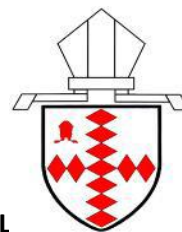




## NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



### Low Level Concern Policy

This policy is written to clarify what is expected from adults in this school when they are concerned about the **low-level concerns**.

This policy is included in induction training for all new staff and is accessible on the shared drive.

#### What is low-level concern?

A low-level concern may arise when an adult has acted in a way that:

- is inconsistent with our staff code of conduct and values, including inappropriate conduct outside of work
- doesn't meet the threshold of harm or is not considered serious enough for the school or college to refer to the local authority.

Low-level concerns are part of spectrum of behaviour. This includes:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

#### what constitutes appropriate and inappropriate behaviour?

Inappropriate behaviours may also include unnecessary or inappropriate physical contact, inappropriate use of social media or electronic communication with pupils, or breaches in professional boundaries e.g.

- being over friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language

#### Why do we need to respond to low-level concerns?

Sharing low-level concerns is very important. Having clear procedures for responding to low-level concerns is part of supporting our school's culture of openness and trust. It helps ensure that all adults consistently model the school's values and help keep children safe. It protects adults working in school from potential false allegations or misunderstandings.

#### What does our school have in place?

This school's policy depicts procedures in place to ensure the above concerns are addressed. It sits alongside our safeguarding policy predominantly, as it reflects recent additions to KCSiE. It does thread through many other policies and practices such as, Behaviour, Equality, SMSC, Quality of Education and the Staff Code of Conduct. There is a clear process in place for sharing and responding to any low level concerns about an adult's behaviour. A low-level form (see Appendix 1) can be used to record any notes of concern. These forms can be emailed or handed to the Headteacher.

### **The process of recording, reviewing and responding to concerns**

If anyone has a low-level concern, they must complete a 'Low Level Concern Form' or seek advice from the DSL team. All staff have been trained and know that a concern can still be significant even if it does not meet the threshold of harm.

All staff have had a copy of this form shared via email; it is also saved on the staff shared drive.

Low-level concerns will be reviewed within 5 working days by the Headteacher and/or DSL team. If concerns escalate or are repeated, they will be referred promptly to appropriate external agencies. .

Low-level forms may contain information, which is sensitive and so will be stored confidentially. These forms are not to be saved on shared drives.

Low-level concern records will be stored confidentially and accessible only to the Headteacher and DSL team. Records will be retained for a minimum of 10 years or until the adult leaves employment, whichever is longer.

Where appropriate, the staff member who raised the concern will be informed of the outcome or any actions taken to provide reassurance and maintain trust.

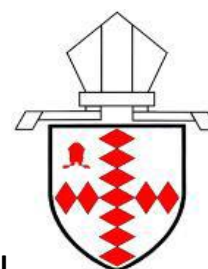
**NB:** Where the concern is about the Headteacher, inform the Chair of Governors.

### **Inclusion of Wider Safeguarding Team and Governance Oversight**

The Headteacher will report regularly to the governing body's safeguarding lead on patterns of low-level concerns and actions taken to ensure transparency and governance



**NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL**



**Low Level Concern Form**

**COMMUNITY - PEACE - WISDOM - HOPE - DIGNITY – JOY**

**Vision** - We aim for our children and members of the wider school community to flourish in all they do and 'live life in all its fullness'. (John 10:10)

Reason for concern (please tick) in the case of 'other' please state key area of foci			
Staff Behaviour/Conduct	TA Behaviour/Conduct	I've noticed something that I'm not sure what to do about	Other
Date of concern	Person dealing with concern HT/DHT/DDSLs as also added to documents)	Linked person (child or adult's full name and class if required)	

Key Focus of concern or description of concern			
Agreed actions follow up date			
Additional comments for Headteacher			
Staff member shared actions with			
SLT	Inclusion Team	DDSL team	Staff Team

*Please email to or print and hand this paper copy to the Headteacher.*