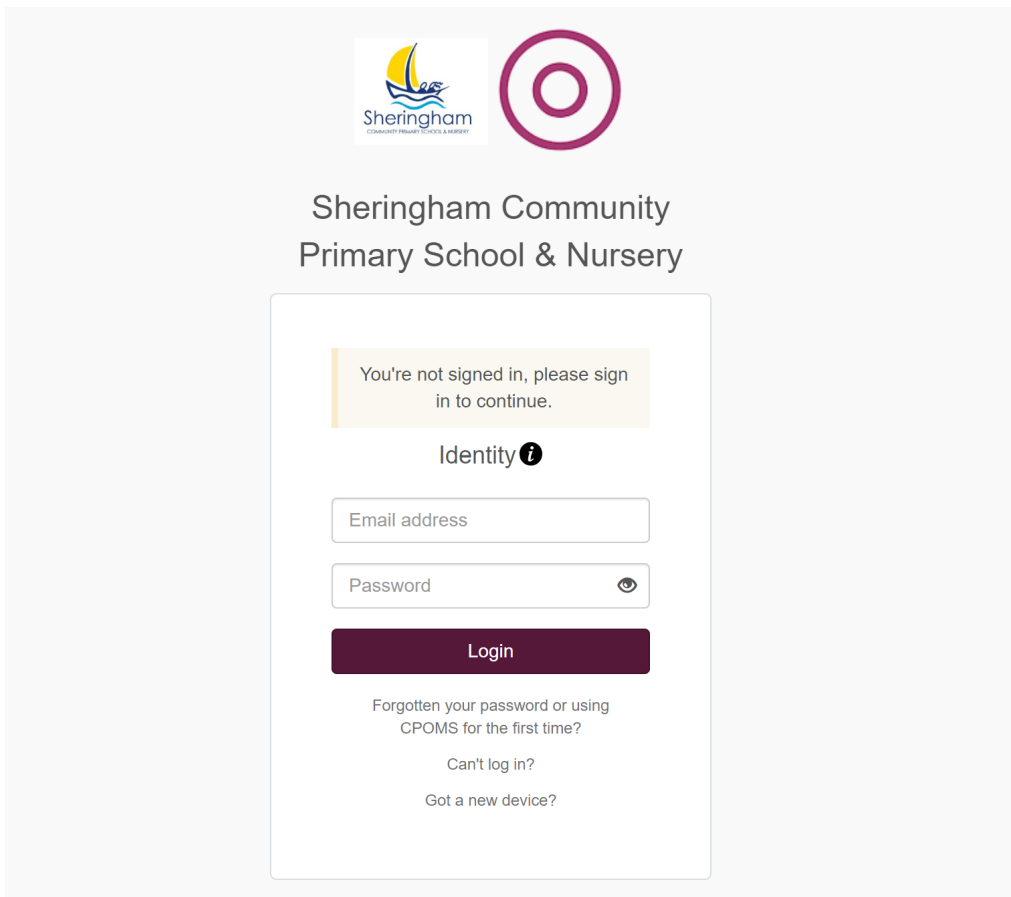


How to upload a concern to CPOMS

1) Access the Sheringham Portal of CPOMS:

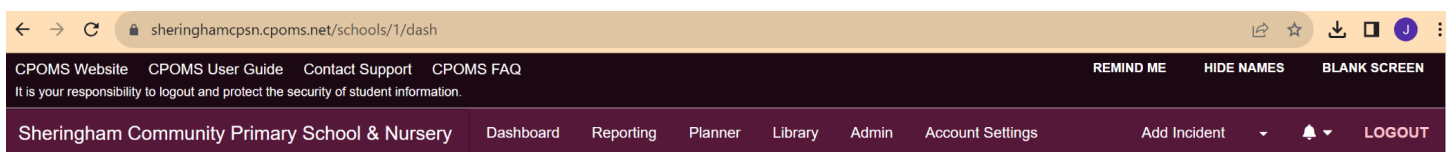
- [Sheringhamcpsn.cpoms.net](https://sheringhamcpsn.cpoms.net)

2) Sign in:



The screenshot shows the login interface for Sheringham Community Primary School & Nursery. At the top, there are two logos: the school's logo on the left and the CPOMS logo on the right. Below the logos, the school's name is displayed. The main login area is a white box with a yellow message: "You're not signed in, please sign in to continue." Below this is the "Identity" section with a help icon. It contains two input fields: "Email address" and "Password" (with a toggle for visibility). A dark purple "Login" button is positioned below the fields. At the bottom of the login box, there are three links: "Forgotten your password or using CPOMS for the first time?", "Can't log in?", and "Got a new device?".

3) Click on 'Add Incident':



4) Fill in the form:

- Type student name and details of the incident

Student

Begin typing a student's name

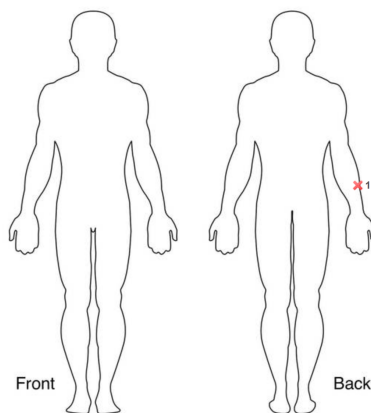
Incident

- Tick 'Cause for Concern', then the sub-category:

Cause for Concern Subcategories

☐ Domestic Violence ☐ Emotional ☐ Grooming ☐ Neglect ☐ Online ☐ Physical ☐ Sexual

- If there is a physical injury, remember to identify it on the Body Map:



- Alert Jonathan Amies:

Alert Staff Members

Begin typing a staff member's name

- Submit the incident:

Submit Incident