Low Level Concerns Policy

The staff responsible for the Low Level Concerns Policy are

Mrs S. Bradford

The governor responsible for the Low Level Concerns Policy is

Mrs J. Crawley

Agreed by governors: 6th November 2026

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1. Introduction

At Roydon Primary School, we strive to create an open and transparent culture where all concerns about all adults involved with our school are dealt with promptly and appropriately. We aim to identify any concerning, problematic or inappropriate behaviour early, minimising the risk of abuse. We ensure that adults working in or on behalf of our school are clear about professional boundaries and act within these, and in accordance with our school ethos.

This policy should be read alongside our Safeguarding and Child Protection policy and the Staff Code of Conduct.

2. Keeping Children Safe in Education – September 2026

As part of their whole-school approach to safeguarding, schools should 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.

Creating a culture in which concerns about adults are shared responsibly, recorded and managed appropriately is essential because it:

- enables schools to identify inappropriate, problematic or concerning behaviour early;
- minimises the risk of abuse;
- ensures adults working in or on behalf of the school understand professional boundaries and act in accordance with the school's ethos and values.

A low-level concern is any concern, no matter how small, including one that causes a sense of unease or a nagging doubt, that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside work; and
- does not meet the harm threshold or otherwise require referral to the Local Authority Designated Officer (LADO).

Examples may include:

- being over-friendly with children;
- having favourites;
- taking photographs of children on a personal 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.

Low-level concerns may arise from suspicions, complaints, disclosures made by children, parents or adults, or through information identified during recruitment or vetting processes. It is vital that all concerns are shared and recorded appropriately so that patterns of behaviour can be identified and addressed.

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

Allegation:
Any adult linked to our school who 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 he or she may pose a risk of harm to children;**
- **behaved or may have behaved in a way that indicates they may not be suitable to work with children.**

Low Level Concern:
Any adult linked to our school who has behaved 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.**

Appropriate:
- **Behaviour that is entirely consistent with our school's Code of Conduct, and the Law.**

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

LLC forms and follow-up information will be stored securely within the school's safeguarding systems, with access only by the Senior Management 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 headteacher and the SMT or Chair of Governors.

Reports about supply staff and contractors will be notified by the headteacher to their employers so any potential patterns of inappropriate behaviour can be identified.

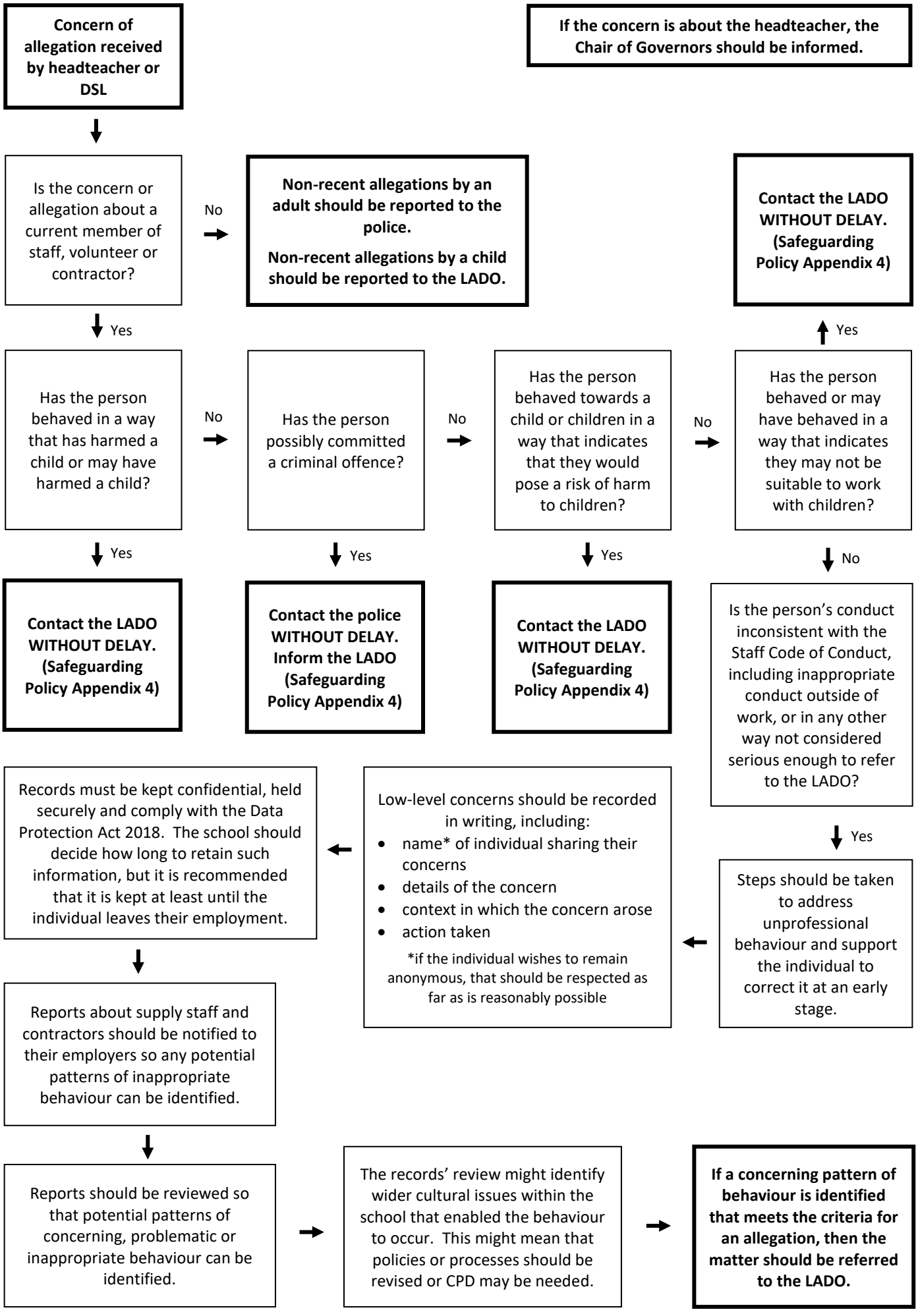
Low-Level Concerns will not be referred to in references unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures.

Whenever staff leave Roydon Primary School, any record of low-level concerns that 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.

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



6. Low Level Concerns Reporting Form – Roydon Primary School

Your details		
Name (optional)		
Role		
Date & time of completing this form		
Details of individual (including yourself for self-reporting) who the concern is about		
Name		
Role		
Details of Concern		
Please include as much detail as possible. Think about the following: What behaviour and/or incident are you reporting? What exactly happened? Why does the behaviour and/or incident worry you? Why do you believe the behaviour and/or incident is not consistent with our Staff Code of Conduct?		
Details of any children or young people involved		
Name(s)		
Next Steps		
Are you willing to meet with the headteacher/ DSL to discuss your concern?	**Yes**	**No**
Please state any other information that you feel is relevant to the processing of this concern		
Signature		

For use by the headteacher/DSL Team upon receipt of the concern	
Date & time concern received	
Signature	
Role	
Actions to be taken and follow-up	