



ST JOHN'S  
 BEAUMONT

## Low-level Concerns Policy

This policy is applicable to the whole school including Boarding and Early Years Foundation Stage.

<b>Information Sharing Category</b>	<b>All Staff</b>
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<b>Authorised by</b>	<b>Head Teacher, DSL &amp; Governing Council</b>
<b>Responsible Area</b>	<b>Designated Safeguarding Lead and Headteacher</b>

**Agreed by:**

<b>Head of School</b>	<b>Designated Safeguarding Lead</b>	<b>Chair of Governors</b>
<b>Mr Philip Barr</b>	<b>Mr Jack Snell</b>	<b>Mr Andrew Johnson</b>

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## Contents

Introduction – What Is A Low-Level Concern?.....	3
Examples of Low-Level Concerns.....	3
How to Report a Low-Level Concern .....	4
Significance of a Low-Level Concern.....	4
Visiting Staff.....	4
Appendix 1 .....	5

## INTRODUCTION – WHAT IS A LOW-LEVEL CONCERN?

A low level concern is defined as any concern had about an adult's behaviour towards, or concerning, a child that does not meet the harms threshold or is otherwise not serious enough to consider a referral at the time of its reporting.

Low level concerns refer to behaviour on the part of a staff member towards pupils that is considered inappropriate in line with statutory safeguarding advice, the Staff Code of Conduct, and the Appropriate and inappropriate behaviour subsection of the Child Protection and Safeguarding Policy.

Low level concerns are differentiated from concerns that can cause harm. The harm threshold is the point at which a concern is no longer low level and constitutes a threat of harm to a child. This threshold is defined as accusations that an adult 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 in a way that indicates they may pose a risk of harm to children.
- Behaved in a way that indicates they may not be suitable to work with children, including behaviour that has happened outside of school.
- Examples of such behaviour constituting low level concerns:
  - Being over friendly with children
  - Having favourites
  - Taking photos of children on their mobile phone
  - Engaging with a child on a one-on-one basis in a secluded area or behind closed doors

## EXAMPLES OF LOW-LEVEL CONCERNS

- An adult who appears to have obvious favourites
- The use of offensive, sexualised or intimidating language
- Being over-friendly with certain children
- Choosing to participate in activities behind closed doors, one to one with a child
- Insisting on always being with a particular child/children on trips/fixtures
- Creating invitation-only informal groups which appear to create opportunities which others are not part of
- Insisting on certain children in a form group or class
- Constant gifts, such as sweets

## HOW TO REPORT A LOW-LEVEL CONCERN

Low level concerns should be shared initially with the Head Teacher (in his absence the DSL). The Head Teacher should ultimately be informed of all low level concerns and make the final decision on how to respond. Where appropriate this can be done in consultation with the DSL. Low level concerns about the Head Teacher must be reported to the Chair of Governors.

Staff with access to IT should report a low level concern by completing the below form.

[Low Level Concerns Form \(wufoo.com\)](#)

(<https://sjboldwindsor.wufoo.com/forms/low-level-concerns-form/>)

Staff without access to IT should complete the paper form listed in Appendix 1 and return it to the Head Teacher.

Paper copies of Appendix 1 are available from reception and printed on yellow paper ("yellow forms"). Staff without access to IT are informed that this is where they can be accessed.

## SIGNIFICANCE OF A LOW-LEVEL CONCERN

While low level concerns are, by their nature, less serious than concerns which meet the harms threshold, the school understands that many serious safeguarding concerns, e.g. child sexual abuse, often begin with low-level concerns, e.g. being overly friendly with children. The school will ensure that all staff are aware of the importance of recognising concerns before they escalate from low-level to serious, wherever possible.

## VISITING STAFF

Low level concerns which are shared about supply staff and contractors are notified to their employers; the School will consult with the LADO if unsure whether low-level concerns shared about a member of staff meet the harm threshold.

## APPENDIX 1

# Low Level Concerns Form

This form is for reporting low level concerns. Low level concerns refer to behaviour on the part of a staff member towards pupils that is considered inappropriate in line with statutory safeguarding advice and the Staff Behaviour Policy. If the concern is regarding the Head Teacher, please report it to the Chair of Governors, Mr Andrew Johnson, by emailing [ajohnson@sjb.email](mailto:ajohnson@sjb.email). This form will be sent directly to the Head Teacher and is confidential. If there is a matter of urgency in the Head Teacher's absence, please go to the Designated Safeguarding Lead (DSL), Mr Jack Snell ([jsnell@sjb.email](mailto:jsnell@sjb.email)) where the concern is not relating to the DSL.

Name of person reporting low level concern	
Date of report	
Name of staff member the concern is about	
Date and time of concern	
Details of concern	