



# **Low-Level Concerns Policy for Children and Young People**

## **MISSION STATEMENT**

**This is our school St Werburgh's and St Columba's  
A place to be inspired, be accepted, be yourself and be unique.  
Be able to grow spiritually, academically and morally.  
Be able to contribute to the community and be a responsible global citizen.  
Be able to reach for the stars and fulfil your potential.  
A place, providing an excellent Catholic education for everyone.  
Where we belong, where everyone belongs.**

**Actioned: July 2024**

**To Be Reviewed: September 2025**

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## **1. Policy Statement**

1.1 The policy outlines the St Werburgh's and St Columba's Primary School approach to managing concerns about adults which do not meet the allegation threshold of harm nor are considered serious enough to consider a referral to the Local Authority Designated Officer.

1.2 For the purpose of this policy, the term 'staff' will refer to any adult associated with our school, i.e. whether working for or with our school, engaged as a paid employee, worker or self-employed contractor, volunteer, Agency staff or governor.

1.3 This policy does not form part of any member of staff's contract of employment, and it may be amended at any time.

## **2. Roles, Responsibilities, and Implementation**

2.1 The Governing body has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Headteacher and/or Human Resources representative.

2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success. St Werburgh's and St Columba's is committed to safeguarding and promoting the welfare of children and young people and expects all to share this.

## **3. Aims**

3.1 To ensure that all concerns about adults can be identified and spoken about openly with the appropriate safeguarding team.

3.2 To ensure that all concerns about adults are recorded and dealt with appropriately.

3.3 To create an open and transparent culture which enable settings to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working for or with our school are clear about professional boundaries and act within them, in accordance with the ethos and values of the Trust.

3.4 To help ensure that adults consistently model the school's values and helps keep children safe.

3.5 To also protect adults working in school from potential false allegations or misunderstandings.

## **4. Definition**

4.1 A low-level concern is any concern – no matter how small, and even if no more than a 'nagging doubt' – that an adult may have acted in a manner which:

a) is not consistent with our schools Code of Conduct; and/or

b) relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children.

4.2 Staff do not need to be able to determine in each case whether their concern is a low-level concern, or if it is in fact serious enough to consider a referral to the Local Authority Designated Officer, or meets the threshold of an allegation. Once staff share what they believe to be a low-level concern that determination should be made by Kathryn Oates.

## **5. The Importance of Sharing Low-Level Concerns**

5.1 Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe (*Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers*). All concerns, no matter how small, must be reported.

## **6. Reporting a Low-Level Concern**

6.1 In line with the School's whistleblowing/Allegations of Abuse Against an Adult Policy any concerns should be raised first with the Headteacher. In the absence of Kathryn Oates the concern should be raised with the Deputy Designated Safeguarding Lead, Amanda Chesworth. The Headteacher will inform the Deputy Designated Safeguarding Lead and their Human Resources representative.

6.2 Concerns about the Headteacher must be reported to the Chair of governors, Sharon Daltry who will inform the Designated Safeguarding Lead /Deputy Designated Safeguarding Lead (if assessed to be a low-level concern and not meeting Local Authority Designated Officer threshold) and the Human Resources representative.

6.3 Concerns about a governor must be reported first with the Headteacher. In the absence of the Headteacher the concern should be raised with the Deputy Designated Safeguarding Lead.

6.4 If a concern is reported to the DSL, as opposed to the Headteacher, the DSL must inform the Headteacher at the earliest opportunity.

## **7. Self-Reporting**

7.1 Occasionally, an individual might find themselves in a situation which could be misinterpreted or might appear compromising to others. Equally, an individual may, for whatever reason, have behaved in a manner which, on reflection, they consider falls below the standard set out in the Code of Conduct. In these instances, an individual may wish to self-report and this is encouraged. This can be positive for a number of reasons:

- it enables a potentially difficult issue to be addressed at the earliest opportunity.
- it demonstrates awareness of the expected behavioural standards and self-awareness as to the individual's own actions or how they could be perceived; and
- it is an important means of maintaining a culture where everyone aspires to the highest standards of conduct and behaviour.

Any individual who wishes to self-report should speak with their Headteacher.

## **8. Response to a Low-Level Concern**

8.1 In the event that a low-level concern is raised, the DSL will discuss the concern with the Headteacher and the Human Resources representative. The information will be reviewed to determine whether the behaviour:

- i. is entirely consistent with the school's Code of Conduct and the law;
- ii. constitutes a low-level concern;
- iii. is serious enough to consider a referral to the Local Authority Designated Officer; or

iv. when considered with any other low-level concerns that have previously been raised about the same individual, should be reclassified as an allegation and referred to the Local Authority Designated Officer/other relevant external agencies.

8.2 Where necessary, our school will initially seek the advice of the Safeguarding Children in Education team (maintaining the anonymity of the individual where possible).

8.3 Where appropriate, either the headteacher or Deputy Safeguarding Lead will speak with the individual about whom the low-level concern has been raised (unless advised not to do so by the Local Authority Designated Officer /other relevant external agencies, where they have been contacted).

## **9. Outcomes**

### **i. The behaviour is entirely consistent with the School's Code of Conduct**

The individual in question will be informed by the appropriate Designated Safeguarding Lead what was shared about their behaviour so that they have an opportunity to respond. The individual in question will be informed that their behaviour is entirely consistent with the school's Code of Conduct.

The Designated Safeguarding Lead will also speak to the person who shared the low-level concern to provide them with feedback about how and why the behaviour is consistent with the Code of Conduct and the law.

### **ii. The current concern is low-level**

The individual in question will be informed by either the Deputy Designated Safeguarding Lead or Headteacher what was shared about their behaviour so that they have an opportunity to respond. The Deputy Designated Safeguarding Lead or Headteacher, working with the Human Resources representative, will determine the most suitable response. This may include:

- A conversation with the individual about their behaviour and why it was deemed to be a low-level concern
- Training
- Mentoring from an appropriate individual, e.g. a line manager
- Any support as identified by the individual themselves

In the event that the concern becomes a disciplinary matter, our school's Staff Disciplinary Policy will be followed.

### **iii. The current concern is sufficiently serious enough to warrant a referral to the LADO or when considered with any other low-level concerns that have been shared about the same individual, should be reclassified as an allegation**

In the event that the current concern should be referred to the Local Area Designated Officer or reclassified as an allegation, the school's whistleblowing/Allegations of Abuse Against Adults Policy will be followed.

## **10. Recording**

10.1 A low-level concerns record will be kept in Human Resource files away from staff personnel files. This record will be accessible to the Headteacher, Deputy Designated Safeguarding Lead and School Business Manager.

10.2 The concerns record will be kept in a chronological order as a running record. Each entry will have the time and date recorded, along with the name of the individual who has made the record and the outcome of the concern. The records will be kept confidential and will be held securely.

10.3 The records will be held centrally so that they can be easily reviewed by the Headteacher, Designated Safeguarding Lead and Deputy Designated Safeguarding Lead and any potential patterns of concerning, problematic or inappropriate behaviour spotted.

10.4 If a low-level concern in and of itself is deemed to be serious enough to consider a referral to the Local Area Designated Officer, the records relating to the low-level concern will be placed on the individual's personnel file.

10.5 If a low-level concern (or group of concerns) is re-classified as an allegation, all previous records of low-level concerns relating to the same individual should be moved from the central low-level concerns file to the individual's personnel file.

10.6 If the low-level concern is raised about an individual who works with the school/academy, but is not a member of staff, e.g. Agency Staff/Contractor, then any records relating to the concern will be shared with the individual's employer. If necessary, advice will be sought from the Local Area Designated Officer on what can be shared and with whom.

10.7 The Human Resources representative, the Headteacher, DSL and the Deputy Safeguarding Lead will be responsible for recording any concerns.

## **11. Review period**

11.1 This policy will be reviewed on an annual basis.