



Low-level Concerns Policy

Updated 23/09/2025

1. Introduction

This policy is an addition to the school's Safeguarding Policy and is based on the requirements of Keeping Children Safe in Education (KCSIE). It applies to all staff, supply teachers, volunteers, and contractors.

2. Definition of a Low Level Concern

A low level concern is any concern—no matter how small, even if it causes only a sense of unease or a 'nagging doubt'—that an adult working in or on behalf of the school 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 harm threshold or is otherwise not serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples include:

- Being overly friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging with a child one-to-one in a secluded area or behind a closed door
- Using inappropriate, sexualised, intimidating, or offensive language
- Humiliating children

3. Purpose

- To create a culture of openness, trust, and transparency.
- To encourage all staff to share low level concerns so they can be addressed appropriately and early.
- To protect children and staff by identifying and addressing concerning behaviour before it escalates.

4. Reporting Low Level Concerns

- All low level concerns should be reported to the Headteacher (or Chair of Governors if the concern is about the Headteacher).
- Concerns can be raised about others or as a self-referral.
- Use the school's Low Level Concern Reporting Form, providing as much detail as possible (who, what, where, when, why).

5. Responding to Low Level Concerns

- The Headteacher (or DSL) will gather information, speak to those involved, and determine the appropriate response.
- Concerns will be dealt with in line with the staff code of conduct and safeguarding procedures.
- If a pattern of behaviour emerges, or if the concern escalates, it may be referred to the LADO.

6. Record Keeping

- All low level concerns must be recorded in writing, signed, timed, and dated.
- Records are kept confidential, securely stored, and retained at least until the individual leaves employment.
- Patterns of behaviour will be monitored and reviewed.

7. Confidentiality

- Information will be shared only with those who need to know.
- Staff reporting concerns should keep the information confidential.

8. Training and Culture

- All staff will receive training on the policy and the importance of reporting low level concerns.
- The school will promote a culture where staff feel confident to report concerns without fear of reprisal.

9. Equalities

At Spring Hill Community Primary School, we are committed to creating an inclusive and equitable environment where all children, regardless of their background or protected characteristics, are treated with respect and dignity. We have taken several measures to eliminate discrimination and other prohibited conduct in accordance with the Equality Act 2010. At Spring Hill Primary School, we see the need for a positive and effective equality. More information on this is available in our Equality policy.

10. Links to Other Policies

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Data Protection Policy

Low Level Concern Reporting Form

Name:	
Date and time:	
Details of concern (what happened, who was involved, where, when, why is it a concern?):	
Any children involved:	
Action taken (if any):	
Signature:	