



Low-Level Concerns Policy

Mill Rythe Junior School
Approved by Governing Body
Date ratified: January 2022
Review date: September 2023

This policy was localised for Mill Rythe Junior School following consultation with the following members of staff:

Rebecca Vousden – Headteacher and DSL
Erica Wintle – Deputy Head and Deputy DSL
Sue Ginn – Home School Link Worker and Deputy DSL
Kim Broadbent – Finance and HR lead
Sarah Hodgson – Thrive Leader and Teaching Assistant
Sam Brydon – Acting Assistant Head
Amy Furlong – Class Teacher/ English Lead

As a school, we review this policy at least annually in line with DfE, HSCP, HCC and any other relevant guidance.

Contents

1. Policy Statement
2. Scope
3. Policy Aims
4. Definition
5. Avoiding low-level concerning behaviour
6. Reporting a low-level concern
7. Dealing with a low- level concern
8. Recording a low- level concern
9. Reviewing a low-level concern
10. Related guidance
11. Policy Governance
12. Appendix A – Low-Level concerns reporting form

1.0 Policy statement

- 1.1 Our 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 (currently called the staff handbook)
- ‘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, see Appendix A.

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 using the form in appendix A. 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 10.2.
- 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)

11.0 Policy governance

SharePoint ID:	HRDOCID-561776108-87711
Date of publication:	V1.0 04 October 2021
Owner:	HR Operations
Related EHCC 2007 section:	N/A

Employees of non-Hampshire County Council bodies are excluded from this policy and should refer to their own employer's policies and procedures.

Appendix A

Low-Level Concern reporting form

Name of adult sharing the concern:	
Name of adult concern is about:	
Date and time of concern being share:	
Referrer signature:	Receiver Signature and date:
Details of concern: Please use this form to share 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: <ul style="list-style-type: none">• is not consistent with Mill Rythe Junior Schools Code of Conduct (currently called the Staff Handbook), and/or;• 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. Share your concerns with the headteacher as soon as possible having recorded them on this form. If the concern is about the Headteacher, please pass it onto the Chair of Governors in a sealed envelope via the school office or by emailing her using L.chartlon@millrythe-jun.hants.sch.uk It is essential that you also call Lisa so that she knows to come to school to collect the envelope or checks her emails. She can be contacted on 07771 886096 Remember, a low-level concern is different to an allegation. See the table on the reverse for a definition:	
Action taken:	

Allegation

Behaviour which indicates that an adult who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Low-level Concern

Any concern-no matter how small, even if no more than a 'nagging doubt'- that an adult has acted in a manner which;

- Is not consistent with an organisation's Code of Conduct, and/or
- Relates to conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease of the adult's suitability to work with children

Appropriate Conduct

Behaviour which is entirely consistent with the organisation's Code of Conduct and the law.