



Low Level Concerns Policy

Our Shared Vision

Striving for excellence in everything we do

High Quality
Education for
ALL

Effective
home/school
and community
partnerships

Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by: Full Governing Body	Date: 11.12.25
Signature (Chair of Governors): Signed copy held on school file	Signature (Headteacher): Signed copy held on school file
Last review date: December 2025	Next review date: December 2026



[This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.](#)

[Article 3 Best Interests of the Child](#)

[The best interests of the child must be a top priority in all decisions and actions that affect the child.](#)

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Statement of Intent

This Low Level Concerns Policy forms part of Becontree Primary School's overall policy and procedures for Safeguarding and Child Protection.

At Becontree Primary School, we take safeguarding very seriously. This includes ensuring that adults who work with children do so in a way that is in accordance with the ethos and policies set out by the school, including the staff code of conduct. This policy sets out the detail and processes for staff to follow regarding low-level concerns they may have.

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.

Keeping Children Safe in Education

The following is taken from the most recent copy of Keeping Children Safe in Education:

If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the school or college low-level concerns policy.

If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the school or college low-level concerns policy. Further details can be found in Part four of KCSIE.

Governing bodies and proprietors should have policies and processes to deal with any concerns or allegations which do not meet the harm threshold, referred to in this guidance as 'low-level' concerns. It is important that schools and colleges have appropriate policies and processes in place to manage and record any such concerns and take appropriate action to safeguard children.

What is a Low-Level Concern?

The term 'low-level' concern is any concern – no matter how small – 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 designated officer at the local authority

Examples of such behaviour could include, but are not limited to:

- Being overly 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
- Humiliating pupils

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.

Clarity around Allegation Vs Low-Level Concern Vs Appropriate Conduct

Allegation	Low Level Concern	Appropriate Conduct
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 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.	Any concern-no matter how small, even if no more than a 'something doesn't feel right' - that an adult may have acted in a manner which: • is not consistent with the school'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 the adult's suitability to work with children.	Behaviour which is entirely consistent with the school's Code of Conduct.

Storing and use of Low-Level Concerns and Follow-Up Information

Low-Level Concern (LLC) forms will be kept locked in a filing cabinet in the head teacher's office, with access only by the head teacher. They will be stored (in a separate file or in the staff member's HR file) in accordance with our GDPR and Data Protection policies.

The person(s) reporting the concern must keep the information confidential and not share the concern with anyone apart from the head teacher, unless directed by the head teacher to share it with the Designated Safeguarding Lead or Deputy Safeguarding Lead.

Responding to a Low-Level Concern

If the concern is raised via a third party, the headteacher will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously
- To the individual involved and any witnesses

The headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the school's code of conduct. The headteacher will be the ultimate decision-maker in respect of all low-level concerns, though they may wish to collaborate with the DSL.

Record Keeping

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely and comply with the DPA 2018 and UK GDPR
- Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harm threshold as described in section 1 of this appendix, we will refer it to the designated officer at the local authority
- Retained at least until the individual leaves employment at the school

Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

Process to follow when a low-level concern is raised

Appendix A outlines the procedures that the school will take when a low-level concern is raised.

More detailed information can be found in Keeping Children Safe in Education (202), Part Four.

Key Reference Documents, Policies and Guidance

This policy should be read in conjunction with:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct

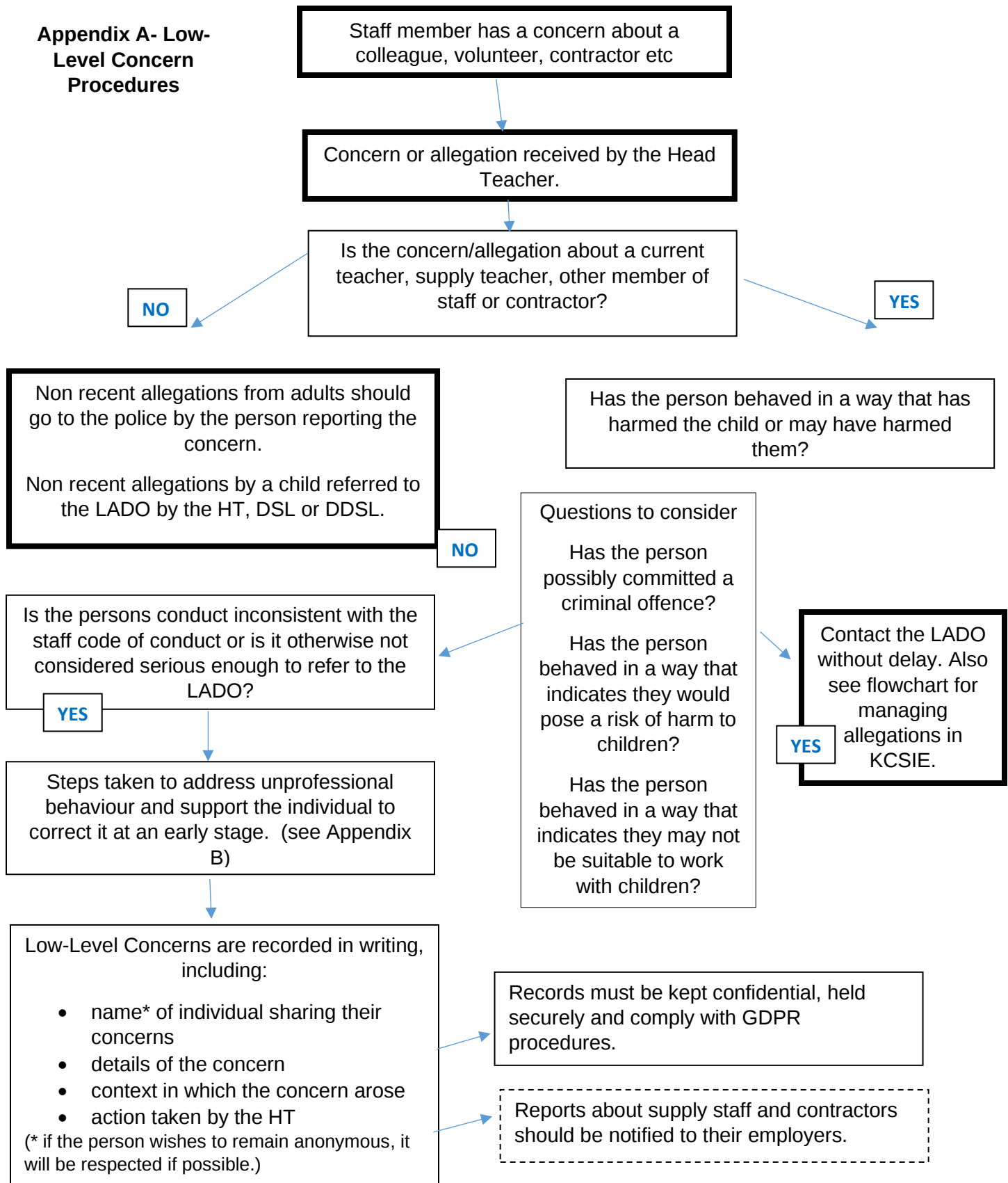
For further information about Low-Level Concerns read the most recent copy of Keeping Children Safe in Education.

Low-Level Concern (LLC) Form

This form will be available to staff via:

- Designated Safeguarding Team
- Strategic Leadership Team

Appendix A- Low-Level Concern Procedures





Appendix B- Steps and Support

This outlines the steps that are taken to address the unprofessional behaviour and what support is provided for the individual to correct it at an early stage.

An investigation of the low-level concern is carried out.

This will involve a conversation with the individual whom the concern has been raised. The outcome of the conversation will be recorded on the low level concern form.

The conversation should include:

- being clear with the individual as to why their behaviour is inappropriate, problematic or concerning.
- a discussion about what change is required in their behaviour.
- enquiring about what support they might need in order to achieve and maintain the required behaviour.
- being clear about the consequences if they fail to reach the required standard or repeat the behaviour in question.
- ensuring they understand that ongoing and transparent monitoring of their behaviour may be appropriate.

Outcome

- A letter will be sent summarising the conversation as part of the investigation and also a record of what informal advice and actions have been agreed. A copy of this will be kept in the individuals HR file and also send to the Borough HR.
- It may also be appropriate for a risk assessment to be put in place which is regularly reviewed.

Low-level concern may not be related to safeguarding.

If the low-level concern raises an issue related to misconduct or poor performance which is unrelated to safeguarding. The head teacher will refer to the school's disciplinary policy and follow the procedures outlined in that document.

For more detailed information, refer to the most recent copy of Keeping Children Safe in Education