



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

Low Level Concerns Policy

Date of Review: October 2024
Date of Next Review: October 2025



1. Policy statement

- 1.1 Our school recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities.
- 1.2 Our school works to ensure that we promote an open and transparent culture in which all concerns about adults working in or on behalf of the school are dealt with promptly and appropriately.

2. Scope

- 2.1 All employees employed at this school including:
 - Teachers
 - Support staff
 - Supply teachers
 - Volunteers
 - Local Authority visiting staff
 - Contractors
- 2.2 The term 'staff' throughout this policy refers to all of the above.

3. Policy aims

- 3.1 To help create a culture in which all concerns about adults are shared responsibly and with the right person and are recorded and dealt with appropriately.
- 3.2 To enable schools to identify concerning, problematic or inappropriate behaviour early.
- 3.3 To minimise the risk of abuse occurring.
- 3.4 To ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries and in accordance with the ethos and values of the school.
- 3.5 To help create an environment where staff are comfortable 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.

4. Definition

- 4.1 The term 'low level' concern does not mean that it is insignificant. It means that the behaviour towards a child does not meet the harm threshold for an allegation.



4.2 'Keeping Children Safe in Education' defines a low-level concern as:

"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 LADO"

5. Avoiding low level concerning behaviour

5.1 Behaviour defined as a 'low level concern' can exist on a spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate but is not in specific circumstances, through to that which is ultimately intended to enable abuse.

5.2 Staff education and reinforcement on avoiding circumstances which may put them in a difficult situation is key to avoiding the need for dealing with these types of concerns.

5.3 Our school ensures that staff are clear about what appropriate behaviour is through their induction and regularly reinforcement of documents such as:

- Staff Code of Conduct
- 'Avoiding Allegations' guidance
- Safeguarding and Child Protection policies and regular training
- Teachers' Standards (for teaching staff)

6. Reporting a low level concern

6.1 Low level concerns about a member of staff should be reported to the DSL, Helen Cox and/or Headteacher, Martyn Reah, as per the school's Child Protection procedures. If the concern is about the Headteacher this should be reported to the Chair of Governors.

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

7. Dealing with a low level concern

7.1 Where a concern is raised about the practice or behaviour of a member of staff, this information must be recorded and passed to the Headteacher.

7.2 The Headteacher must then make an assessment to determine if the matter is a 'low level concern' or an 'allegation' and follow one of the following routes.



- 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.

7.3 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.

8. Recording a low level concern

- 8.1 All low level concerns should be formally recorded by a member of staff when they are made aware of them. This record should then be passed to the Headteacher (or Chair of Governors if the concern is about the Headteacher). Please see Appendix for the Low Level Concern form, an electronic version of which can be found in the Staff portal.
- 8.2 The record should include:
- Details of the concern,
 - The context in which the concern arose,
 - The outcome of the investigation and any action taken, and
 - The name of the individual sharing their concerns (if known) (unless the individual wishes to remain anonymous which must be respected as far as possible).
- 8.3 Relevant records will be retained confidentially on the personnel file, for the term of staff member's employment, plus seven years. A separate record will also be kept of low level concerns to more easily identify patterns that may involve more than one member of staff. All records must be kept in line with data protection principles

9. Reviewing a low level concern

- 9.1 Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.
- 9.2 Where a pattern of such behaviour is identified, the Headteacher will decide on a course of action, which may include:
- Disciplinary investigation and/or proceedings
 - Management Advice, including recommendations for training
 - Referral to the LADO (where a pattern of behaviour moves from a concern to meeting the harm threshold).
- 9.3 The school will take advice, where appropriate, from their HR provider in respect of low level concerns.



- 9.4 The school will also review appropriate policies and training, or other wider cultural issues in the school, to see whether anything needs to be done to minimise the risk of similar behaviour happening again.
- 9.5 Relevant records will be retained confidentially on the personnel file. A separate record will also be kept of low level concerns to more easily identify patterns that may involve more than one member of staff. All records must be kept in line with data protection principles.
- 9.6 Low level concerns will not be included in a reference unless they relate to issues which would normally be included in a reference (e.g. misconduct or poor performance). Low level concerns which relate solely to safeguarding will not be included in a reference, subject to paragraph 10.2.
- 9.7 A low level concern (or group or pattern of concerns) which has met the harm threshold and has therefore been referred to the LADO may be included in a reference depending on the circumstances.

10. Related guidance

10.1 The policy links to the following guidance documents:

- Keeping Children Safe in Education (DfE)
- Model Code of Conduct (Manual of Personnel Practice)
- Avoiding Allegation guidance (Manual of Personnel Practice)
- Safeguarding Policy (Safeguarding Unit)
- Child Protection Policy (Safeguarding Unit)



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Appendix 1 – Low level concern

Details of concern

Name of staff member raising concern:	Department:	Role:
Staff member of concern	Department:	Role:

Please give details of Who/What/Why/Where/When/How as appropriate.

Signed:

Date:



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Received by:	Date:
Concerned staff responded to by:	Date
Staff member spoken with by:	Date:
Concern reviewed by:	Date:

Action taken:

NFA = report filed in personnel file

☐

Further action required:

☐

This record will be held securely in accordance with The Hayling College's retention policy, meaning a staff member's term of employment, plus seven years. Please note that L.L.C.s will be treated in confidence as far as possible, but The Hayling College may in certain circumstances be subject to legal reporting requirements or other legal obligations to share information with appropriate persons, including legal claims and formal investigations.



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Diagram 1: Spectrum of behaviour

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 they 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

Does not mean that it is insignificant, it means that the adult's behaviour towards a child does not meet the threshold set out above. 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 may have acted in a way that:

- is inconsistent with an organisation's staff code of conduct, 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 - but may merit consulting with and seeking advice from the LADO, and on a no-names basis if necessary.

Appropriate Conduct

Behaviour which is entirely consistent with the organisation's staff code of conduct, and the law.



Appendix 3 - Flow chart of actions as suggested by Farrer and Co.'s 'Developing and implementing a Low level concerns policy: A Guide for organisations which work with children September 2021'

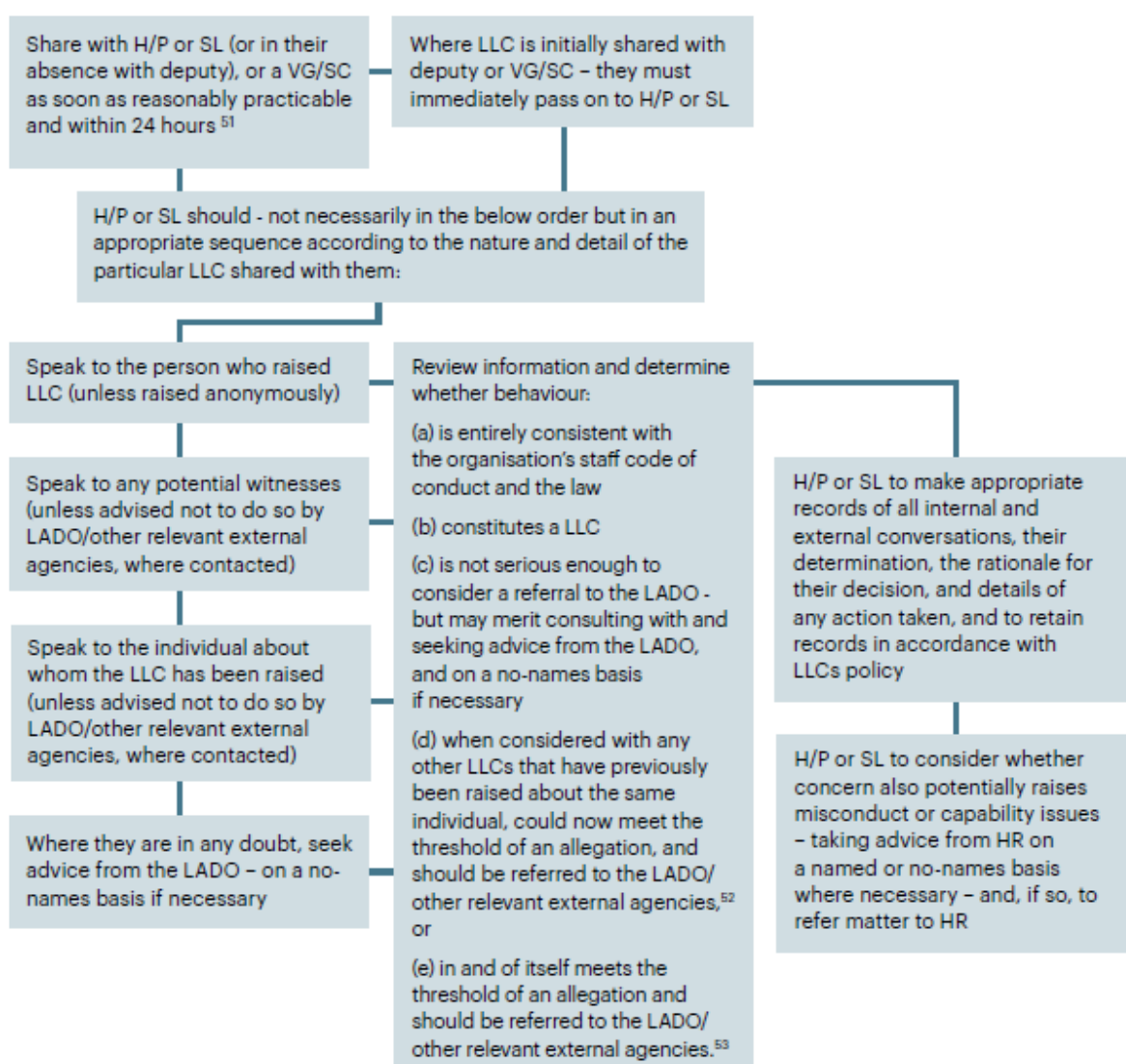
Diagram 2: Sharing low-level concerns (LLCs) – action required by staff, Headteacher/Principal (H/P) or Safeguarding Lead (SL), values guardians (VGs)/safeguarding champions (SCs)

If member of staff has an **allegation that may meet the harm threshold** – they should follow the procedure in the organisation's safeguarding policy/managing allegations against staff policy.

If member of staff has what they **believe** to be a concern that does not meet the harm threshold – i.e. LLC – they should take the below action.

KCSIE now requires low-level concerns to be shared with the Headteacher/Principal – unless they relate to the Headteacher/Principal – as per paragraph 74 of KCSIE (set out in our main guidance).⁵⁰

ACTION REQUIRED



⁵⁰ Whilst there is no specific reference to values guardians/safeguarding champions in KCSIE, we understand from the DfE that it is nonetheless open to schools and colleges in England to introduce these within their mechanism for handling low-level concerns

⁵¹ Where the LLC relates to a particular incident

⁵² And in accordance with the safeguarding policy/managing allegations against staff policy, and Part 4 of KCSIE, and/or relevant procedures and practice guidance stipulated by Local Safeguarding Partnership

⁵³ As above