



Banks Lane Junior School

Communication, Collaboration, Curiosity, Resilience, Reflection



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Low Level Concerns Policy

Reviewed:	May 2022
Date of next review:	May 2023
Amendments made:	

Policy statement

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. As a school we work together to ensure promotion of an open and transparent culture, in which all concerns about adults working in or on behalf of the school are dealt with immediately and appropriately.

Scope

This policy is relevant to and includes all employees employed at this school:

- Teachers;
- Support staff;
- Supply teachers;
- Volunteers;
- Local Authority visiting staff;
- Contractors.

The term 'staff' throughout this policy refers to all of the above.

Policy aims

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.

To enable school to identify concerning, problematic or inappropriate behaviour early.

To minimise the risk of abuse occurring.

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.

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 or 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.

Definition

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.

'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"*

Avoiding low level concerning behaviour

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.

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.

Our school ensures that staff are clear about what appropriate behaviour is through our induction procedures and the regular reinforcement of documents such as:

- Staff Safer Working Practices Policy;
- Safeguarding and Child Protection policies and regular training;
- Teachers' Standards (for teaching staff).

Reporting a low level concern

Low level concerns about a member of staff should be reported to the DSL (Designated Safeguarding lead) / Headteacher as per the school's Child Protection procedures. If the concern is about the Headteacher then it should be reported to the Chair of Governors.

Low level concerns about supply staff, contractors and local authority visiting staff should also be reported to the DSL / Headteacher, who will then share and report the concerns to their employers.

Dealing with a low level concern

Where a concern is raised about the practice or behaviour of a member of staff, the information must be recorded and passed to the DSL / Headteacher.

The DSL/ 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 (Local Authority Designated Officer);
- Low level concerns that the school feels they need further guidance on will be referred to the LADO for advice;
- Low level concerns that the school feels they can deal with internally will be dealt with via the school's usual child protection investigation process.

The school will engage with Human Resources where it is necessary to undertake further investigation and/or deal with the concern under relevant processes.

Recording a low level concern

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 DSL/ Headteacher or Chair of Governors if the concern is about the Headteacher.

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 (unless the individual wishes to remain anonymous which must be respected as far as possible).

Relevant records will be retained confidentially and securely within the school's Safeguarding systems, with access only by the Senior Leadership team. All records must be kept in line with data protection principles.

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 DSL/ 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).

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.

Low level concerns will not be included in a reference unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures.

Related guidance

The policy links to the following guidance documents:

- Keeping Children Safe in Education (DfE);
- Staff Safer Working Practice Policy;
- Safeguarding Policy;
- Child Protection Policy.

Appendix 1

Clarity around Allegation vs Low-Level Concern vs Appropriate Conduct

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 may have acted in a manner which:

- is not consistent with an organisation’s Code of Conduct, 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.

Appropriate Conduct

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

Appendix 2 Process to follow when a Low-Level Concern is raised



