



Wakefield Grammar School Foundation

Document Reference	Low Level Concerns Policy
Version Number	V1.04
Author / Lead / Job Title	Designated Safeguarding Leads
Consultation	
Checker Person Name / Title	Penny Plumpton, Safeguarding Governor
Quality Assurance	
Name of Approver / Committee	Governing Board
Date Approved	29.08.2025
Date of Next Review (Annual)	August 2026

VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD ANNUALLY

Version	Date	Change details
V1.02	April 2024	Reviewed DSLs
V1.03	Aug 2024	Reviewed Emma Gill
V1.04	July 2025	Reviewed James Harris, DSL
	March 2026	Addition of retention period of records (following the WGSF Data Retention Storage and Disposal Policy).

To be published on the following:

Staff shared	X	School website	X
---------------------	----------	-----------------------	----------

WGSF Low Level Concerns Policy

1. Context

This policy relates to the whole of Wakefield Grammar School Foundation (hereafter known as WGSF) including the Early Years Foundation Stage. It is reviewed annually to ensure compliance with current regulations and law.

Low Level Concerns relate to the behaviour of all members of staff employed by the Foundation and this is a statutory policy which needs to be read in conjunction with:

- [WGSF Safeguarding and Child Protection Policy](#)
- [WGSF Staff Code of Conduct policy - *internal policy*](#)
- [WGSF Whistleblowing Policy](#)
- [Keeping Children Safe in Education 2025](#)
- [Teacher's Standards](#).

2. Purpose

This policy sets out a framework whereby staff are expected to report concerns, no matter how small, about their own behaviour or that of another member of staff, volunteer, supply teacher, contractor or other person working in school. The purpose of the policy is to help create and embed a culture of openness, trust and transparency in which the clear values and expected behaviour set out in the WGSF Safeguarding and Child Protection Policy are lived, monitored, and reinforced.

3. Who does the policy apply to?

This policy applies to all staff and other individuals who work or volunteer within the Foundation, whether in a school or working in other areas of WGSF.

4. Definition of a Low Level Concern

A low level concern, is a concern no matter how small, even if no more than causing a sense of unease or a 'nagging doubt', that a person working in or on behalf of the Foundation, may have acted in a way that is inconsistent with the Foundation's Staff Code of Conduct and the Foundation's Safeguarding and Child Protection Policy. A low-level concern may not be school specific and could be because of information we know about other settings or personal knowledge.

The member of staff reporting should not decide whether they believe it to meet the harm threshold or not - their role is to report concerns. The DSL / Head will make the decision on whether the allegation threshold is met and whether it is considered serious enough to make a referral to the Local Authority Designated Officer (LADO).

Examples of behaviour that *could* require reporting of a low level concern include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on the member of staff's mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- meeting with a child outside of school

- using inappropriate sexualised, intimidating or offensive language
- inappropriate use of alcohol

Such behaviour can exist on a wide spectrum, from inadvertent or thoughtless behaviour 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. It is crucial that any such concerns, including those which do not meet the harm threshold (please refer to the WGSF Staff Code of Conduct), are shared responsibly and with the right person, and recorded and dealt with appropriately.

Ensuring concerns are dealt with effectively should also protect those working in or on behalf of our schools from potential false allegations or misunderstandings.

WGSF and all staff are aware that reporting low level concerns, where staff have behaved or may have behaved in a way that indicates they may not be suitable to work with children, is a responsibility for all staff, including supply staff, and schools are also responsible for reporting any low level concerns related to supply staff.

4.1 Reporting low level concerns

Where a low level concern has been identified, this will be reported as soon as possible to the Head. However, it is never too late to share a low level concern if this has not already happened. Where the Head is not available, the information will be reported to the Designated Safeguarding Lead (or Deputy), i.e. the most senior member of SLT acting in this role. Low level concerns about the Designated Safeguarding Lead will be reported to the Head and those about the Head will be reported to the Chair of Governors.

Where the low level concern has been reported to the Designated Safeguarding Lead, they will inform the Head of the details as soon as possible.

4.2 Recording concerns

A summary of the low level concern should be written down, dated and shared by the person bringing the information forward. Where concerns are reported verbally to the Head, a dated record of the conversation will be made by the Head and kept in a confidential format.

Low Level Concern records will be kept at least until the end of employment, then subject to review e.g. 7 years from end of employment if they have ongoing relevance for employment claims, longer for safeguarding purposes / claims.

4.3 Responding to low level concerns

Where a low level concern has been raised this will be taken seriously and dealt with promptly.

The Head will:

- speak to the person reporting the concern to gather all the relevant information
- speak to the individual about the concern raised to ascertain their response, unless advised not to do so by the LADO or police (HR advice may also need to be taken). Where necessary, further investigation will be carried out to gather all relevant information. This may involve speaking to any potential witnesses.

The information reported and gathered will then be reviewed to determine whether the behaviour is consistent with the Foundation's Staff Code of Conduct and to determine whether:

- no further action will be required;
- additional training/guidance/support may be required to rectify the behaviour via normal day-to-day management processes (the member of staff should understand that failure to improve or a repeat of the behaviour may lead to further action being taken, e.g. via the Capability or Disciplinary Procedures);
- the behaviour is serious enough to consult with or refer to the LADO. In this circumstance a referral should be made to the LADO and HR advice taken. The allegations procedure within the Safeguarding Policy and Disciplinary Policy will then be followed:
 - when considered with any other low level concerns that have previously been raised about the same individual the behaviour should be reclassified as an allegation and referred to the LADO or Police: a referral should be made to the LADO and HR advice taken. In this case the WGSF Staff Code of Conduct, WGSF Safeguarding and Child Protection Policy and WGSF Discipline and Conduct Policy will be followed.

When considered with any other low level concerns that have previously been made, records will be made of all internal conversations including any relevant witnesses, all external conversations, e.g. with the LADO, the decision and the rationale for it and any action taken.

4.4 Can the reporting person remain anonymous?

The person bringing forward the concern will be named in the written record. Where they request to remain anonymous, this will be respected as far as possible. However, there may be circumstances where this is not possible, e.g. where a fair disciplinary investigation is needed or where a later criminal investigation is required.

4.5 Should staff report concerns about themselves (i.e. self-report)?

It may be the case that a person finds themselves in a situation which could be misinterpreted, or which might appear compromising to others; or they may have behaved in a manner which, on reflection, they consider falls below the standard set out in the WGSF Staff Code of Conduct. In these circumstances they should self report. This will enable a potentially difficult situation to be addressed at an early opportunity if necessary.

Where behaviour is consistent with the WGSF Staff Code of Conduct, feedback will be given to both parties (i.e. 'reporter' and 'reported') to explain why the behaviour was consistent with the Staff Code of Conduct.

4.6 Should the low level concerns file be reviewed?

The records will be reviewed termly by the Head and DSL whenever a new low level concern is added, so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and referred to the LADO if required. A record of these reviews will be retained by each Head and kept confidentially (only to be shared if required by HR or LADO).

5. References

Low level concerns will not be included in references unless a low level concern, or group of concerns, has met the threshold for referral to the LADO and found to be substantiated.

6. What is the role of the Governors?

The Head will regularly inform the governors about the implementation of the Low Level Concerns Policy including any evidence of its effectiveness, e.g. with relevant data and via the termly Governor Education Committee report. The Safeguarding Governor will also review an anonymised sample annually to ensure that these concerns have been handled appropriately.