

# Claygate Primary School

## Low Level Concerns Policy

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<b><i>Designated Safeguarding Leads</i></b>	Hilary Ali Sandra Cunningham Marita Cunniffe Susan Minter
<b><i>Status &amp; Review Cycle</i></b>	Statutory Annual
<b><i>Next Review Date</i></b>	August 2025

This policy is written with reference to **Keeping Children Safe in Education, September 2024** and is linked to the CPS Child Protection Policy 2024

## What is a low-level concern?

A low-level concern is any concern that an adult has acted in a way that:

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

Low-level concerns are part of a 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.

***The term 'low-level' concern does not mean that it is insignificant***

## The Importance of sharing low-level concerns

Having clear procedures for responding to low-level concerns is part of creating a school culture of openness and trust. It helps ensure that adults consistently model the school's values and helps keep children safe. It will also protect adults working in school from potential false allegations or misunderstandings.

### ***Our School Values:***

*Safe and healthy*

*Courageous*

*Achievers*

*Respect*

*Responsible*

*Friendly*

## What constitutes appropriate and inappropriate behaviour?

Appropriate behaviour is where staff meet the expectations set out in school policies and the law with regard to behaviour in school and beyond school.

Examples of low-level concerns could include:

- 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.

***A concern can still be significant even if it does not meet the threshold of harm.***

## **How to report any concerns including recording**

Concerns must **only** be reported to the Headteacher (or to the member of staff deputising for the Headteacher) on the form in Appendix 1 or by emailing the Headteacher (or member of staff deputising for the Headteacher) ensuring all the content of the form in Appendix 1 is included from your work email address. All reports will be kept securely. Concerns may also be reported in person to the Headteacher (or member of staff deputising for the Headteacher).

If the low-level concern is about the Headteacher, this should be reported to the Chair of the Governing Body:

Tony de Vizio: [tony.devizio.gov@claygate.surrey.sch.uk](mailto:tony.devizio.gov@claygate.surrey.sch.uk)

Staff are encouraged 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.

## **Reviewing and responding to concerns**

This is the responsibility of the Headteacher (or member of staff deputising for the Headteacher) Action taken will be documented on the form-Appendix 2

Concerns will be monitored and number of concerns will be reported to governors termly (via the termly Safeguarding Report) and on Local Authority returns as required.

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, school will decide on a course of action, either through its disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harms threshold, in which case it should be referred to the LADO. Consideration will be given to whether there are wider cultural issues within the school that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again.

Low-level concerns will be retained until at least the individual leaves their employment at Claygate Primary School.

The Safeguarding Governor will monitor the effectiveness of this policy and be notified of any low-level concerns in school.

## APPENDIX 1

### Claygate Primary School Low-Level Concern Reporting Form

Please use this form to share any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ – that an adult may have acted in a way that:

- is inconsistent with the CPS staff code of conduct or other school policies, including inappropriate conduct outside of work, and
- does not meet the allegation threshold, or is otherwise not serious enough to consider a referral to the LADO

**You should provide a concise record – including brief context in which the low-level concern arose, and details which are chronological, and as precise and accurate as possible – of any such concern and relevant incident(s) (and please use a separate sheet if necessary).**

**Name:**

**Role:**

**Signed:**

**Date:**

This record will be held securely in accordance with the Claygate Primary School low-level concerns policy.

## APPENDIX 2

To be completed by the Headteacher (or member of staff deputising for the Headteacher only):

**Received by:**

**At – time:**

**On – Date:**

**Action Taken: (specify)**

**Signed:**

**Time & Date:**