



SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

Compassion, Courage & Respect

Low Level Concerns Policy

VISION STATEMENT

Our **vision** for Silchester is for **everyone to flourish**.

Our school is a place of love, of belonging and family.

We have a heart for people, inspiring everyone to be the best version of themselves:
for themselves, for others, for our community and for our world.

With our roots deeply embedded and nourished by our Christian values, we will **thrive together**.

We will reach out to each other, our community and the wider world with *Compassion* in our hearts.

We will live bravely, showing *Courage* to keep going when facing challenge.

We will *Respect* ourselves and others, embracing everyone's unique gifts,
and value the contribution that we can all bring to God's world.

Last Reviewed :- January 2024

Date of Next Review :- January 2025

1.0 Policy statement

- 1.1 Silchester Church of England Primary School recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities.
- 1.2 Our school works to ensure that we promote an open and transparent culture in which all concerns about adults working in or on behalf of the school are dealt with promptly and appropriately.

2.0 Scope

- 2.1 All employees employed at this school including:
 - Teachers
 - Support staff
 - Supply teachers
 - Volunteers

- Local Authority visiting staff
- Contractors

2.2 The term ‘staff’ throughout this policy refers to all of the above.

3.0 Policy aims

- 3.1 To help create a culture in which all concerns about adults are shared responsibly and with the right person and are recorded and dealt with appropriately.
- 3.2 To enable schools to identify concerning, problematic or inappropriate behaviour early.
- 3.3 To minimise the risk of abuse occurring.
- 3.4 To ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries and in accordance with the ethos and values of the school.
- 3.5 To help create an environment where staff are comfortable to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

4.0 Definition

- 4.1 The term ‘low level’ concern does not mean that it is insignificant. It means that the behaviour towards a child does not meet the harm threshold for an allegation.
- 4.2 ‘Keeping Children Safe in Education’ defines a low level concern as:
“any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ – that an adult working in or on behalf of the school or college may have acted in a way that:
 - *is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and*
 - *does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO”*

5.0 Avoiding low level concerning behaviour

- 5.1 Behaviour defined as a ‘low level concern’ can exist on a spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate but is not in specific circumstances, through to that which is ultimately intended to enable abuse.
- 5.2 Staff education and reinforcement on avoiding circumstances which may put them in a difficult situation is key to avoiding the need for dealing with these types of concerns.
- 5.3 Our school ensures that staff are clear about what appropriate behaviour is through their induction and regularly reinforcement of documents such as:
 - Staff Code of Conduct
 - ‘Avoiding Allegations’ guidance

- Safeguarding and Child Protection policies and regular training
- Teachers' Standards (for teaching staff)

6.0 Reporting a low level concern

- 6.1 Low level concerns about a member of staff should be reported to the DSL and/or Headteacher as per the school's Child Protection procedures. If the concern is about the Headteacher this should be reported to the Chair of Governors.
- 6.2 Low level concerns about supply staff, contractors and local authority visiting staff will also be reported to their employers.

7.0 Dealing with a low level concern

- 7.1 Where a concern is raised about the practice or behaviour of a member of staff, this information must be recorded and passed to the Headteacher.
- 7.2 The Headteacher must then make an assessment to determine if the matter is a 'low level concern' or an 'allegation' and follow one of the following routes.
- Allegations that meet the harm threshold will be referred to the LADO for advice.
 - Low level concerns that the school feel may need further guidance on 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 school's usual child protection investigation process.
- 7.3 The school will engage with its HR provider where it is necessary to undertake further investigation and/or deal with the concern under relevant processes.

8.0 Recording a low level concern

- 8.1 All low level concerns should be formally recorded by a member of staff when they are made aware of them. This record should then be passed to the Headteacher (or Chair of Governors if the concern is about the Headteacher).
- 8.2 The record should include:
- Details of the concern,
 - The context in which the concern arose,
 - The outcome of the investigation and any action taken, and
 - The name of the individual sharing their concerns (if known) (unless the individual wishes to remain anonymous which must be respected as far as possible).
- 8.3 Relevant records will be retained confidentially on the personnel file. A separate record will also be kept of low level concerns to more easily identify patterns that may involve more than one member of staff. All records must be kept in line with data protection principles.

9.0 Reviewing a low level concern

- 9.1 Records will be reviewed so that potential patterns of concerning, problematic or

inappropriate behaviour can be identified.

- 9.2 Where a pattern of such behaviour is identified, the Headteacher will decide on a course of action, which may include:
- Disciplinary investigation and/or proceedings
 - Management Advice, including recommendations for training
 - Referral to the LADO (where a pattern of behaviour moves from a concern to meeting the harm threshold).
- 9.3 The school will take advice, where appropriate, from their HR provider in respect of low level concerns.
- 9.4 The school will also review appropriate policies and training, or other wider cultural issues in the school, to see whether anything needs to be done to minimise the risk of similar behaviour happening again.
- 9.5 Relevant records will be retained confidentially on the personnel file. A separate record will also be kept of low level concerns to more easily identify patterns that may involve more than one member of staff. All records must be kept in line with data protection principles.
- 9.6 Low level concerns will not be included in a reference unless they relate to issues which would normally be included in a reference (e.g. misconduct or poor performance). Low level concerns which relate solely to safeguarding will not be included in a reference, subject to paragraph 9.7.
- 9.7 A low level concern (or group or pattern of concerns) which has met the harm threshold and has therefore been referred to the LADO may be included in a reference depending on the circumstances.

10.0 **Related guidance**

10.1 The policy links to the following guidance documents:

- Keeping Children Safe in Education (DfE)
- Model Code of Conduct (Manual of Personnel Practice)
- Avoiding Allegation guidance (Manual of Personnel Practice)
- Safeguarding Policy (Safeguarding Unit)
- Child Protection Policy (Safeguarding Unit)

Low Level Concern Form

This form can be used to share any concern with the Designated Safeguarding Leader/Headteacher (or equivalent), no matter how small or seemingly insignificant, even if no more than causing a sense of unease or a 'nagging doubt' – that an adult may have acted in a way that is inconsistent with the Schools' Code of Conduct [including inappropriate conduct outside of work] and/or in a way that on first glance does not appear to meet the allegation, 'harm' threshold.

A concise record is required, including brief context in which the low level concern arose, plus details which are chronological, precise and as accurate as possible, of any such concern and /or relevant incident[s]. [Continue on separate sheets as necessary]. The form should be signed, times and dated.

Details of CONCERN :

--	--

Name of Staff member :

Department and Role :

Signed :

Time and Date :

Received by :

At [time] :

Date :

WAS THE STAFF MEMBER SPOKEN TO?

NO - Give a brief but valid reason/explanation for not;

YES - Please complete detail below - STAFF MEMBER'S RESPONSE TO CONCERN :

ACTION TAKEN :

Was advice/guidance sought from the LADO and or Human Resources? Yes : No :

Signed :

Dated :

This record form will be held securely, either digitally or in paper form, in one central file in accordance with the School's Code of Conduct and any associated guidance regarding the management of concerns and or allegations and in accordance with School's Data Management practices/policies.

Low Level Concern reporting will be treated as confidential as far as possible, however in certain circumstances it may be necessary to share and or disclose the information with third parties for relevant and necessary reasons. This includes where a reporter has indicated they wish to remain anonymous