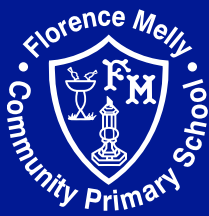


FLORENCE MELLY COMMUNITY PRIMARY SCHOOL



LOW LEVEL CONCERNS POLICY

2022/23



Low Level Concerns Policy 2022 - 23

Child Protection Statement and Introduction

Florence Melly Community Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act, without delay, to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

At Florence Melly Community Primary School we strongly believe that:

'Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.' (DFE 2022).

At Florence Melly Community Primary School, we aim to create an open and transparent culture where 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; minimise the risk of abuse; and ensure that adults working in or on behalf of our school are clear about professional boundaries and act within these boundaries, and in accordance with our school ethos.

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

What is a Low Level Concern?

The following is taken from Keeping Children Safe in Education September 2022 and identifies what may be considered behaviour relating to low level concern:

409. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out at paragraph 338 (and on page four of this policy in the red box). 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; and does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

410. 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;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- shouting inappropriately at a child;
- using inappropriate sexualised, intimidating or offensive language.

411. 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.

412. It is crucial that any such concerns, including those which do not meet the harm threshold (see Part Four - Section one), are shared responsibly and 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 potential false allegations or misunderstandings.

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, volunteer, contractor or who, on reflection, recognises that their actions could have been viewed as a risk should inform the Head Teacher or Designated Safeguarding Lead about their concern using a Low-Level Record of Concern Form. If the previously named people cannot be contacted, the Chair of Governors should be contacted instead.

Allegation vs. Low Level Concern vs. Appropriate Conduct

Allegation	Low Level Concern	Appropriate
Any adult linked to our school who has: <ul style="list-style-type: none"> - 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 indicated he/she/they may pose a risk of harm to children; and/or - behaved or may have behaved in a way that indicated they may not be suitable to work with children 	Any adult linked to the school who has behaved in a way that: <ul style="list-style-type: none"> - 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 	Behaviour which is entirely consistent with our school's Code of Conduct, and the Law.

Reporting a Low Level Concern and follow up information

The school have a Low Level Concern form that is to be filled in in the event of any concerns being raised against staff. These blank forms are held by the school's Designated Safeguarding Lead. These form provide guidance and a clear next steps procedure - this is also clarified in the flow chart below.

Low Level Concern forms and follow-up information will be stored securely by the school's Designated Safeguarding Lead, with access only by the leadership team and will be stored in accordance with GDPR.

The staff member(s) reporting the concern must keep the information confidential and not share the concern with others apart from the Head Teacher, Designated Safeguarding Lead or those aware in the senior leadership team.

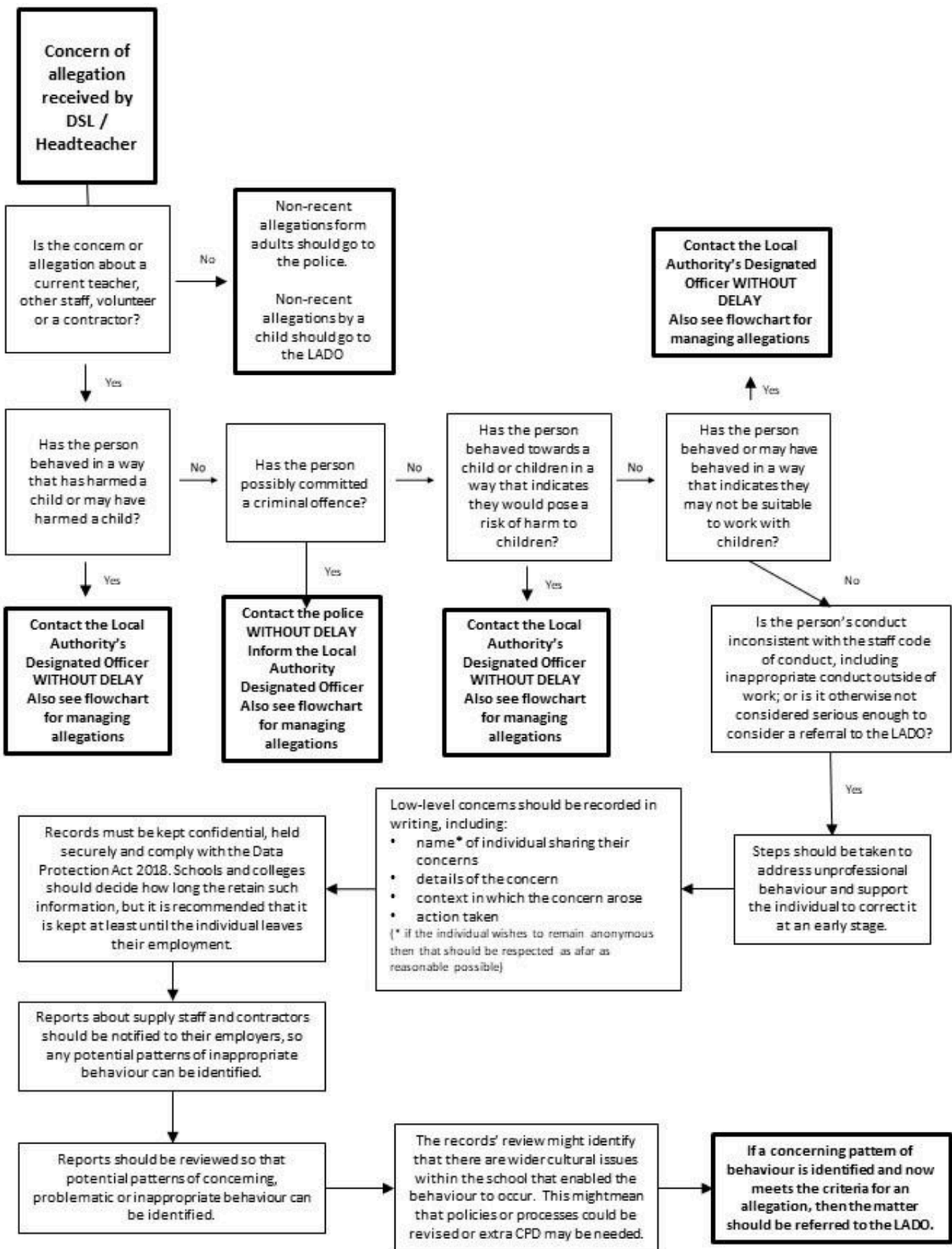
Low-Level Concerns will not be referred to in references unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures.

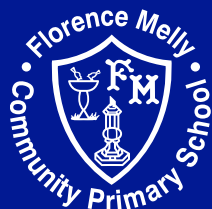
Whenever staff leave Florence Melly Community Primary School, any record of low-level concerns which are stored about them will be reviewed as to whether or not that information needs to be kept.

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

Low Level Concern Procedure





FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

LOW LEVEL CONCERN FORM

DETERMINATION. RESILIENCE. EMPOWERMENT. APPRECIATION. MOTIVATION & SAFETY
'IF YOU CAN DREAM IT, YOU CAN DO IT!'



Low Level Concern Form 2022 - 2023

This form can be used to share any concern with the Designated Senior Manager/Headteacher, no matter how small or seemingly insignificant, 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 the Schools' Code of Conduct [including inappropriate conduct outside of work] and/or in a way that on first glance does not appear to meet the allegation, 'harm' threshold.

A concise record is required, including brief context in which the low level concern arose, plus details which are chronological, precise and as accurate as possible, of any such concern and /or relevant incident[s]. [Continue on separate sheets as necessary]. The form should be signed, times and dated.

Details of Concern:	
Name of Staff Member(s):	Role(s):
Signed:	Date:

Received by:	Date:
Was the staff member spoken to by a member of SLT? <ul style="list-style-type: none"> - Good practice requires a response - If no, an explanation must be provided as to why 	
What was the staff members response?	
What action has been taken?	
Was advice/guidance sought from the LADO and/or Human Resources? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signed	Date:

This record form will be held securely, either digitally or in paper form, in one central file in accordance with the School's Code of Conduct and any associated guidance regarding the management of concerns and or allegations and in accordance with School's Data Management practices/policies. Low Level Concern reporting will be treated as confidential as far as possible, however in certain circumstances it may be necessary to share and or disclose the information with third parties for relevant and necessary reasons. This includes where a reporter has indicated they wish to remain anonymous.