

Low Level Concerns Policy
Nursling C of E Primary School
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1. Introduction

A low-level concern is any concern that an adult has acted in a way that: is inconsistent with the staff code of conduct, including inappropriate conduct outside of work. It doesn't meet the threshold of harm or is not considered serious enough for the school or college to refer to the local authority.

At Nursling C of E 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 detail and processes for staff regarding low-level concerns they may have.

2. 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. (Appendix A) If the Head Teacher cannot be contacted, the Chair of Governors should be contacted instead.

3. Keeping Children Safe in Education September 2025

P18 & 19

What school and college staff should do if they have a safeguarding concern or an allegation about another staff member

69. Schools and colleges should have processes and procedures in place to manage any safeguarding concern or allegation (no matter how small) about staff members (including supply staff, volunteers, and contractors).

70. If staff have a safeguarding concern or an allegation of harming or posing a risk of harm to children is made about another member of staff (including supply staff, volunteers, and contractors), then:

- this should be referred to the headteacher.
- where there is a concern/allegation about the headteacher or principal, this should be referred to the chair of governors.

- in the event of a concern/allegation about the headteacher, where the headteacher is also the sole proprietor of an independent school, or a situation where there is a conflict of interest in reporting the matter to the headteacher, this should be reported directly to the local authority designated officer(s) LADO(s). Details of your local LADO should be easily accessible on your local authority's website.

71. If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the school or college low-level concerns policy. Further details can be found in Part four of the full version of KCSIE.

4. Clarity around Allegation vs Low-Level Concern vs Appropriate Conduct

Serious Allegation

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

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to 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 Nursling's expectations and Code of Conduct Policy and the law.
- Relates to their conduct outside of work that has caused a sense of unease about that adults suitability to work with children.

Appropriate Conduct

Behaviour that is entirely consistent with Nursling's expectations and Code of Conduct Policy and the law.

5. Reporting and storing and use of Low-Level Concerns and follow-up information

Nursling forms and follow-up information will be stored securely within the schools 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.

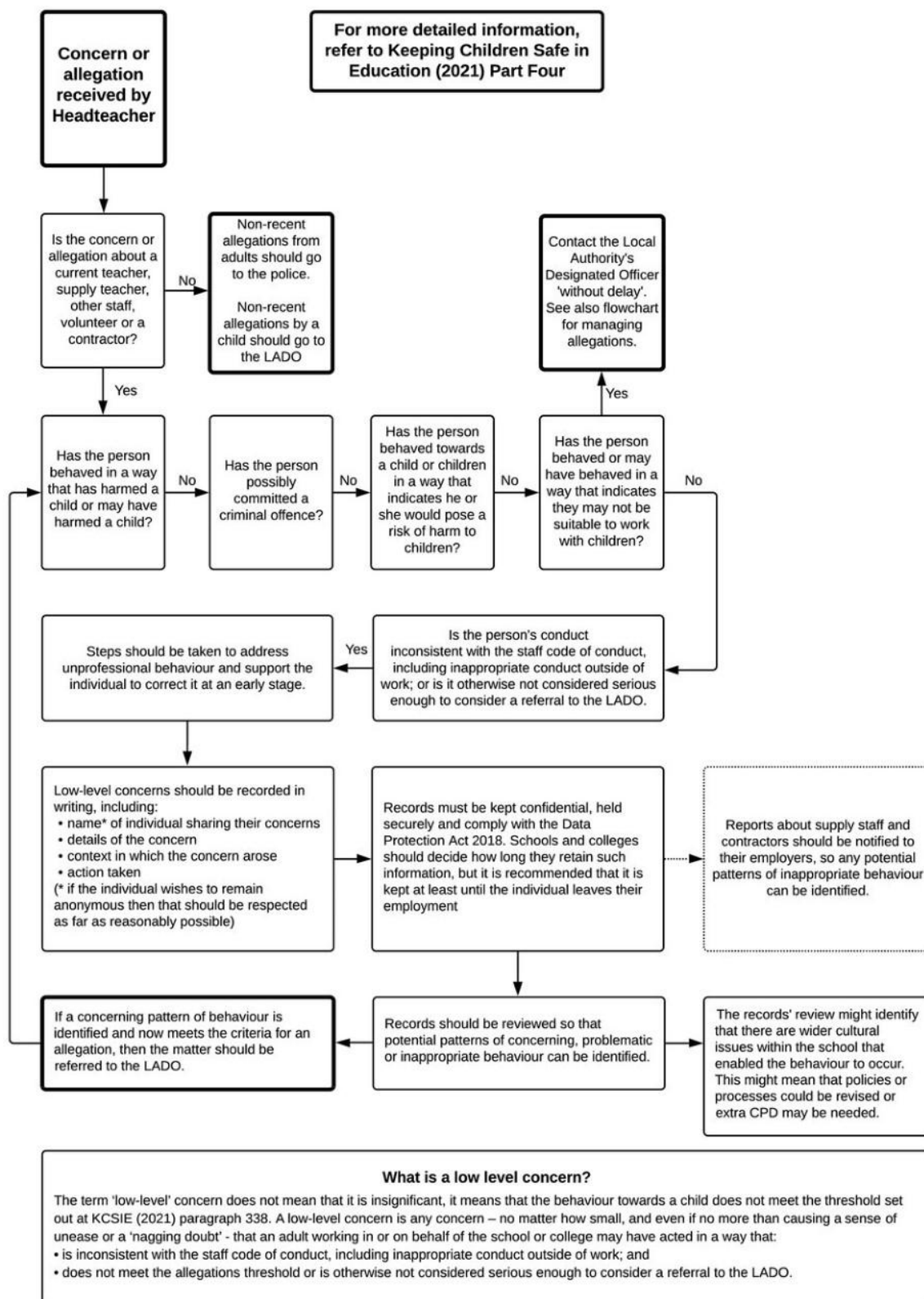
Low-Level Concerns will not be referred to in references unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures.

Whenever staff leave Nursling, 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.

6. Process to follow when a Low-Level Concern is raised



7. Key Reference Document

Read this document for further information about Low-Level Concerns, which is referenced in KCSIE 2021.

<https://www.farrer.co.uk/globalassets/clients-and-sectors/safeguarding/low-level-concerns-guidance-2020.pdf>

Approved by Governors 21st October 2025.
Reviewed by Headteacher in September 2025.

Appendix A

Reporting of a Low-Level Concern

Form to be completed by Headteacher, member of SLT or Chair of Governors when a member of staff reports a low-level concern.

If you think a **child is at immediate risk of significant harm** telephone Children's Social Care (**Hants Direct: 0300 555 1384**) and/or the **Police: 101 (999 if an emergency) immediately.**

Name of person completing form		Role:
Name of person reporting concern		Role:
Date of concern being raised		

Outline of concern

RAG Rated as per boxes above (Tick appropriate one)

Serious Allegation	Low Level Concern	Appropriate Conduct
Step 1 Contact LADO. Phone 01962 876364		NFA
Step 2 Complete Hampshire LADO (Local Authority Designated Officer) Referral form online if asked to do so or unable to speak to LADO: https://documents.hants.gov.uk/childrens-services/LADO-notification-form.docx		NFA

Advice and Actions taken

Signed:

Date:

Signed:

Date: