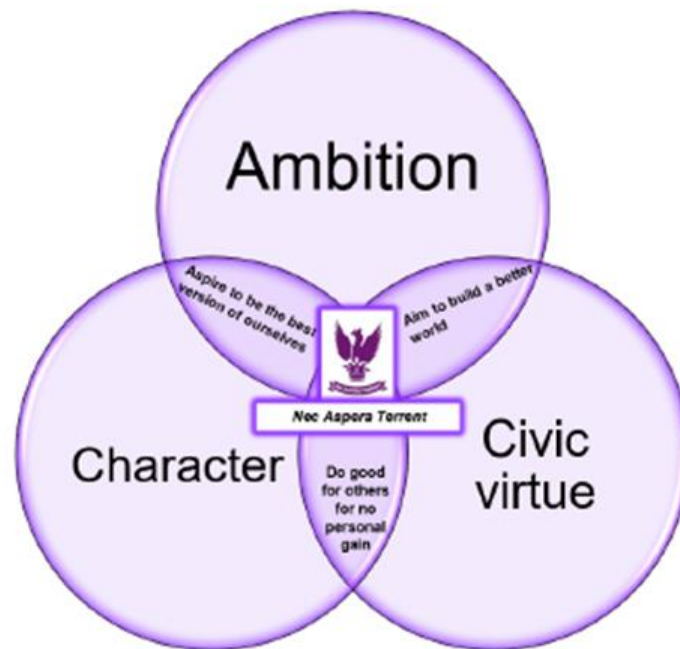




DRAYTON MANOR HIGH SCHOOL

Low-Level Concerns Policy



Reviewed by CSWP: 6 July 2025

Ratified by the Full Governing Body: 9 July 2026

Date of Next Review: July 2027

1. Introduction

This policy is part of Drayton Manor High School's safeguarding framework and should be read in conjunction with the **Child Protection and Safeguarding Policy**, the **Staff Code of Conduct**, and the statutory guidance **Keeping Children Safe in Education (KCSIE) 2024**.

We are committed to creating a culture where all concerns about adults working in or on behalf of the school are dealt with promptly and appropriately, no matter how small.

2. Definition of a Low-Level Concern

A **low-level concern** is any concern—no matter how minor—that an adult 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 threshold for referral to the Local Authority Designated Officer (LADO)

Examples include (but are not limited to):

- Being over-friendly with pupils
- Having favourites
- Using inappropriate language
- Engaging in one-to-one situations without transparency
- Humour or banter that could be perceived as inappropriate

3. Purpose and Scope

This policy:

- Encourages early identification and reporting of concerns
- Promotes a culture of openness and professional accountability
- Applies to all staff, volunteers, contractors, and supply staff

4. Legal and Policy Framework

This policy is informed by

- KCSIE 2024, Part 4, Section 2
- Working Together to Safeguard Children (2018, updated 2023)
- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Staff Code of Conduct

5. Reporting Low-Level Concerns

All staff are encouraged to report concerns to the Headteacher or **Designated Safeguarding Lead (DSL)**. Reports can be made

- Verbally
- In writing using a school disclosure form

Staff may also report anonymously or via the **Whistleblowing Policy** if preferred.

6. Responding to Low-Level Concerns

The DSL will

- Record the concern in a secure safeguarding log
- Assess whether the concern is truly low-level or requires escalation
- Consider patterns of behaviour or cumulative concerns
- Take proportionate action (e.g., informal conversation, training, supervision)

If a concern meets the harm threshold, it will be referred to the LADO in line with statutory procedures.

7. Recording and Retention

- All low-level concerns will be recorded, including:
 - Date and time
 - Name of person reporting
 - Details of the concern
 - Action taken
- Records will be kept confidential and stored securely
- Records will not be referred to in employment references unless they relate to safeguarding misconduct

8. Culture and Training

- All staff will receive training on low-level concerns as part of annual safeguarding updates
- The school will foster a culture where staff feel confident to self-refer or report concerns about colleagues

9. Monitoring and Review

- The DSL will monitor low-level concerns for patterns or escalation
- This policy will be reviewed annually or in response to updates in KCSIE or local safeguarding procedures