

Allegation/concerns that do not meet the harms threshold – ‘low level’ concerns.
(KCSiE 2021, para 407)

The term ‘low-level’ concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harms threshold. A low-level concern is 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 DOFA.

Examples of such behaviour could include, but is not limited to:

- **Being over friendly with children;**
- **Having favourites;**
- **Taking photographs of children on their mobile phone;**
- **Engaging with a child on a one-to-one basis in a scheduled area or behind a closed door; or,**
- **Using inappropriate sexualised, intimidating, or offensive language**
- **Low-level concerns as set out within settings staff behaviour/code of conduct and safeguarding policy.**



All staff have a responsibility to share any low-level concerns about a member of staff, supply staff, volunteer, or contractor immediately to the person in charge:

Eg., headteacher, principal or proprietor/manager:(insert name) Jane Boulton, Manager/ DSL

Any concern or allegation against the person in charge will be reported to: (insert name)

Eg., Chair of governors, owner, chair of committee, nominated trustee Chair of Trustees

Staff should self-refer to their line manager or Designated Safeguarding Lead where 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.



The (insert role) will take the following actions:

- Reports about supply staff and contractors will be notified to their employers.
- The (insert role) will collect information to help them categorise the type of behaviour and determine what further action may need to be taken. Actions will be responsive, sensitive and proportionate.
- All low-level concerns will be recorded in writing and will include details of the concern, the context in which the concern arose along with the rationale for decisions and action taken.
- Records will be kept confidential and held securely and will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.
- The (insert role) will seek advice from HR adviser and/or DOFA consultation as appropriate.