



St Peter's C of E Primary School

LOW-LEVEL CONCERN POLICY

Date of ratification by the Governing Body 14th October 2025

Date for review: October 2026

Vision Statement

‘Faith, Family, Future’

Jesus built his church upon the strength of St Peter – who was his rock. At St Peter’s, we provide a solid foundation on which our community thrives through our rich, aspirational curriculum. As a family, we nurture and unlock individual potential through mutual love and respect; enabling all to flourish now and in the future.

‘Each of you should use whatever gift you have received to serve others’

1 Peter 4 v10

1. Introduction

At St Peter's Primary School, we take the safeguarding of children very seriously. This includes ensuring that all adults who work with children; whether that be as a member of staff, volunteer or visitor, does so in a way that complies with the ethos and policies set out for our school. This includes policies including the Staff Code of Conduct, Child Protection Policy, Online Safety Policy. This policy sets out the detail and processes for staff regarding 'low-level concerns' they may have.

2. Summary

There will be occasions when a member of staff acts in a way that does not cause a risk of harm to children, but it is however inappropriate. Any member of staff who has a concern about a colleague should inform the Headteacher about their concern immediately who will listen to and record their concern. If the Headteacher is not available then any concerns should be directed to the Assistant Headteacher. If the concern is about the Headteacher then the Co-Chair of Governors should be contacted.

3. [Keeping Children Safe in Education September 2024](#)

The reason we have this policy is because of information contained in KCSIE 2024 regarding 'Concerns or allegations that do not meet the harm threshold'.

4. Clarity around 'Allegation' vs 'Low-Level Concern' vs 'Appropriate Conduct'

Allegation

An allegation is a behavior which indicates that an adult who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to a child

Low-level concern

A low-level concern is a concern - no matter how small, even if it is just a 'nagging doubt' - that an adult may have acted in a way that:

- Is not consistent with the ethos and policies of St Peter's Primary School including the Staff Code of Conduct
- Relates to their conduct outside work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children

Appropriate Conduct

- Appropriate conduct is behavior which is entirely consistent with St Peter's Primary School's Staff Code of Conduct, and the law

5. Recording 'Low-Level concerns'

The Headteacher, Assistant Headteacher or Co-Chair of Governors will record all disclosures by members of staff using the 'Low-Level Concerns' recording sheet - see appendix 1. All forms will be stored securely in a locked cupboard inside the Headteacher's locked office and will only be

accessible to the Leadership Team. All documents will be stored in accordance with St Peter's Primary School's GDPR and Data Protection Policy.

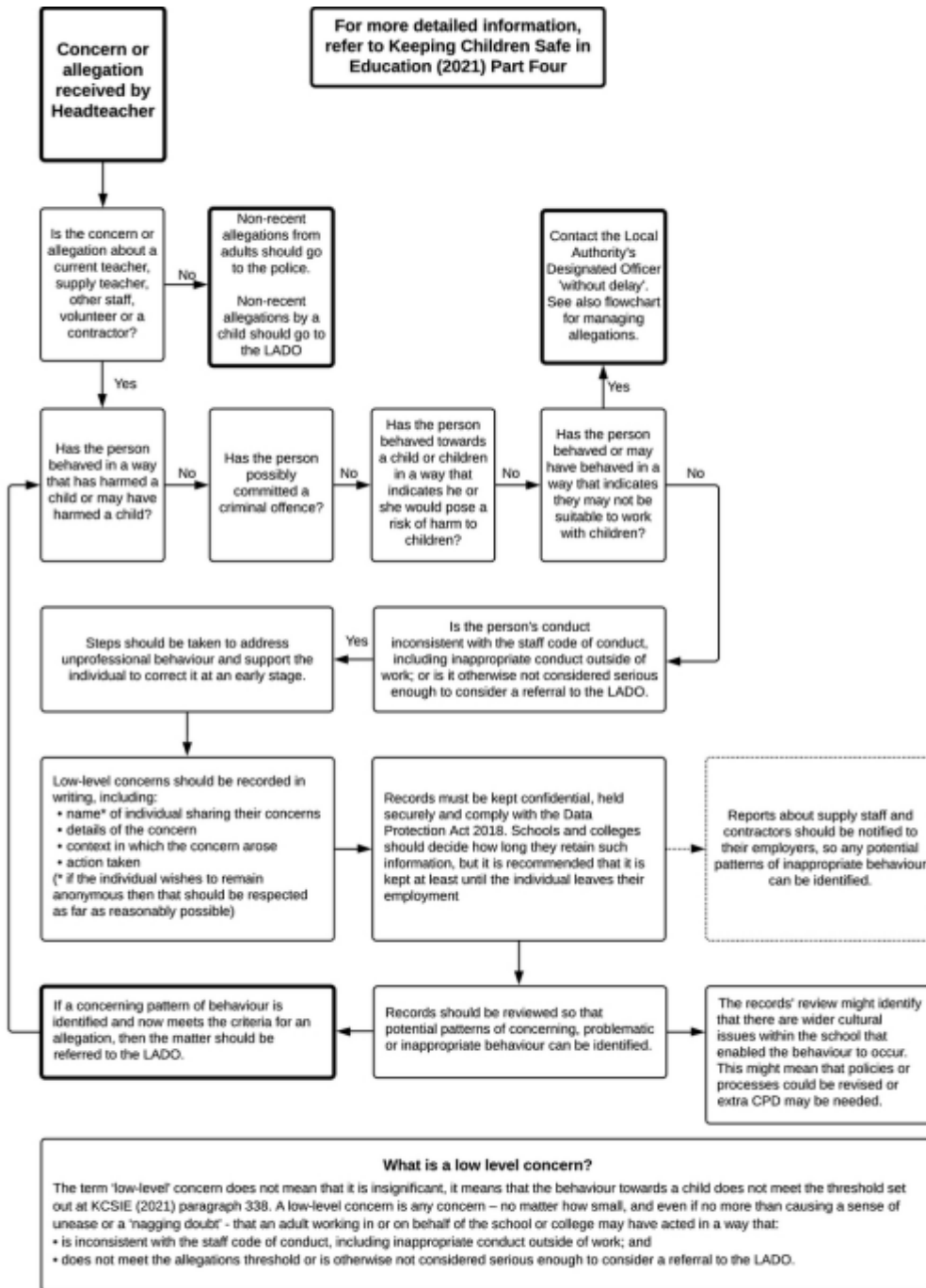
The staff member(s) reporting the concern will be advised that the information they have disclosed **must** be kept confidential and must not be shared with anyone other than the Headteacher and the Assistant Headteacher. In the event the concern involves the Headteacher or the Assistant Headteacher, the concern must only be discussed with the Co-Chair of Governors.

Low-Level concerns will not be referred to in references unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures.

Whenever a member of staff leaves St Peter's Primary School, any record of low-level concerns which have been stored will be reviewed as to whether or not the information needs to be kept. Consideration will be given to:

- Whether some or all of the information contained within an individual's record may have reasonably likely value in any potential historic employment or abuse claims so as to justify keeping it, in line with normal safeguarding records practice
- If, on balance, any record is not considered to have reasonably likely value, still less actionable concern, and ought to be destroyed accordingly

6. Process to follow when a 'low-level concern' is raised



7. This policy has been informed using the following guidance

<https://www.farrer.co.uk/globalassets/clients-and-sectors/safeguarding/developing-and-implementing-a-low-level-concerns-policy.pdf>

[Keeping children safe in education 2025](#)

Appendix 1

Low level concerns monitoring document

Date concern raised _____

Staff member raising the concern _____

Name of staff member the concern is about _____

Description of the concern

Signature of person raising the concern _____

Signature of the Headteacher _____