

Low Level Concerns Policy

Last Updated 01 September 2023

Introduction to low-level concerns

- The term '**low-level concern**' does not mean that it is insignificant, it means that the adult's behaviour towards a child does not meet the safeguarding allegation threshold.
- 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 may have acted in a way that is inconsistent with the Teacher Regulations code of conduct, including inappropriate conduct outside of work, and does not meet the safeguarding allegation threshold.
- A **low - level concern** is otherwise not serious enough to consider a referral to the LADO – but may merit consulting with and seeking advice from the LADO.
- The **low level concern** policy is linked to Zen Educate's code of conduct for staff.

Definition: "low-level" concern

What could constitute a **Low-Level concern**

- Inadvertent or thoughtless behaviour
- Behaviour that might be considered inappropriate or disproportionate to the circumstances.
- Behaviour that could or is intended to enable abuse.

Examples of such behaviour could include:

- Being over friendly with children and or young people
- Having favourites

- Adults taking pictures of children and or young people on their mobile phone
- Engaging with a child on a one-one basis in a scheduled area or behind a closed door.
- Using inappropriate sexualized, intimidating, frightening or offensive language / vocabulary

Dealing with low-level concerns

Zen Educate follows the “Respond, Record, Reflect” approach when dealing with low level concerns. We follow KCSIE and Working Together to Safeguard Children when responding to, recording and dealing with a low-level concern.

Respond and record

- We respond by recording the incident in the form set out in Appendix A.
- We then complete a reflective risk assessment by completing the form set out in Appendix B.
- This reflective risk assessment form is stored securely on the Zen Educate google drive. Only DSLs have access to this form.

Reflect

- Any reflective risk assessment forms reports are reviewed on a weekly basis by the Safeguarding Lead and Designated Safeguarding Lead on Fridays at 3pm.
- After review of the safeguarding log and reflective risk assessments, the DSLs update the risk register accordingly.

Appendix A

Form for Low Level concerns (does not meet the Harm Threshold) code of conduct / Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to [Enter name of DSL] if they have a safeguarding concern about a child in our school.

Information Required	Enter Information Here
Full name of Teacher / Teaching Assistant PLATFORM LINK OF CANDIDATE	
Date of birth	
Name of School	
Name of referrer from school & position	
Nature of concern/disclosure from the Educational Establishment: Please include indication of category: <ul style="list-style-type: none"> • Category currently being suggested by the school • Child protection • Safeguarding • Low Level Concerns • Code of Conduct Please include: <ul style="list-style-type: none"> • What happened • When did this happen • Any specific needs of the pupil/ s.... • What did the child say or do.... • Has this or will this be reported to the LADO • Have or will the parent/carer be informed • Has the candidate been spoken to by the school? If so, who spoke with them and when? <i>Please note: Inform the school we have a duty of care to gain the account from the candidate and unless notified otherwise this will be done as soon as possible.</i>	
Time & date of incident	
Name and position of the person writing this form from Zen Educate	

Time and Date form received by DSL of Zen Educate	
School LADO - authority contact details	
Action taken by Zen Educate DSL	
Referral made to LADO and reason, including date and time	
Referral made to police [yes/no, date and time]	
Other Agency or child organisations to contact [yes/no, date and time, name of organisation]	
Feedback and/or reflective risk assessment given to Teacher/Teaching Assistant (yes/no)	
Name of person completing RRA and date and time of completion	
Strengths of the candidate in reflecting	
Struggles the candidate identified and or had whilst in the school / pupil/s	
Strategies to support candidate	
Was feedback given to person who reported the allegation/disclosure (yes/no)	
Further action agreed if any required	
Outcome of investigation	
Chronology of actions taken throughout the procedure	
Date of completion of investigation	
Low Level Concern Code of Conduct Safeguarding Child Protection	

Appendix B

Reflective Assessment						
Candidate Name:	School Name:	Incident:	Struggles	Strengths	Strategies	Outcome