 GP / Paediatrician	 Probation
 CAFCAS	 Health Visitor	 PRU
 CAMHS	 Hospital	 SALT
 Child Missing from Education	 Immigration	 School Nurse
 Children's Centre	 LA Attendance & Inclusion Officer	 Shelter
 Children's Disability Team	 LAC/CLA Team	 Social Care/ Services
 Children's Hospital	 Local Authority Designated Officer (LADO)	 Women's Aid
 Community Youth Team	 Looked After Children Team	 YOT
 Counselling	 MAST	 Young Carer Team
 Educational Psychologist	 Play Therapy	

For further assistance on any of the above please do not hesitate to contact us on

01756 797766 or support@cpoms.co.uk.