

GREAT CHART PRIMARY SCHOOL

LOW LEVEL CONCERNS POLICY

SEPTEMBER 2026



A Great Place to Discover and Learn

Vision Statement

A respectful community where we thrive and achieve our full potential as confident life long learners

Mission Statement

Preparing for life in our ever changing world, by providing opportunities to develop core values and a love of learning

Our core value is Respect
Our termly values: Team work, Ambition, Responsibility, Resilience, Kindness & Independence

Introduction

At Great Chart Primary School, we take safeguarding very seriously. 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, including the Staff Code of Conduct. This policy sets out the details and processes for staff regarding low-level concerns they may have.

Summary

It may be possible that a member of staff acts in a way that does not cause risk to children, but is however inappropriate. A member of staff who has a concern about another member of staff should inform the Head Teacher about their concern using a Low-Level Record of Concern Form. If the Head Teacher cannot be contacted, the Deputy Headteacher should be contacted. For a concern about the Headteacher the Chair of Governors should be contacted instead.

Keeping Children Safe in Education

The following is taken from Keeping Children Safe in Education

*As part of their whole school approach to safeguarding, schools and colleges should ensure that they promote an open and transparent culture in which **all** concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.*

Creating a culture in which all concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should:

- *Enable schools and colleges to identify inappropriate, problematic or concerning behaviour early*
- *Minimise the risk of abuse*
- *Ensure that adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.*

What is a low-level concern?

The term 'low-level' concern does not mean that it is insignificant. 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*
- *Does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.*

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

- *Being over friendly with children*
- *Having favourites*
- *Taking photographs of children on their mobile phone, contrary to school policy*
- *Engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or*
- *Humiliating children.*

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

It is crucial that all low-level concerns are shared responsibly with the right person and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from becoming the subject of potential false low-level concerns or misunderstandings.

Clarity around Allegation vs Low-Level Concern vs Appropriate Conduct

Allegation

Behaviour which indicates that an adult who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Low-Level Concern

Any concern – no matter how small, even if no more than a ‘nagging doubt’ – that an adult may have acted in a manner which:

- Is not consistent with an organisation’s Code of Conduct, and/or
- Relates to their conduct outside of work which, even if not linked with a particular act or omission, has caused a sense of unease about that adult’s suitability to work with children

Appropriate Conduct

Behaviour which is entirely consistent with the organisation’s Code of Conduct, and the law.

Reporting a low level concern

Low level concerns about a member of staff should be reported to the Headteacher, or to the Deputy if the Headteacher is absent, as per the school’s Child Protection procedures. If the concern is about the Headteacher this should be reported to the Chair of Governors. Staff should use the school’s Low-Level

Concerns Reporting Form (below). The form should be printed out and completed by hand. The form will be scanned and kept securely by the HT or CoGs, if concerning the HT.

Low level concerns about supply staff, contractors and local authority visiting staff will also be reported to their employers.

Responding to low-level concerns

If the concern is raised via a third party, the headteacher will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously
- To the individual involved and any witnesses

The headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the school's staff Code of Conduct.

Allegations that meet the harm threshold will be referred to the LADO for advice. Low level concerns that the school feel may need further guidance on will be referred to the LADO for advice. Low level concerns that the school feel they can deal with internally will be dealt with via the school's usual child protection investigation process. The school will engage with its HR provider where it is necessary to undertake further investigation and/or deal with the concern under relevant processes.

Storing and use of Low-Level Concerns and follow-up information

Low Level Concern Forms (LLC forms) and follow-up information will be stored securely within the school's safeguarding systems, with access only by the leadership team. This will be stored in accordance with the school's GDPR and data protection policies.

The staff member(s) reporting the concern must keep the information confidential and not share the concern with others apart from the Head Teacher or those aware in the senior leadership team. Low-Level Concerns will not be referred to in references unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures. Whenever staff leave Great Chart Primary School, any record of low-level concerns which are stored about them will be reviewed as to whether or not that information needs to be kept.

Consideration will be given to: (a) whether some or all of the information contained within any record may have any reasonably likely value in terms of any potential historic employment or abuse claim so as to justify keeping it, in line with normal safeguarding records practice; or (b) if, on balance, any record is not considered to have any reasonably likely value, still less actionable concern, and ought to be deleted accordingly.

Review

Reviewed annually: September 2026

https://www.kscmp.org.uk/_data/assets/pdf_file/0004/169699/LESAS-Mission-Statement.pdf

https://forms.office.com/pages/responsepage.aspx?id=DaJTMjXH_kuotz5qs39fkC8yfR_WZe1AiKruQPRg6jJUM0IVQlg1TVYwTjlxT0RLREo3N01SMFg1SyQIQCN0PWcu&route=shorturl



Great Chart Primary School
Low Level Concern Reporting Form (LLC)



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 Great Chart Primary School's staff code of conduct, including inappropriate conduct outside of work
- 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). Please use a separate sheet if necessary. The record should be signed, timed and dated.

Concern Reported by		Staff Member concern referring to		Date of Concern	
Details of the concern					
Signed		Name		Date and Time	

Concern received by		Date		Time	
Action Taken					
Signed		Name		Date	

