

Low-Level Concerns Policy

Enstone Primary School



1. Purpose

Enstone Primary School is committed to maintaining the highest standards of safeguarding and promoting the welfare of children. This Low-Level Concerns Policy sets out how the School identifies, reports and responds to concerns about adults' behaviour that do not meet the threshold for an allegation but may indicate poor practice, a breach of professional boundaries, or a potential safeguarding risk.

The policy supports a culture of openness, trust and accountability, ensuring that concerns are shared early and managed appropriately.

2. Scope

This policy applies to all adults working in or on behalf of the school, including:

Employees

Volunteers

Supply and agency staff

Contractors – Governors

Visitors who work regularly with pupils

3. Links to Other Policies and Guidance

This policy should be read alongside the School's:

Safeguarding (Child Protection) Policy

Staff Code of Conduct

Volunteer and Visitor Code of Conduct

Allegations Against Staff Policy

Whistleblowing Policy for Schools (Oxfordshire County Council model)

Behaviour Policy

It is informed by *Keeping Children Safe in Education* (KCSIE) and reflects Oxfordshire safeguarding expectations.

4. What Is a Low-Level Concern?

A **low-level concern** is any concern about an adult's behaviour that:

Is inconsistent with the Staff or Volunteer Code of Conduct; and/or - Does not meet the threshold for an allegation; but - May indicate poor practice, inappropriate behaviour or a potential safeguarding risk.

Low-level concerns may be about behaviour that occurred inside or outside of school, including online activity.

Examples of Low-Level Concerns (not exhaustive):

- Using inappropriate language or tone around pupils
 - Being overly familiar with a pupil
 - Favouritism towards a particular child
 - Inappropriate use of social media or messaging
 - Breaching professional boundaries
 - Failure to follow safeguarding procedures
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5. The Importance of Sharing Low-Level Concerns

Sharing low-level concerns:

- Helps identify patterns of behaviour early
- Prevents escalation into more serious safeguarding issues
- Supports a strong safeguarding culture
- Protects pupils and adults

All adults are encouraged to share concerns in good faith. The School will ensure that individuals are treated fairly and respectfully.

6. How to Report a Low-Level Concern

Low-level concerns should be reported as soon as possible to the **Headteacher** or the **Designated Safeguarding Lead (DSL)**

If the concern relates to the Headteacher, it must be reported to the **Chair of Governors**.

Concerns may be reported verbally initially but should be recorded in writing using the school's agreed recording system (see reporting form in **Appendix A**).

7. Responding to a Low-Level Concern

The Headteacher (or DSL, where appropriate) will:

- Consider the concern promptly and sensitively
- Determine whether the concern meets the threshold for an allegation
- Seek advice from the Local Authority Designated Officer (LADO) if there is any uncertainty
- Take proportionate action, which may include:
 - Advice or guidance
 - Additional training or supervision
 - Review of working practices
 - Management action

Where a concern is found to meet the threshold for an allegation, it will be managed in line with the Allegations Against Staff Policy.

8. Recording and Confidentiality

All low-level concerns will be:

- Recorded accurately and securely
- Stored in line with data protection requirements
- Reviewed to identify any patterns or repeated behaviours

Records will be kept confidential and shared only on a need-to-know basis.

9. Support for Staff and Volunteers

The School recognises that raising or being subject to a low-level concern can be stressful.

Support may include:

- Clear communication about processes
- Opportunities to reflect and improve practice
- Access to appropriate professional support

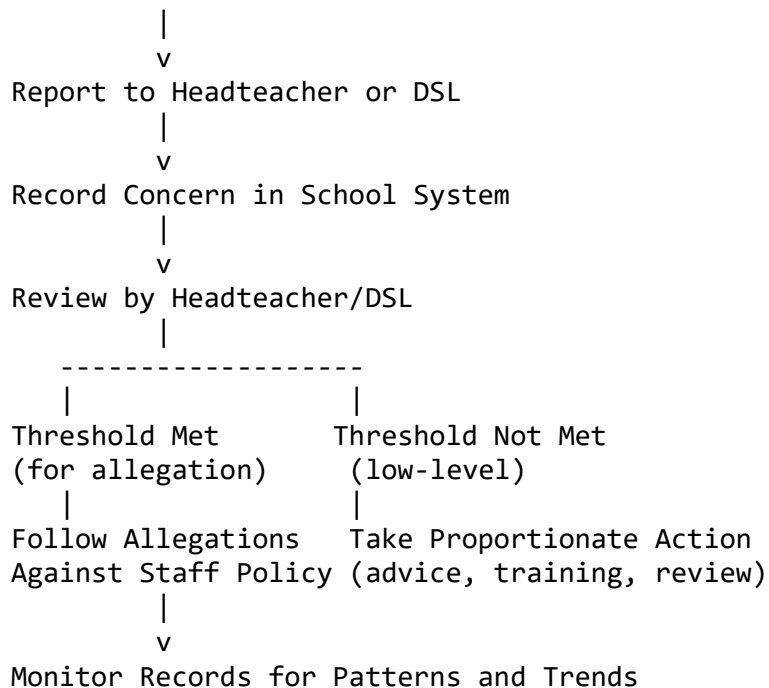
No individual will be treated unfairly for raising a concern in good faith.

10. Whistleblowing

If an adult feels unable to raise a concern through internal routes, or believes it has not been addressed appropriately, they may raise the concern through the School's **Whistleblowing Policy for Schools**.

11. Low-Level Concerns Flowchart

Low-Level Concern Arises



12. Monitoring and Review

The Headteacher and Governors will monitor the implementation of this policy to ensure it is effective and supports a strong safeguarding culture.

This policy will be reviewed annually or earlier if required by changes in statutory guidance or local safeguarding arrangements.

Date Adopted: January 2026

Review Date: January 2029

Signature of Chair of Governors:

Barbara Shaw

Signature of Headteacher:

S. Mann

APPENDIX A

Low-Level Concern Reporting Template

This template is to be used by staff, volunteers, or visitors to report a low-level concern in line with the school's **Low-Level Concerns Policy**.

Please complete all relevant sections as accurately and objectively as possible.

1. Reporter Details - Name: _____

Role/Position: _____

Date of Report: ___ / ___ / _____

Contact Information: _____

2. Subject of Concern

Name of adult involved: _____

Role/Position: _____

3. Date, Time, and Location of Incident/Observation

Date: ___ / ___ / _____ Time: _____ Location: _____

4. Description of Concern (Provide a clear, factual description. Avoid opinions or assumptions. Include what you saw or heard.)

5. Context (Include any relevant background information or circumstances.)

6. Action Taken So Far (Include whether you spoke to the person involved, informed a colleague, etc.)

7. Witnesses (Name, role and contact if relevant and appropriate)

8. Reporting - Reported to: _____ Date: ___ / ___ / _____ Method
(e.g., verbal, email, written form): _____

9. Follow-up / Notes by Headteacher/DSL (For office use)

Signature of Reporter: _____

Date: ___ / ___ / _____

Instructions:

1. Complete this form promptly after observing or becoming aware of a low-level concern.
2. Submit it to the **Headteacher** or **Designated Safeguarding Lead (DSL)**.
3. Keep a copy for your own records if required but maintain confidentiality.
4. The Headteacher/DSL will review, take appropriate action, and store securely according to data protection guidance.