|  |
| --- |
| **Low Level Concern Form** |

This form can be used to share any concern with the DSL/Headteacher, no matter how small or seemingly insignificant, even if no more than causing a sense of unease or a ‘nagging doubt’ – that an adult may have acted in a way that is inconsistent with the Schools’ Code of Conduct [including inappropriate conduct outside of work] and/or in a way that on first glance does not appear to meet the allegation, ‘harm’ threshold.

A concise record is required, including brief context in which the low level concern arose, plus details which are chronological, precise and as accurate as possible, of any such concern and /or relevant incident[s]. [Continue on separate sheets as necessary]. The form should be signed, times and dated.

**Details of CONCERN :**

|  |
| --- |
|  |
| **Name of Staff member :** **Role:** **Signed :** **Time and Date :** |

|  |
| --- |
| **Received by :** **At [time] : Date :**  |
| **WAS THE STAFF MEMBER SPOKEN TO? [Good practice will require a response].** **NO** [ ]  **- Give a brief but valid reason/explanation for not;**  |
| **YES** [ ]  **- Please complete detail below - STAFF MEMBER’S RESPONSE TO CONCERN :** **ACTION TAKEN :** Was advice/guidance sought from the LADO and or Human Resources? Yes : [ ]  No : [ ]  |
| **Signed :**  | **Dated :**  |

This record form will be held securely, either digitally or in paper form, in one central file in accordance with the School’s Code of Conduct and any associated guidance regarding the management of concerns and or allegations and in accordance with School’s Data Management practices/policies.

Low Level Concern reporting will be treated as confidential as far as possible, however in certain circumstances it may be necessary to share and or disclose the information with third parties for relevant and necessary reasons. This includes where a reporter has indicated they wish to remain anonymous.