

Company Name:	The Staff Room ("the Company")
Policy No:	70
Policy Name:	Low Level Concerns Policy
Date:	Aug 2025
Version:	Version 02

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE STAFF ROOM'S SAFEGUARDING, CODE OF CONDUCT & BEHAVIOUR POLICIES

What is a low-level concern?

A low-level concern is any concern – no matter how small – that an adult has acted in a way that:

- Is inconsistent with The Staff Room's 'Code of Conduct' policy including inappropriate conduct outside of work
- Does not meet the threshold of harm or is not considered serious enough to consider a referral to the designated officer at the local authority (LADO)

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

Examples of such behaviour could include:

- Being over friendly with children
- Having favourites
- Adults taking photographs on their mobile phone for work purposes
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Using intimidating or offensive language

Why do The Staff Room need to respond to low-level concerns?

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

We will create this culture by:

- Having clear policies & procedures
- Ensuring staff are clear about appropriate behaviour

How should The Staff Room deal with low-level concerns?

There should be clear processes for sharing and responding to any concerns about an adult's behaviour, no matter how small. A concern can still be significant even if it does not meet the threshold of harm.

The Staff Room should ensure adults understand:

- What constitutes appropriate and inappropriate behaviour
- What a low-level concern is
- The importance of sharing low level concerns
- How to report any concerns
- The process for recording, reviewing and responding to concerns

Should a school contact the agency with a concern about a member of The Staff Room team, we should ask the school to confirm the details in writing, if possible.

If there is any doubt as to whether the information which has been shared about a member of staff as a low-level concern in fact meets the harm threshold, The Staff Room will consult with LADO.

Recording of low-level concerns

All low-level concerns reported will be passed to the DSL at The Staff Room, Claire Peirce, who will record the concerns on a Feedback Record form (Please see appendix below). This form will be saved in the candidate's education folder, and should a pattern of behaviour be highlighted, the DSL will investigate further and deal with appropriately.

All low-level concerns will be retained for a period of 6 years as stated in The Staff Room retention policy.

Appendix

CANDIDATE:

[illegible]

