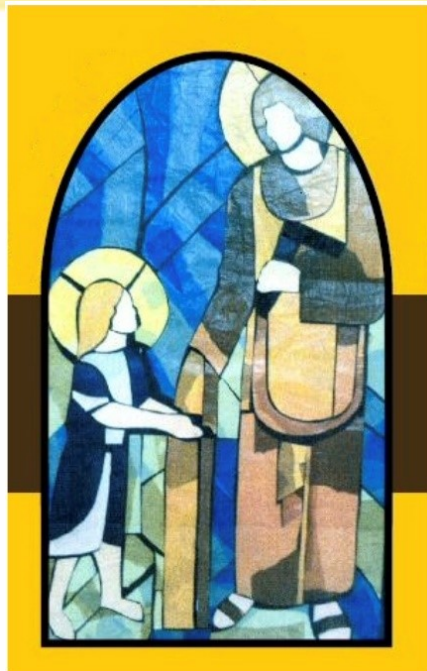


Low-Level Concerns Policy

St Joseph's Catholic Primary

We follow in St. Joseph's footsteps, building a community of love, trust, respect and learning.



Written by May Dixon – Pastoral Lead

Reviewed by Samantha Golding – Headteacher February 2025

Approved by:

Local Governing Body

Date:

Last reviewed on:

Next review due by:

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Introduction.

As part of the whole school approach to safeguarding, St Joseph's Catholic Primary School understands the importance of a positive culture where concerns are identified and addressed appropriately. Sharing concerns about problematic or inappropriate behaviour is key to minimising risk and ensures that adults working in, or on behalf of, the school, are clear about professional boundaries and act within these boundaries at all times.

Definition of Low-Level Concerns.

The term 'Low-Level concern' refers to any concern – no matter how small – that an adult working in, or on behalf of the school, may have acted in a way that:

Is inconsistent with the Staff Code of Conduct and does not meet the allegations threshold or is otherwise not considered serious enough to consider a LADO referral.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with pupils
- Having 'favourites'
- Taking photographs of children on their own electronic devices
- Engaging with a child 1:1 in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating or offensive language

A low-level concern is any behaviour that raises a 'nagging doubt'.

Sharing Low-Level Concerns

Through our culture of openness, trust and transparency, staff are encouraged to share low-level concerns so they can be addressed appropriately.

We create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected behaviour from concerning, problematic or inappropriate behaviour in themselves and others.
- Having clear policies and procedures
- Empowering staff to share low-level concerns
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct it at the earliest stage
- Providing a responsive, sensitive and proportionate handling of any concerns that are raised
- Helping to identify any weaknesses in our safeguarding system.

Reporting Low-Level Concerns

Low-Level Concerns should be reported to the Headteacher. If the concern is about the Headteacher it should be reported to the Chair of Governors. Low-Level Concerns about supply staff, contractors and local authority visiting staff will also be reported to their employers.

Staff should use the Low-Level Concern Form attached (Appendix 1)

Responding to Low-Level Concerns

If the concern is raised by a third-party the Headteacher will collect evidence where necessary by speaking directly to the person who raised the concern, to the individual and to any witnesses. The Headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the staff's Code of Conduct. Any allegations that meet the harm threshold will be referred to the LADO for advice. Any Low-Level Concerns that the school feel may need further guidance will be referred to the LADO for advice. Low-level concerns that the school feel they can deal with internally will be dealt with via the usual child protection investigation process.

Record Keeping

All concerns will be recorded in writing (Appendix 1 L-L C Form).

In addition to the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and actions taken.

Records will be kept securely in line with GDPR expectations.

Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified a course of action will be decided upon, either through our disciplinary procedures or through referral to LADO.

Retained at least until the individual leaves employment of the school.

Where a Low-Level Concern relates to a supply teacher or contractor, we will notify the individual's employer.

Reviewing a Low-Level Concern

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

Where a pattern of such behaviour is identified the Headteacher will decide on a course of action that may include disciplinary investigation or proceedings, management advice – including training recommendations, referral to LADO.

References

We will not include low-level concerns unless the concern (or group of concerns) has met the threshold for LADO referral or the concern (or group of concerns) relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance.

Self-reporting

If staff, or others acting on behalf of the school, find themselves in a situation which may be misinterpreted or may appear compromising to others, or on reflection believe they have behaved in a manner which falls below the standard set out in the code of conduct, they may self-report using the Self-Disclosure Register attached (Appendix 2)

Appendix 1

St Joseph's Catholic Primary School

Low-Level Concern Form

Please use this form to share any concern – no matter how small – that an adult may have acted in a way that is inconsistent with our code of conduct, including inappropriate conduct outside of work. Return this form to the Headteacher.

Name of staff member and role:

Details of Concern:

Date

Signed

Name

Appendix 2

St Joseph's Catholic Primary School Self-Disclosure Register

Staff Member	Pupil/Parent involved	Date	Context

Details:

Please sign:
Headteacher

and return this form to the