



UNICORN SCHOOL

LOW LEVEL CONCERNS REGARDING STAFF

This policy is here to protect all children at Unicorn School, including those in the EYFS. This policy also applies to conduct outside school of which the school becomes aware.

For the purposes of this policy staff includes supply, volunteers students and contractors

This Policy forms part of the Child Protection and Safeguarding Policy
and The Unicorn Code of Conduct

RESPONSIBILITY

Staff Member:

Headteacher

Last Reviewed:

November 2025

Approved by Governors:

November 2025

Next Review:

September 2026

LOW LEVEL CONCERNS REGARDING STAFF

The school aims at all times to promote an open and transparent culture in which all concerns about staff are reported and dealt with promptly and appropriately.

Low-level concerns may be raised by any adult or child connected with the school (pupils, parents, volunteers, contractors, visitors).

Any low level concerns should be reported to the Headteacher. If the Headteacher is absent, the report should be made to the Safeguarding governor at

safeguarding@unicornschoo.org.uk

An allegation or concern about the Headteacher should be reported to either or both Co-Chairs of Governors at:

paul.rathbone@unicornschoo.org.uk

charlotte.lee@unicornschoo.org.uk

Low level concerns:

Low level concerns are doubts about the behaviour of another adult towards a pupil, or another child outside school. They can also include self-reporting where a member of staff is concerned about how their own behaviour may be interpreted.

A low-level concern is any concern, no matter how small, that an adult working in, or on behalf of the school may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and does not appear to meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

The purpose of low-level reporting is to protect both pupils and the staff working with them and allows a simple record to be kept in case events are later referred to or any patterns emerge.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children.
- Humiliating children
- Having favourites.
- Taking photographs of children on their phones for no apparent school-based reason.
- Engaging with a child 1-1 behind a closed door or in a secluded area.
- Using inappropriate sexualised, intimidating or offensive language.
- Emails, messaging, use of social media sites or other communication between adults and pupils outside agreed protocols.

- Any incident where a member of staff feels that their actions or behaviour towards a pupil or that of another adult may have been misinterpreted or may have given rise to a risk of misinterpretation.

Recording and Reviewing Low level Concerns

All low-level concerns will be recorded in writing and logged on CPOMS (Staff Safe) by the Head. The record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns will also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

Reporting of these types of concerns is a neutral act and the Headteacher will determine how best to approach the issue. Should she determine that more investigation is needed procedures outlined in the Unicorn Safeguarding Children and Child Protection policy would be followed.

If concerns are raised via a third party, the head will speak to (a) the person who raised it, (b) the individual involved, (c) witnesses, and record the rationale for any decision made.

Low-level concerns relating to supply staff and staff employed by a third party will be reported to the agency/employer in order that any patterns of behaviour may be identified.

The Head will periodically review CPOMS Staff Safe entries, record the outcome, and if in doubt escalate to the LADO. Records will be kept until at least the employee has left their employment or longer if part of a pattern/escalation.

Conclusion

In the vast majority of cases there will be a perfectly innocent explanation for what has occurred and staff should not feel that in making a report or being subject of a report will cause them to suffer any detriment or stigma where this is the case.

Staff are also encouraged to self-refer if they feel they have found themselves in a situation which could be misinterpreted or if, on reflection, they have behaved in a way that falls below expected professional standards.

Low-level concerns will not ordinarily be included in references, in line with KCSIE 2025; only substantiated safeguarding concerns/allegations (or low-level matters that became disciplinary/misconduct) will be.

A staff member who reports a low-level concern, or a more serious allegation in good faith will suffer no detriment as a result and will benefit for the protection set out in the Unicorn Whistle blowing policy.

Consideration will also be given to whether there are wider cultural issues that should be addressed through review of policies and/or training.