

Thriveology Wellness CIC

Low Level Concerns Policy

May 2026



LOW LEVEL CONCERN POLICY

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OUR VISION

At Thriveology our aim is to create an inclusive world of neurodiverse children, young people and their families, prioritising mental health, education and wellbeing. We believe that every young person should have access to a safe and inclusive environment where a young person feels valued and empowered to reach their full potential. Through our unwavering commitment and passion, we strive to make a lasting and positive impact on the lives of children and young people that are neurodiverse and/or have mental health difficulties. Together we can create a more inclusive and supportive society for all children, young people and their families.

PURPOSE

This policy aims to provide a clear procedure for the reporting and handling of low-level concerns regarding the behaviour of staff, volunteers, or any other individuals engaged with Thriveology Wellness CIC. It ensures that all concerns are taken seriously and addressed appropriately, promoting a culture of safety and vigilance within the organisation.

SCOPE

This policy applies to all employees, volunteers, and stakeholders within Thriveology Wellness CIC. It covers concerns that do not amount to allegations of abuse or misconduct but may nonetheless raise concerns about inappropriate behaviour or actions.

DEFINITION OF LOW-LEVEL CONCERNS

Low-level concerns are understood as any behaviours or comments that may be inappropriate but do not meet the threshold of serious misconduct. Examples include, but are not limited to:

- Inappropriate jokes or comments.
- Over-familiarity or boundary issues.
- Behaviours that may cause discomfort or unease.

REPORTING PROCEDURES

How to Report

Concerns should be reported to the Designated Safeguarding Lead or a Company Director as soon as possible. Reports can be made verbally or in writing. Where possible, documentation should include specific details such as time, date, context, and any witnesses.

Confidentiality

All reports will be treated confidentially, and the identity of the person making the report will be protected as far as practical. Information will only be shared on a need-to-know basis.

RESPONSE TO CONCERNS

Initial Assessment

Upon receiving a report, the Designated Safeguarding Lead will conduct an initial assessment to determine the appropriate course of action.

Investigation

Investigations will be conducted sensitively and promptly, ensuring fairness and thoroughness. The subject of the concern will be made aware of the report and allowed to respond.

Outcomes

Possible outcomes may include:

- No further action.
- Advice and support provided to the individual.
- Referral to disciplinary procedures if deemed necessary.

SUPPORT FOR THOSE INVOLVED

Support will be offered to both the person who raised the concern and the individual subject to it throughout the process.

TRAINING AND AWARENESS

All staff and volunteers will receive training regarding this policy, the recognition of low-level concerns, and the reporting procedures during their induction and regular refreshers thereafter.

REVIEWS OF CONCERNS

Regular reviews of the reported concerns will be conducted to identify any patterns or trends that may indicate a need for additional training, policy amendments, or other actions to enhance safeguarding.

CONCERNS REGARDING A DESIGNATED PERSON

If a concern involves the Designated Safeguarding Lead or another designated person, the report should be made to an Alternative Designated Lead or a Company Director.

APPROVAL AND REVIEW

This policy has been approved by Thriveology Wellness CIC Board of Directors and will be reviewed annually or as necessary in light of changes to legislation or organisational practice.

Review Date: MAY 2027