BATH & WELLS Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

Three Saints Federation

Low Level Concern Procedure Flowchart

Managing Low Level concerns in relation to all staff, including teachers, supply staff, other staff, volunteers, & contractors; in accordance with the Bath & Wells Multi Academy Trust Code of Conduct for Employees and Volunteers

All concerns MUST be managed by the Head Teacher or in the case of a concern regarding the Head Teacher, by the Chair of Governors.

Concern or allegation received by Head Teacher

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Is the concern or allegation about a <u>current</u> teacher, supply teacher, other staff, volunteer, governor or a contractor?

YES ↓

Has the person behaved in a way that has harmed a child or may have harmed a child?

NO ↓

Has the person possibly committed a criminal offence? Has the person behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children? Has the person behaved or may have behaved in a way that indicates they may not suitable to work with children?

YES → **Contact the LADO (Local Authority Designated Officer without delay.**

NO ↓

Is the person's conduct inconsistent with the staff code of conduct, including inappropriate conduct outside of work; or the LADO does not consider the behaviour meets the 'risk of harm' threshold for a referral.

YES → **Steps should be taken to address unprofessional behaviour and support the individual to correct it at an early stage**

NO → **No further Action**

NO → **Non-recent allegations from adults should go to the police. Non-recent allegations by a child should go to the LADO**

This <u>Low-level concern</u> should be recorded on CPOMS Staff Safe, including:

- **name* of individual sharing their concerns**
- **details of the concern**
- **context in which the concern arose**
- **action taken**

*if the individual wishes to remain anonymous then that should be respected

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Records must be kept confidential, held securely, and comply with the Data Protection Act 2018.

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Reports about supply staff and contractors should be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.

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Records should be regularly reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

→ **The records might identify that there are wider cultural issues within the school that enabled the behaviour to occur. This might mean that policies or processes could be revised or extra CPD may be needed.**

← **If a concerning pattern of behaviour is identified and now meets the criteria for an allegation, then the matter should be referred to the LADO.**

What is a low-level concern?

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out at KCSIE 2023 paragraph 445. 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
- the LADO does not consider the behaviour meets the 'risk of harm' threshold for a referral.