



Low Level Concerns Policy

Issue Date: Mar 2026 **Version:** V1

Review Date: Mar 2027 or when new legislation requires changes.

This policy will also be reviewed annually or when new legislation requires changes, whichever is the soonest. This policy is approved by *The Governing Body*.

Date approved:

Headteacher/Principal.....

Susan Sidhu

Date approved:

Chair of Governors/equivalent

Richard Beamish

Date approved:

Date of Next Review (to be used when policy is updated during the academic year in response to legislative/policy changes):

Harper Bell Seventh-day Adventist School is a voluntary aided school operated by the North England Conference of Seventh-day Adventists (NEC).

Mission Statement

The mission of the Harper Bell Seventh-day Adventist School is to help each child to receive a balanced intellectual, spiritual, social, cultural, emotional and physical education. This is in harmony with our denominational standards and ideals. With God as the source of all moral value and truth we aspire to prepare our pupils for life.

As a Christian school, we aim to provide a Christian education for all our pupils. The Christian doctrine as embodied in the principles of the Holy Bible and practiced by the Seventh-day Adventist Church permeates every aspect of the school's activity. The Governing Body asks all parents/carers applying for a place to respect the Christian character of the school and its importance to the school community.

The school exists primarily to serve the Seventh-day Adventist community. However, the Governing Body welcomes applications from those of other denominations, faiths and the wider community who respect and support the religious ethos of the school.

The Governing Body has responsibility for determining admissions to this school.

Eligibility Criteria

Parents/carers whose application is made on denominational grounds will be required to complete a Supplementary Information Form (available from the school office/local authority). This form must be completed by the parent/carer and signed by the Minister of the Church attended by the parent/carer and child before being returned. Failure to complete the school's Supplementary Information Form may affect the category in which your child is placed.

Policy statement

Harper Bell Seventh-day Adventist school recognises its statutory and moral duty to safeguard and promote the welfare of students and understands that staff play a vital role in meeting these responsibilities.

Our school works to ensure that we promote an open and transparent culture in which all concerns about adults working in or on behalf of the School are dealt with promptly and appropriately.

Scope

All employees employed at this school including:

- Teachers
- Support staff
- Supply Teachers
- Volunteers
- Local Authority visiting staff
- Contractors

The term 'staff' throughout this policy refers to all of the above.

Policy aims

To help create a culture in which all concerns about adults are shared responsibly and with the right person and are recorded and dealt with appropriately.

To enable the school to identify concerning, problematic or inappropriate behaviour early.

To minimise the risk of abuse occurring.

To ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries and in accordance with the ethos and values of the College.

To help create an environment where staff are comfortable 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 the expected professional standards.

Definition

The term 'low level' concern does not mean that it is insignificant. It means that the behaviour towards a child does not meet the harm threshold for an allegation.

'Keeping Children Safe in Education' defines a low level concern as:

"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 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"

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.

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Avoiding low level concerning behaviour

Behaviour defined as a ‘low level concern’ can exist on a spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate but is not in specific circumstances, through to that which is ultimately intended to enable abuse.

Staff education and reinforcement on avoiding circumstances which may put them in a difficult situation is key to avoiding the need for dealing with these types of concerns.

Our school ensures that staff are clear about what appropriate behaviour is through their induction and regularly reinforcement of documents such as:

- Staff Code of Conduct
- Safeguarding and Child Protection policies and regular training
- Teachers’ Standards (for teaching staff)

Reporting a low level concern

Low level concerns about a member of staff should be reported to the DSL and/or Headteacher as per the College’s Child Protection procedures. If the concern is about the Headteacher this should be reported to the Chair of Governors.

Low level concerns about supply staff, contractors and local authority visiting staff will also be reported to their employers.

Dealing with a low level concern

Where a concern is raised about the practice or behaviour of a member of staff, this information must be recorded and passed to the Headteacher.

The Headteacher must then make an assessment to determine if the matter is a 'low level concern' or an 'allegation' and follow one of the following routes.

- Allegations that meet the harm threshold will be referred to the LADO for advice.
- Low level concerns that the school feel may need further guidance on will be referred to the LADO for advice.
- Low level concerns that the school feel they can deal with internally will be dealt with via the schools usual child protection investigation process.

The school will engage with its HR provider where it is necessary to undertake further investigation and/or deal with the concern under relevant processes.

Recording a low level concern

All low level concerns should be formally recorded by a member of staff when they are made aware of them. This record should then be passed to the Headteacher (or Chair of Governors if the concern is about the Headteacher).

- Details of the concern.
- The context in which the concern arose.
- The outcome of the investigation and any action taken, and
- The name of the individual sharing their concerns (if known) (unless the individual wishes to remain anonymous which must be respected as far as possible).

Relevant records will be retained confidentially on the personnel file. A separate record will also be kept of low level concerns to more easily identify patterns that may involve more than one member of staff. All records must be kept in line with data protection principles.

Reviewing a low level concern

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

Where a pattern of such behaviour is identified, the Headteacher will decide on a course of action, which may include:

- Disciplinary investigation and/or proceedings
- Management Advice, including recommendations for training

- Referral to the LADO (where a pattern of behaviour moves from a concern to meeting the harm threshold).

The school will take advice, where appropriate, from their HR provider in respect of low level concerns.

The school will also review appropriate policies and training, or other wider cultural issues in the school , to see whether anything needs to be done to minimise the risk of similar behaviour happening again.

Relevant records will be retained confidentially on the personnel file. A separate record will also be kept of low level concerns to more easily identify patterns that may involve more than one member of staff. All records must be kept in line with data protection principles.

Low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. It follows that a low-level concern which relates exclusively to safeguarding (and not to misconduct or poor performance) should not be referred to in a reference. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

Related guidance

The policy links to the following guidance documents:

- Keeping Children Safe in Education (DfE)
- Code of Conduct
- Safeguarding Policy

Flowchart of Low-Level Concern

