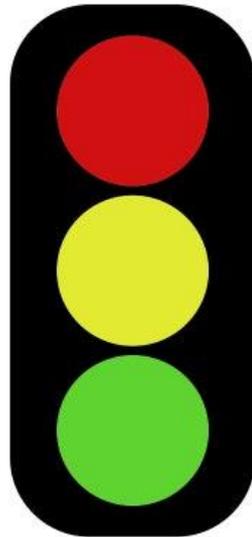




# Low Level Concerns Policy



<b>Written By</b>	R. Eldred	<b>Approved By</b>	Governors
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<b>Review Cycle</b>	Reviewed and approved by the full governing board annually.		

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## Introduction

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Safeguarding at our school is our priority. This includes ensuring that adults who work with children do so in a way that is in accordance with the ethos and policies set out by the school. This policy sets out the action taken to reduce concerns arising and how low-level concerns will be dealt with.

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## Staff Induction and Ongoing Support

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The induction process includes but is not limited to every member of staff being directed to and ensuring their comprehension of:

- Staff Handbook and Code of Conduct
- Job Descriptions
- KCSIE 2025 part 1
- Bowlish Infant School Safeguarding Policy
- Bowlish Infant School Behaviour and Positive Relationships Policy
- Bowlish Infant School Attendance Policy
- Bowlish Infant School Handling and Use of Reasonable Force Policy
- Bowlish Infant School Online Safety Policy
- Bowlish Infant School User Agreements

Through school policy, procedures and practice, staff members understand their responsibility to report any concerns they have with the Head Teacher, Senior Teacher or Chair of Governors.

It is hoped that the clarity in relation to expectations and behaviour will result in all staff members and volunteers behaving in an appropriate way towards pupils and other adults within the setting. It is also recognised that at times concerns and incidents may arise and need to be dealt with. Through school policy and practice, staff members understand their responsibility to report any concerns that they have with the appropriate person.

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## Dealing with Low-Level Concerns

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The Headteacher, or in their absence the Senior Teacher, would first need to establish that the concern reported to them is a low-level concern and not an allegation which would need to be managed following the County Policy KCSIE statutory guidance. Once low-level concern has been established:

- Gather further information.
- Record the concern including, date, time, reporting persons (unless they wish to remain confidential), the concerns, the context, the name of the individual the concern is regarding.
- Consider the information whether the behaviour is in line with the staff code of conduct.
- If the behaviour reported contravenes the staff code of conduct, then further action is required.
- Meet the member of staff in relation to the concern which has been reported and discuss the concern with them. Ensure they are given the opportunity to share any information that they have about the situation / incident and record this.
- Support the member of staff with addressing the concern and identify any support or training which may be required.
- Identify school policies and guidance which may need to be viewed by the member of staff as a reminder on school expectations and code of Conduct.
- Record the action taken, advice and support given.
- Continue to monitor practice and whether any further concerns are raised.

At every stage support and guidance from HR and the LADO may be sought.

When concerns have been dealt with the paperwork must be stored securely and confidentially.

If in the future further concerns are reported in relation to the same member of staff, it is important that past concerns are viewed to identify any patterns in behaviour. It will also be necessary to consider whether the concerns now meet the harm threshold and need to be referred to the LADO or whether action needs to be taken through the disciplinary process.

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### **Retention and Reporting of Low-Level Concerns**

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Records of Low-level concerns will be retained while the member of staff is employed at the school.

Low-level concerns must not be included in references for staff members unless:

- They concern related to misconduct or poor performance.
- The concern met the threshold for referral to the LADO and was substantiated.

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### **Learning from Concerns**

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Low-level concerns should be reviewed regularly and where patterns of similar behaviours are seen, the context of the school ethos, policies and practises should be reviewed. Where necessary, whole staff training should take place to address areas of practice which need improving in order to improve staff conduct and reduce concern.