Moving to a digital reporting and management safeguarding system

During lockdown a number of digital platforms offered free access to their service to support remote safeguarding. None of these offers were explored substantively as it involved sharing information and access to our SIMS database at a time of significant pressure. Additionally we had a robust safeguarding response in place quickly. However, it did afford the opportunity to explore each system in detail with the providers. The 3 main systems were explored of Myconcern, Safeguard and CPOMs. Also explored was the capacity of Edulink regarding safeguarding.

CPOMS

* Tiered access (Non keyholder, Key holder and DSL/admin).
* Select DSLs act as Admin and decide who has what designated level of access. Importantly the information that individual key holder can see is regulated by the DSL admin. So in essence Key Holder access is also tiered.
* Any key holder has to give two step verification. From a safety perspective this is useful extra layer.
* DSL admin can create any category, group or flag desired at any point. This includes linking to behaviour and in school intervention. We can also create things related to SEN that might not be readily available in SIMs so there is potential for a really comprehensive picture of our students.
* The system alerts a DSL via email. DSLs then can ‘read and close’, ‘read and action’. Can also set reminder on the system to check in about agreed action. Reporting staff receive notification and acknowledgement.
* At point of reporting for staff, DSLs control what categories can be chosen. There is no limit on space so it can work in similar way to our email reporting does now. How the reporting element looks is customisable so if there was mandated change in the county we could facilitate this.
* Allows for redacting of documents. CPOMS also has a data destruction policy, this can be based on county/national guidance and it would notify us when the time had come to delete the relevant data. It is not something we ever have to activate but a nice feature that if controlled correctly could prove supportive down the road and/or going forward allows for digitisation of archive system.
* The reporting and analysis options were significantly more advanced than other systems. This is available at student or whole school level and can be overlaid and compare any category we wished. It also pulls across data regularly from the MIS so attendance is included and automatically calculated. Unlike the other systems reports can be saved and updated as needed and they can track longitudinal patterns (again at student or cohort level).

Next steps

1. Present initial proposal to Headteacher and then SLT - ACTIONED

2. Assuming agreement; Aut1 would involve re-establishing contact with CPOMs. Ongoing work in terms of shadowing and DSL duties/meetings to focus on what categories and functionalities we most want at initial stage of access (training mode). - ACTIONED

3. Commit in Spring term to purchase of system and launch to DSLs in training mode. This means we spring term can be used to fully understand the capacities and nuances of the system. This would allow us to see what standard features and customisation are most appropriate for our setting, without impacting any data or current cases. -ACTIONED – see notes below

4. Summer term – Access to system to include wider group (i.e. pastoral and interventions team). At this point the system could be live for only us as DSLs to allow real time practice with the system. Having in place during summer term also means any information we get in terms of student files can be inputted, and a process of migrating higher status files could take place.

5. Launch to staff during September 2021 inset.

Current position

We have had access to CPOMS since mid January. DJB has attended all webinar training and is familiar with the system. The following has taken place:

* Creation of incident and action forms – including automatic alert system for DSLs
* Creation of categories and agencies
* Transfer request for digital files
* Review and categorisation of 70+ digital files
* Trial of uploading current paper file onto system. AS (Y7 LAC) used as trial, incredibly complicated case which equates to 7 A4 paper files of documentation

Ongoing:

* Digitisation of monitoring list
* Uploading of current paper files starting with the highest tariff students
* Training for wider “core team”
* Roll out to pastoral/interventions following wider training
* Inclusion of CPOMS information in September INSET Safeguarding training
* Create CPOMS shortcut on main school website and in Edulink