



**Low Level Concern Form**

This form should be used to share any concern with the Designated Safeguarding Lead -Sarah Prior- who is also the Headteacher at Whaddon C of E School. If she is not on site, the Deputy Designated Safeguarding Lead Mrs Lizzie Marchant will support you with your concern.

This form should be used, no matter how small or seemingly insignificant a concern about a volunteer, supply teacher/TA, or visitor is. ‘If in doubt shout’-even if something is no more than a sense of unease around the conduct or behaviour of an adult that appears to be inconsistent with the Schools’ Code of Conduct [including inappropriate conduct outside of work].

A concise record is required, **using full names not initials**, including brief context in which the low level concern arose, plus details which are chronological, precise and as accurate as possible, of any such concern and /or relevant incident[s]. [Continue on separate sheets as necessary]. The form should be signed by the person completing it with times of the incident/concern and the date it occurred.

**Details of CONCERN :**

<b>Name of Staff member :</b>	<b>Department and Role :</b>
<b>Signed :</b>	<b>Time and Date :</b>
<b>Received by :</b>	
<b>At [time] :</b>	<b>Date :</b>



**Was the staff member/visitor, volunteer, supply agent spoken to? [Good practice will require a response].**

**NO**  - Give a brief but valid reason/explanation for not;

**YES**  - Please complete detail below - Staff member, visitor, volunteer, supply agent response to the concern raised :

**ACTION TAKEN :**

Was advice/guidance sought from the LADO and or Human Resources? Yes :  No :

**Signed :**

**Dated :**



This record form will be held securely, either digitally or in paper form, in one central file in accordance with the School's Code of Conduct and any associated guidance regarding the management of concerns and or allegations and in accordance with School's Data Management practices/policies.

Low Level Concern reporting will be treated as confidential as far as possible, however in certain circumstances it may be necessary to share and or disclose the information with third parties for relevant and necessary reasons. This includes where a reporter has indicated they wish to remain anonymous.

**This document was last reviewed March 2024**