



'Igniting the Future'

Deal Education Alliance Learning Trust



DEALT

Deal Parochial C.E.P School

Low Level Concern Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: 8th September 2022

Date of next full review: 1st September 2023

Presented & ratified: Deal Parochial Local FGB : 27-09-22

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Vision statement

Our School is built on the teachings of the Bible and inspired by The Gospel Values of Faith, Hope and Love.

Our Christian ethos is upheld by respecting humanity fostered through our community that is welcoming, inclusive and forgiving.

Together we flourish through courageous learning, friendships and generosity.

TO BE THE BEST THAT I CAN BE – THE WAY GOD INTENDS

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1. INTRODUCTION

As a school founded by the Church of England and part of The Diocese of Canterbury, Deal Parochial Church of England Primary School has a distinctive Christian ethos at its heart, all adults in school are expected to actively follow and live out our mission statement:

All communication and interaction between members of our school - staff, children, parents, carers and visitors must reflect our Vision statement.

Our Complimentary Christian Values are:-

Kindness, Trust, Friendship, Respect, Courage, Forgiveness

2. Key Contacts

	Name	School contact information e.g. email/phone number
Designated Safeguarding Lead (DSL)	Justine Brown	headteacher@deal-parochial.kent.sch.uk 01304 374464
Deputy Designated Safeguarding Lead	Mel Fox - SENCO Louise Friend - EYFS Katherine Porteous – Deputy Head Nikki Pettitt – Nurture and Boxall Lead	fox@deal-parochial.kent.sch.uk friendl@deal-parochial.kent.sch.uk porteousk@deal-parochial.kent.sch.uk pettittn@deal-parochial.kent.sch.uk
Headteacher	Justine Brown	Headteacher@deal-parochial.kent.sch.uk
Safeguarding Governor <i>or</i>	Mary Heard	heardm@deal-parochial.kent.sch.uk
Other key staff	Kirstey Beckett - secretary	beckettk@deal-parochial.kent.sch.uk

3. 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. If the Head Teacher cannot be contacted, the Chair of Governors should be contacted instead.

4. Keeping Children Safe in Education September 2022

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

424. *As part of their whole school or college approach to safeguarding, schools and colleges should ensure that they promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.*

425. *Creating a culture in which all concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should:*

- *enable schools and colleges to identify inappropriate, problematic or concerning behaviour early*
- *minimise the risk of abuse, and*
- *ensure that adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.*

What is a low-level concern?

426. *The term 'low-level' concern does not mean that it is insignificant. 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 harm threshold or is otherwise not serious enough to consider a referral to the LADO.*

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, 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.*

427. *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.

428. *Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.*

429. *It is crucial that all low-level concerns are shared responsibly 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 becoming the subject of potential false low-level concerns or misunderstandings.*

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

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;
- 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 an organisation’s Code of Conduct, and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult’s suitability to work with children.

Appropriate Conduct

Behaviour which is entirely consistent with the organisation’s Code of Conduct, and the law.

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

LLC 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 Deal Parochial, 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.

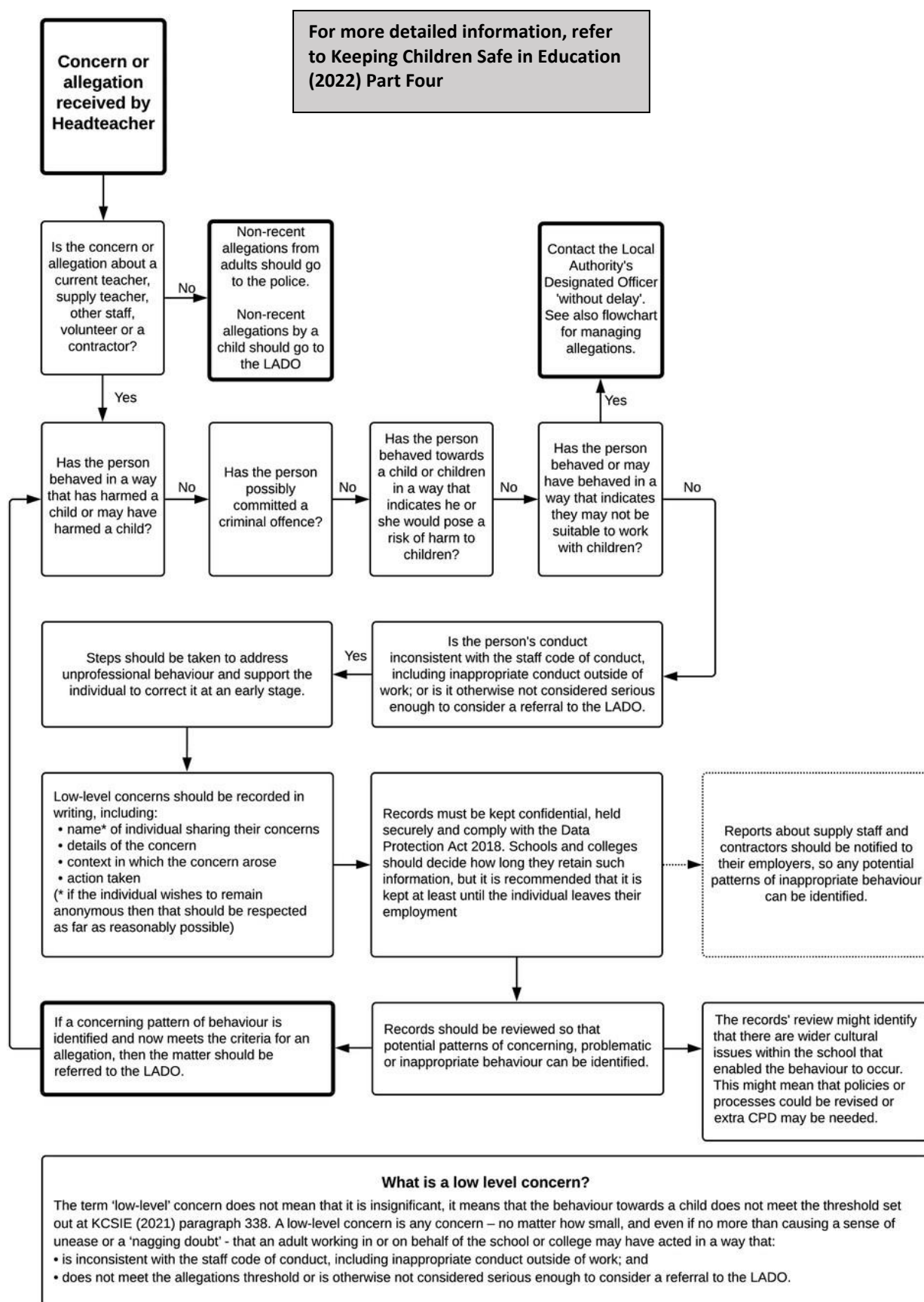
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7. Process to follow when a Low-Level Concern is raised

NB – if the concern is about the Headteacher, then the Chair of Governors should be informed.



8. Low level Concerns Reporting Form – Deal Parochial School Primary School



Low level Concerns Reporting Form – Deal Parochial School Primary School

Your details:

Name (optional)	
Role	
Date and time of completing this form	
Details of individual (including yourself for self-reporting) whom the concern is about	
Name	
Role	
Relationship to the individual reporting eg manager, colleague	

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)	
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Next Steps

Are you willing to meet with the headteacher and DSL to discuss your concern? Please circle as appropriate.	Yes	No
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Please state any other information that you feel is relevant to the processing of this concern.	
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Signature	
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For use by HT/safeguarding team upon receipt of the concern	
Date and time concern received	
Signature	
Role	
Actions to be taken and follow-up.	