



## **Low level concern policy**

To be read alongside the Staff Code of Conduct, whistleblowing and Safeguarding & Child Protection Policy.

### **1. Introduction**

We are committed to maintaining a culture where safeguarding concerns are identified and addressed at the earliest opportunity. Early identification and prompt management of concerns about adults is critical to protecting children.

This policy applies to all employees, students, volunteers, agency staff and contractors.

### **2. Definition of a Low-Level Concern**

A low-level concern is any behaviour by an adult that:

- Is inconsistent with the Staff Code of Conduct, and
- Does not meet the harm threshold for referral to the Local Authority Designated Officer (LADO).

Such behaviour may not relate directly to a specific child but may raise concerns regarding professional boundaries or suitability to work with children.

### **3. Examples of Low-Level Concerns**

Examples include, but are not limited to:

- Being overly familiar with children.
- Having favourites.
- Engaging with a child in a secluded area without transparency.
- Using inappropriate, sexualised or intimidating language.
- Inadvertent or thoughtless behaviour.
- Engaging in inappropriate adult conversations within the hearing of children, including discussing confidential matters, safeguarding issues, complaints, personal concerns, or disagreements.
- Speaking negatively about children, families, or colleagues where this may be overheard.

### **4. Reporting Low-Level Concerns**

Low-level concerns must be reported to the Designated Safeguarding Lead (DSL) or Manager as soon as possible and no later than the end of the working day.



Staff are expected to self-report behaviour that may fall below professional standards.

Reporting to the DSL does not prevent any staff member from making a direct referral to children's social care if they believe a child is at risk of significant harm.

Where the concern relates to the DSL or Manager, it must be reported to the most senior person available or directly to the LADO.

Any concerns must also be documented on our low-level concerns form.

## 5. Responding to Low-Level Concerns

The DSL/Manager will:

- Review the concern and gather relevant information.
- Determine whether the concern meets the harm threshold.
- Refer to the LADO where appropriate.
- Address matters internally through supervision, support, or disciplinary procedures where necessary.

## 6. Record Keeping

All low-level concerns will be:

- Recorded in writing on our low-level concern form.
- Stored securely in a central log.
- Reviewed termly to identify patterns.
- Retained for the duration of employment and for a minimum of six years after employment ends.

## 7. Confidentiality

Information relating to low-level concerns will be handled confidentially and in accordance with UK GDPR and the Data Protection Act 2018.

## 8. Culture of Openness

We operate a culture where raising a concern is viewed as a professional responsibility. No staff member will be disadvantaged for reporting a genuine concern.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 <sup>st</sup> September 2025- <i>reviewed Mar 26 updates highlighted in yellow</i>	J Wilkinson	1 <sup>st</sup> September 2026

