

Review of record keeping system: support session

Code: SS09

Introduction

This session supports school leaders to review their current record keeping system (including CPOMS, Bromcom, MYCONCERN) and ensure that they are using their system effectively. Keeping Children Safe in Education states that schools should review their record keeping systems regularly.

Many schools may have organised the set-up of their system some time ago. Our consultant offers a bespoke 1:1 or small group session to support you to ensure your system is compliant with Keeping Children Safe in Education and reflects current safeguarding procedures in your school.

Attendees: This session is suitable for:

- Staff with admin rights to the CPOMS system
- Designated Safeguarding Leads (DSLs) / Leadership

Session content:

- An audit of your current system to ensure categories are appropriate, restrictions are in place
- Ensure safeguarding compliance
- Explore all available features

We advise that schools review their record keeping system on a regular basis at least annually.

Length of course: 2 hours

Cost	Core	Enhanced	Non-SLA
In School	£250	2 credits	POA