

Low-Level Concerns Policy

1. Purpose

Splatt Farm Gardens is committed to safeguarding children and promoting a safe, supportive learning environment. This policy sets out how **low-level concerns** about adults' behaviour will be reported, recorded, and addressed.

A low-level concern is any concern about an adult's behaviour towards a child that **does not meet the threshold of abuse** but indicates that they may have acted in a way that is inconsistent with our safeguarding values or professional standards.

2. Examples of Low-Level Concerns

Low-level concerns may include, but are not limited to:

- Being over-friendly with children
 - Showing favouritism or preferential treatment
 - Using inappropriate language around children
 - Sharing personal information unnecessarily
 - Engaging in minor breaches of policy or professional conduct
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3. Principles

- All low-level concerns are taken seriously.
 - Recording and monitoring low-level concerns helps protect children, staff, and the organisation.
 - Staff raising a concern will **not be penalised** for doing so in good faith.
 - Concerns are addressed **proportionately and confidentially**.
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4. Reporting a Concern

Staff, volunteers, or visitors should report a low-level concern to the **Designated Safeguarding Lead (DSL)** or a member of management.

Reports should include:

- The nature of the concern
- Dates, times, and context

- Names of individuals involved (if known)
 - Any immediate actions taken
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5. Recording and Monitoring

- The DSL or management team will record all low-level concerns in a secure, confidential log.
 - Records will include the person raising the concern, the adult involved, the nature of the concern, actions taken, and outcomes.
 - Trends or patterns of behaviour will be reviewed regularly to identify potential risks.
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6. Actions

Depending on the nature of the concern, actions may include:

- Informal discussion or advice to the adult involved
 - Additional supervision, mentoring, or training
 - Adjustment of duties or responsibilities
 - Escalation to a more formal safeguarding or disciplinary process if needed
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7. Confidentiality

- Low-level concerns will be treated confidentially.
 - Information will only be shared with those who need to know to investigate or manage the concern.
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8. Review

This policy will be reviewed annually or sooner if required, to ensure it remains aligned with statutory guidance and best practice.