

# Bitterne C of E Primary School



## Low- Level Concerns Policy

Headteacher

**Last review – July 2023**

**Next review – July 2024**

**Chair of Governors- Amanda Humby**

Key guidance documents

Farrer & Co – Developing and implementing a low-level concerns policy: a guide for organizations which work with children – Adele Eastman, Jane Foster, Owen O’Rorke and David Smellie. 2020

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

Department for Education, Keeping Children Safe in Education 2021

Working together to Safeguard Children. Statutory guidance on inter-agency working to safeguard and promote the welfare of children.

This policy must be read in conjunction our Safeguarding Policy and Procedures, Staff Code of Conduct and Whistleblowing Policy. This ensures that **all staff** are able to share their concerns, no matter how small, about their own or another member of staff's behaviour.

The purpose of the policy is to further embed a culture of openness, trust and transparency across the school. This links directly to our core Christian values of 'Love, Trust and Forgiveness' and the expected behaviours which are set out in the school's Code of Conduct are constantly lived, monitored and reinforced by all staff at all times.

Bitterne CE Primary deals with all concerns about adults working in or behalf of the school appropriately and promptly. The school seeks to create an environment where staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below expected professional standards.

This policy aims to: (KCSIE 2021 page 96 paragraph 415)

- ensure that all staff are clear about what appropriate behaviour is
- ensure that all staff are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others.
- empower staff to share any low-level concerns with the Headteacher
- help staff address unprofessional behaviour and help the individual to correct such behaviour at an early stage
- identify concerning, problematic or inappropriate behaviour – including any patterns – that may need to be consulted upon with (on a no-names basis, if appropriate), or referred to, the LADO
- provide for responsive, sensitive and proportionate handling of such concerns when they are raised
- help identify any weaknesses in the organisation's safeguarding system. This policy applies to all staff at Bitterne CE Primary School.

### **Defining a Low-Level Concern (see KCSIE page 95)**

A low-level concern is one that **does not** meet the harm threshold as stated in the school's Safeguarding Policy. That is, when anyone working in a school (including volunteers, supply staff and contractors) has:

- 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 indicates he or she may pose a risk of harm to children; and/or

- behaved or may have behaved in a way that indicates they may not be suitable to work with children (which includes behaviour that may have happened outside school posing a transferable risk to children).

Responses and actions to behaviours that may meet the harm threshold are contained specifically within section 6 of the School's Safeguarding Policy, 'Allegations Regarding Staff (or volunteers)'. These should be reported to the Headteacher without delay.

KCSIE page 95-96 states '*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' (i.e. they believe it could be a concern) – 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 of work; and*
- *does not meet the allegations threshold or is otherwise not considered 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;*
- *engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,*
- *using inappropriate sexualised, intimidating or offensive language.*

*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.'*

### **Responsibilities of staff**

It is important that all staff are clear of the expectations the school requires from them as contained in the Staff Code of Conduct. This is covered annually by the Designated Safeguarding Lead, and as part of the school's induction for new staff.

It is crucial that any concerns in relation to a staff member's behaviour, including those which do not meet the harm threshold, are shared responsibly and with the Headteacher DSL. This should be done without delay. Where there are concerns/allegations about the Headteacher, this should be referred to the Chair of Governors Amanda Humby (whose contact details can be found in the School's Safeguarding Policy)

Staff members who are concerned about how their behaviour may have been interpreted, or, on reflection, re-evaluate their behaviour as one that may have been in contrary to the school's code of conduct and expectations, they self-refer to the Headteacher.

## **Dealing with Low-Level Concerns**

Low-level concerns should be shared verbally with the Headteacher DSL in the first instance, but must then be recorded in writing. The record should include:

- details of the concern
- the context in which the concern arose
- action taken

The name of the individual sharing their concerns should also be noted, but if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

Where the low-level concern is provided verbally, the Headmaster should make an appropriate record of the conversation, either at the time or immediately following the discussion, paying heed to the details above. Records will be signed, timed and dated. Records will remain confidential in accordance with the school's Data Protection policies and GDPR.

## **Responding to a Low-Level Concern**

The Headteacher will, in the first instance, need to ensure that it is a low-level concern and should not be reclassified as a higher level concern/allegation and dealt with under the appropriate procedures in the Safeguarding Policy.

The circumstances in which a low-level concern might be reclassified are where:

- (a) the threshold is met for a higher-level concern/allegation
- (b) there is a pattern of low-level concerns which collectively amount to a higher-level concern/allegation or
- (c) there is other information which, when taken into account, leads to a higher-level concern/allegation.

Where the Headteacher is in any doubt whatsoever, advice will be sought from the LADO, if necessary, on a 'no-names' basis.

Having established that the concern is low-level, the Headteacher will discuss it with the individual who has raised it and will take any other steps to investigate, as necessary.

If the concern has been raised via a third party, the Headteacher should collect as much evidence as possible by speaking:

- directly to the person who raised the concern, unless it has been raised anonymously;
- to the individual involved and any witnesses.

The information collected will help to categorise the type of behaviour and determine what further action may need to be taken. All of this needs to be recorded along with the rationale for any decisions and action taken. Reports about externally employed staff and contractors will be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.

Most low-level concerns by their very nature are likely to be minor and will be dealt with by means of management guidance, training etc.

In dealing with a low-level concern with a member of staff, this will be approached in a sensitive and proportionate way. In many cases, a low-level concern will simply require a conversation with the individual about whom the concern has been raised. Details of the concern will be recorded along with the rationale for decisions and action taken.

Any conversation with a member of staff following a concern will include being clear with the individual as to why their behaviour is concerning, problematic or inappropriate, what change is required in their behaviour, enquiring what, if any, support they might need in order to achieve and maintain that, and being clear about the consequences, if they fail to reach the required standard or repeat the behaviour in question. Ongoing and transparent monitoring of the individual's behaviour may be appropriate. An action plan or risk assessment may be required. Some concerns may trigger the school's disciplinary, grievance or whistleblowing procedures, which will be followed where appropriate. Some concerns may be related to performance management and advice may be sought from the Business Manager and / or SCC HR.

### **Monitoring of Low-Level Concerns**

The Headteacher will securely retain confidential files on low-level concerns. A central log will be shared and monitored by the school's Business Manager and DHT on a regular basis to ensure that all such concerns are being dealt with promptly and appropriately, and that any potential patterns of concerning, problematic or inappropriate behaviour are identified. A record will be kept of this review.

No record will be made of the concern on the individual's personnel file (and no mention made in job references) unless either:

- (a) the concern (or group of concerns) has been reclassified as a higher-level concern, or
- (b) the concern (or group of concerns) is sufficiently serious to result in formal action under the school's grievance, capability or disciplinary procedure.

This policy will be reviewed annually after KCSIE is published