

## Monitoring and Un-Monitoring Students in CPOMS

### What does it mean if a child is 'Monitored' in CPOMS?

A child becomes 'monitored' against categories automatically in CPOMS as new incidents are added against them.

If required, you can also monitor a child for a category without adding an incident i.e. if they had previous history prior to using CPOMS (*see page 3 for instructions*).

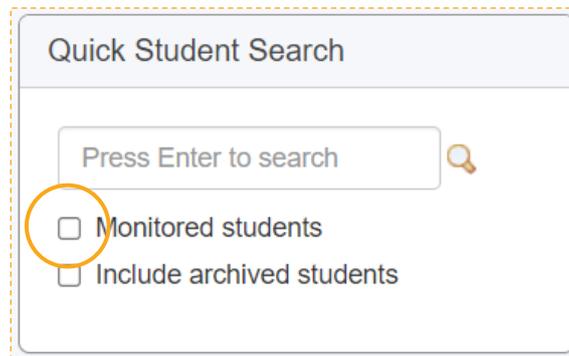
This means that you are quickly able to see a list of any student that you may currently be concerned about regarding one particular category. If you believe that an incident is a one off or the monitoring is no longer required you can end their monitoring at any time, within their student profile (*see page 4 for instructions*).

Using the monitored durations you are able to keep your 'monitored list' up to date and can see how many students have come on and off categories within a certain period.

### Viewing your Monitored Students

There are a number of ways to view your monitored students in CPOMS.

From the main Dashboard, you may tick the '**Monitored Students**' checkbox, *within the Quick Student Search area*, for a full list of all students currently monitored for **any** categories within your system.



You can also click on any category name, in the **'Filter by Category'** section of the main dashboard, and it will return you a quick list of all students within the system currently monitored for the chosen category.

*Filter by Category*

Filter By Category

- ▶ Attendance
- ▶ Behaviour
- ▶ Cause for Concern
- ▶ Child on Child
- ▶ **Child Protection**
- ▶ Contact with Parents
- ▶ Contact with Safeguarding Partners
- ▶ Friendship Issues
- ▶ Home Issues
- ▶ Legacy
- ▶ Medical
- ▶ Mental Health and Wellbeing
- ▶ Safeguarding Concern
- ▶ SEND

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Viewing students in category Child Protection. Update categories

Name	Academic Level	Categories
<a href="#">Kieran Collins</a> +	Year 5	<span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px;">Safeguarding Concern</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Child Protection</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px;">Emotional Related</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Neglect Related</span>
<a href="#">Maddy Greenwood</a> +	Year 1	<span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px;">Safeguarding Concern</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Against Staff</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px;">Asthma</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">CIN Plan</span>
<a href="#">Emily Mitchell</a> +	Year 6	<span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">CP Plan</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Home Issues</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Domestic Abuse</span>

Any categories a child is monitored for also appear next to their name when you click on their **class list**, as well as on their main **'Overview'** page, in the **'Categories'** field.

*Class List View*

Viewing students in Academic Level Year 4. Update categories ← Previous 1 2 Next →  Include archived students

Name	Academic Level	Categories
<a href="#">Abbie Adams</a> +	Year 4	
<a href="#">Jade Adams</a> +	Year 4	
<a href="#">Nicole Anderson</a> +	Year 4	
<a href="#">Oscar Brown</a> +	Year 4	<span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Safeguarding Concern</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">First Aid</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Cause for Concern</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Against Staff</span>
<a href="#">Yvette Carter</a> +	Year 4	
<a href="#">Harry Chapman</a> +	Year 4	<span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">First Aid</span> <span style="border: 1px solid black; border-radius: 5px; padding: 2px 5px; margin-right: 5px; color: white;">Against Staff</span>
<a href="#">Julie Clarke</a> +	Year 4	
<a href="#">Frank Davies</a> +	Year 4	
<a href="#">Harley Davies</a> +	Year 4	

Filter By Group

Academic Level ▼

- Reception
- Year 1
- Year 2
- Year 3
- **Year 4**
- Year 5
- Year 6
- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Year 12
- Year 13

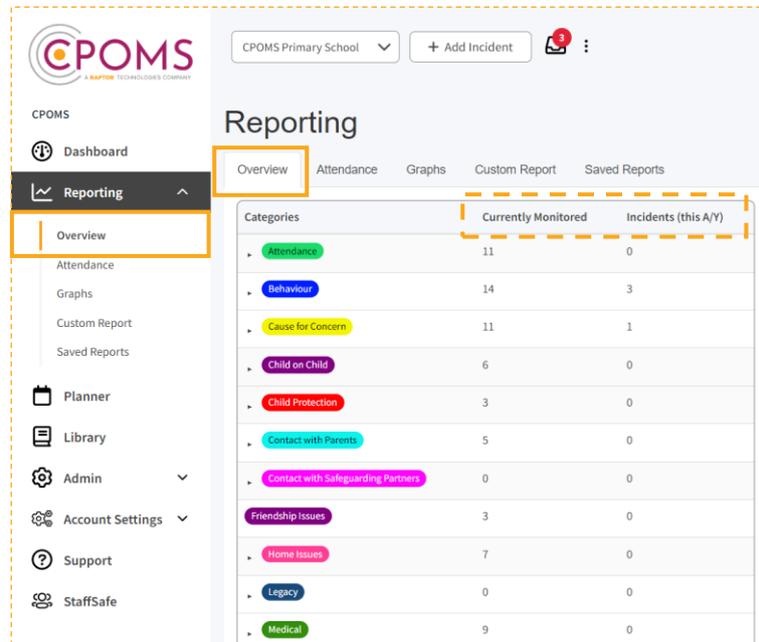
Student Overview Page

Any incidents logged against the category will appear within the students **'Incidents'** tab.

There is also a **'Monitoring History'** tab within each student's profile, which displays a timeline view of incidents logged by category, including a date and time stamp of when the monitoring started and the duration. This can be handy for spotting patterns forming.

Category	Started	Ended	Duration
Safeguarding Concern	Jul. 26 Oct. 2021 14:45	--	over 1 year
Cause for Concern	Jul. 26 Oct. 2021 14:45	--	over 1 year
Neglect Related	Jul. 26 Oct. 2021 14:45	--	over 1 year

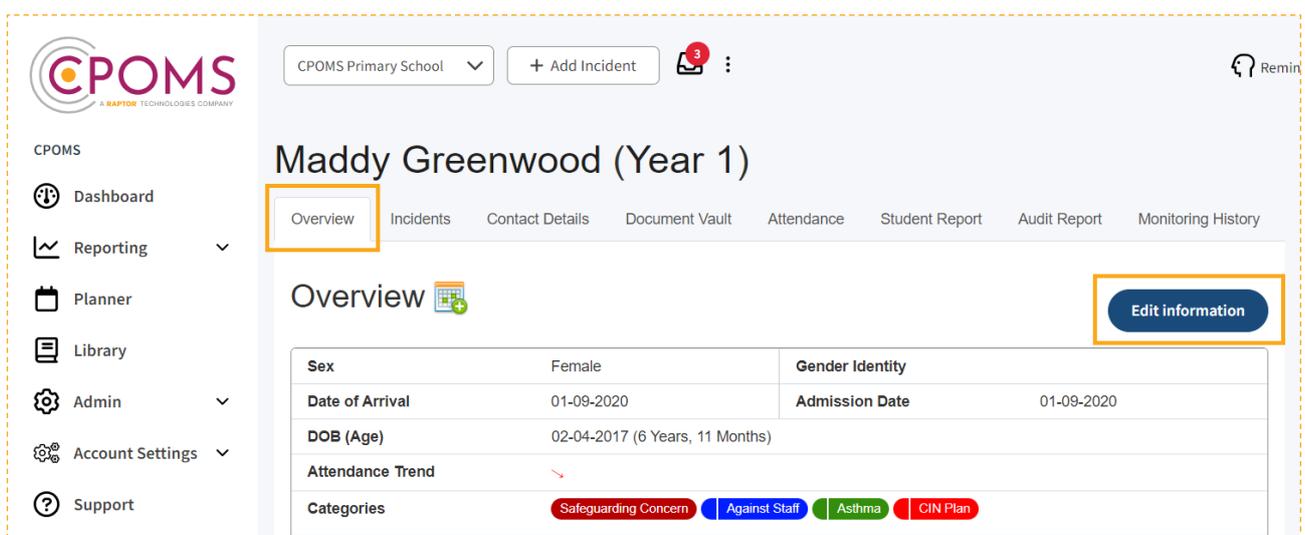
Lastly, within the **'Reporting'** section of CPOMS, you can also quickly see the total number of **Monitored** students per category, as well as the total number of **Incidents** logged against each category. Again, if you click on a category name here it will produce a list of the full names of all students currently monitored for the chosen category.



## How do I monitor a student in CPOMS?

A student will automatically become monitored as new incidents are added by staff.

You can also choose to monitor a student manually (without adding an incident) within their profile on the **'Overview'** tab, by selecting the **'Edit Information'** button (to the right-hand corner).



Scroll down to Monitoring Options and under ‘Categories’ simply tick the relevant category name(s).

### Monitoring Options

Summary

**Categories**

Attendance  Behaviour  Cause for Concern  Child on Child  Child Protection  
 Contact with Parents  Contact with Safeguarding Partners  Friendship Issues  Home Issues  
 Legacy  Medical  Mental Health and Wellbeing  Safeguarding Concern  SEND

**Behaviour Subcategories**

Against Peers  Against Staff  Positive Behaviour

**Cause for Concern Subcategories**

Emotional Related  Neglect Related  Physical Related  Sexual Related

**Child Protection Subcategories**

Care Plan  Care Team Meeting  CIN Meeting  CIN Plan  Conference  Core Group Meeting  
 CP Plan  LAC  LAC Review  TAF

**Home Issues Subcategories**

Bereavement  Financial Hardship  Parental Separation  Parental Substance abuse

**Medical Subcategories**

Allergies  Ambulance Phoned  Asthma  Epi-Pen  First Aid  Medicine Administered  
 Phone Call Home

Once selected, scroll down the page and click ‘’ to save the changes.

## How do I un-monitor a student

To un-monitor a student for a certain category(s), access their profile, via the class list or the quick student search. Within their profile, on the ‘Overview’ tab, select the ‘Edit Information’ button (to the right-hand side of the screen).



CPOMS Primary School
+ Add Incident
📧 3
⋮

Remind

### Maddy Greenwood (Year 1)

Overview
Incidents
Contact Details
Document Vault
Attendance
Student Report
Audit Report
Monitoring History

#### Overview

Edit information

Sex	Female	Gender Identity	
Date of Arrival	01-09-2020	Admission Date	01-09-2020
DOB (Age)	02-04-2017 (6 Years, 11 Months)		
Attendance Trend	↘		
Categories	<span style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">Safeguarding Concern</span> <span style="background-color: #004a7c; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Against Staff</span> <span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Asthma</span> <span style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">CIN Plan</span>		

Under the monitoring option ‘**Categories**’, simply un-tick the relevant category name(s).

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Allergies  Ambulance Phoned  Asthma  Epi-Pen  First Aid  Medicine Administered  
 Phone Call Home

**Update Student**

Once de-selected, scroll down the page and click ‘**Update Student**’, to save the changes.

### How do I monitor/ un-monitor in bulk for a certain category

To monitor or un-monitor a group of students for a certain category, from the main dashboard you can either **click on your different category names** (to the right-hand side, to see who is monitored for what), **or** you may **click into a class list** (i.e. a whole tutor group or year group). Next, to the right-hand side of the screen (above the student names) you can select to ‘**Update Categories**’. Once selected, a tick box will appear to the left of each student’s name, tick the relevant students that you wish to monitor/ un-monitor and ‘**Continue**’. You can then choose a category name and choose to either ‘Add’ or ‘Remove’ it from the selected students, as well as choose a start date, or if needed you may wipe all categories.

This is important to ensure your monitored student figures are accurate and up to date.

For further assistance on any of the above please do not hesitate to contact us on **01756 797766** or [support@cpoms.co.uk](mailto:support@cpoms.co.uk).

