

# The Bourne Partnership



## Hadlow Primary and Shipbourne Primary Low Level Concerns Policy and Guidance

Signed: Headteachers	September 2025
Signed: Full governing board	September 2026
Template	Bespoke
Version control	Date and KCSIE wording changes only

## Introduction

At The Bourne Partnership, we aim to create an open and transparent culture where all concerns about all adults involved with our schools are dealt with promptly and appropriately. We aim to identify any concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of our schools are clear about professional boundaries and act within these boundaries, and in accordance with our school ethos. This policy should be read alongside our Child Protection and Staff Code of Conduct Policies.

## 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, volunteer, contractor or who, on reflection, recognises that their actions could have been viewed as a risk should inform the Headteacher about their concern using a Low-Level Record of Concern Form. If the Headteacher cannot be contacted, or the concern relates to the Headteacher, the Chair of Governors should be contacted instead.

## Keeping Children Safe in Education September 2025

The following is taken from Keeping Children Safe in Education September 2025 (p.107) and identifies what may be considered behaviour relating to low level concern:

### ***What a low-level concern is***

*430. The term 'low-level' concern does not mean that it is insignificant. 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' - that an adult working in or on behalf of the school or college 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 harm threshold or is otherwise not 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, contrary to school policy • engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or • humiliating children.*

*431. 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.*

*432. Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.*

*433. 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

<p><b>Allegation:</b> <b>Any adult linked to our school who has:</b></p> <ul style="list-style-type: none"><li>• behaved in a way that has harmed a child, or may have harmed a child and/or;</li><li>• possibly committed a criminal offence against or related to a child and/or;</li><li>• behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or</li><li>• behaved or may have behaved in a way that indicates they may not be suitable to work with children.</li></ul>
<p><b>Low Level Concern:</b> Any adult linked to our school who has behaved in a way that:</p> <ul style="list-style-type: none"><li>• is inconsistent with the staff code of conduct, including inappropriate conduct outside of work;</li><li>• does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.</li></ul>
<p><b>Appropriate:</b> Behaviour which is entirely consistent with our school's Code of Conduct, and the Law.</p>

## Storing and use of Low-Level Concerns and follow-up information

LLC forms and follow-up information will be stored securely within the schools' safeguarding systems, with access only by the leadership team. This will be stored in accordance with the schools' GDPR and data protection policies.

The staff member(s) reporting the concern must keep the information confidential and not share the concern with others apart from the Headteacher or those aware in the senior leadership team.

Low-Level Concerns will not be referred to in references unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures.

Whenever staff leave The Bourne Partnership, any record of low-level concerns which are stored about them will be reviewed as to whether or not that information needs to be kept.

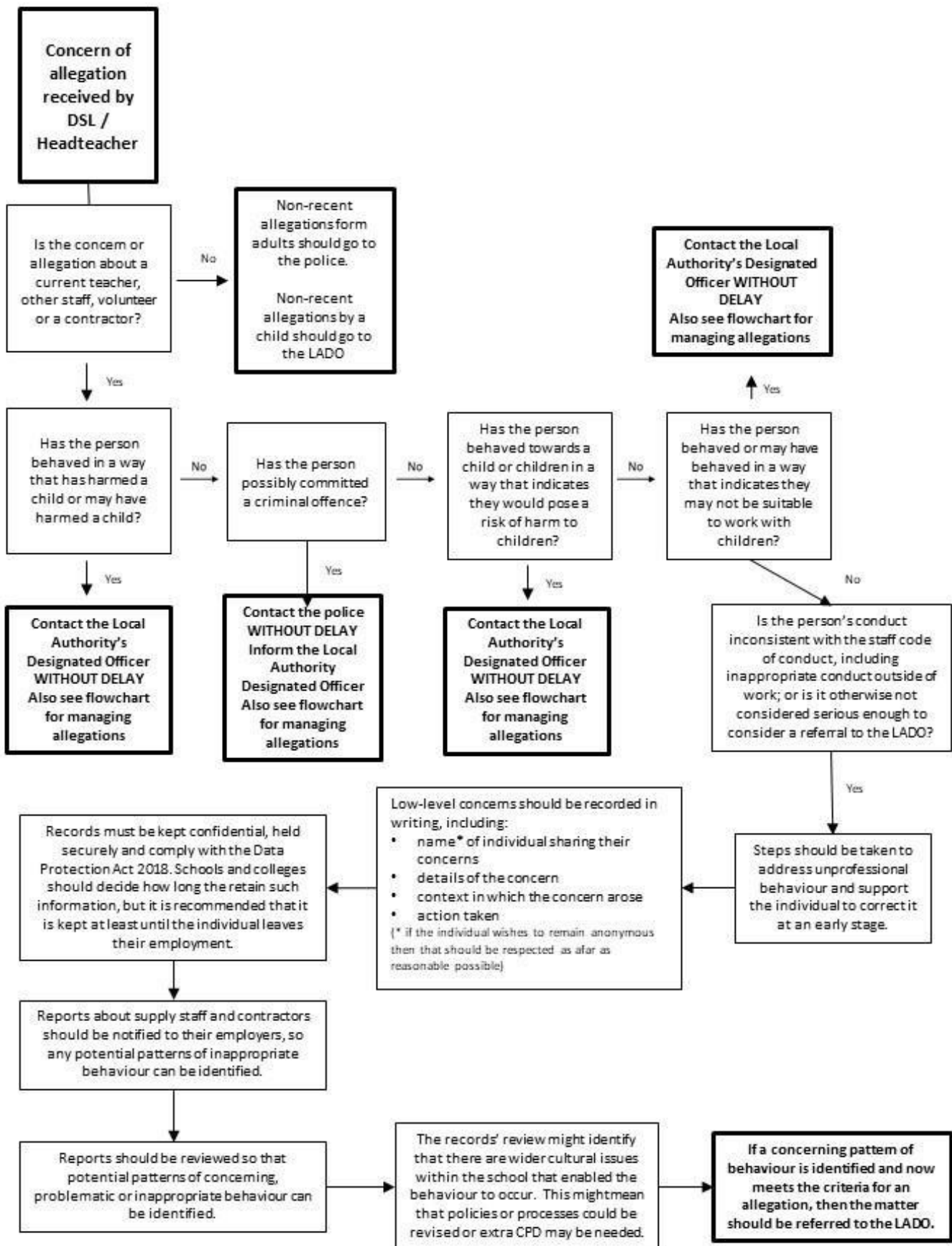
Consideration will be given to:

- (a) whether some or all of the information contained within any record may have any reasonably likely value in terms of any potential historic employment or abuse claim so as to justify keeping it, in line with normal safeguarding records practice; or
- (b) if, on balance, any record is not considered to have any reasonably likely value, still less actionable concern, and ought to be deleted accordingly.

## Monitoring and Review

This policy will be reviewed by the Full Governing Board at least annually and in light of any significant concerns.

## Process to follow when a Low-Level Concern is raised



**\*NB – if the concern is about the Headteacher, then the Chair of Governors should be informed.**



<b>Please state any other information that you feel is relevant to the processing of this concern.</b>	
<b>Signature</b>	
<b>For use by HT/safeguarding team upon receipt of the concern</b>	
<b>Date and time concern received</b>	
<b>Signature</b>	
<b>Role</b>	
<b>Actions to be taken and follow-up.</b>	