



Low Level Concerns Policy

Low Level Concerns Policy Framework

1. Introduction

1.1 Purpose

This policy is established to address low level concerns involving staff behaviour within the The Construction School effectively. It aims to ensure a safe, respectful, and professional environment promoting the welfare and safety of all pupils.

1.2 Scope

This policy applies to all of The Construction School staff, addressing their conduct related to low level concerns.

1.3 Objectives

To outline a clear and structured approach to managing low level concerns, thus preventing them from escalating into serious issues and ensuring that such concerns are dealt with promptly and fairly.

2. Legal and Regulatory Framework

2.1 Related Legislation

This policy is guided by the principles set forth in the Children Act 1989, Safeguarding Vulnerable Groups Act 2006, and adheres to the standards described in the Keeping Children Safe in Education (KCSIE) guidelines.

2.2 Ofsted Implications

The manner in which low level concerns are handled contributes to Ofsted's assessment of the school's safeguarding and overarching leadership effectiveness.

3. Definitions

3.1 What Constitutes a Low Level Concern

Low level concerns include, but are not limited to, minor breaches of the school's established code of conduct, such as inappropriate language or disregard for school policy that does not directly harm pupils but could potentially undermine the staff member's authority or the school's ethos if repeated or left unaddressed.

3.2 Differentiation from Other Concerns

Low level concerns should be distinguished from allegations of abuse or other safeguarding issues that require immediate and stringent protective measures under safeguarding policies.

4. Policy Implementation

4.1 Roles and Responsibilities

- All Staff: Required to report any instance of low level concern to their immediate supervisor or the designated safeguarding lead (DSL).
- Designated Safeguarding Lead (DSL): Responsible for receiving reports of low level concerns and determining the subsequent actions or referrals as necessary.

4.2 Reporting Procedures

Staff must report any low level concerns via a dedicated reporting form or directly to their line manager or DSL, depending on the nature of the concern.

4.3 Recording and Monitoring

All reported concerns should be recorded meticulously and monitored for patterns that may require broader intervention. Records should be maintained securely in compliance with GDPR.

5. Action Plan

5.1 Initial Assessment and Action

The DSL or appropriate manager should initially assess the concern to determine its severity and the immediate steps to be taken, potentially discussing the concern with the involved staff member.

5.2 Interventions

Appropriate interventions might include counseling, further training, or mentoring, depending on the nature and frequency of the reported concerns.

5.3 Review and Follow-up

A follow-up should be scheduled to review the outcomes of the interventions and decide if further actions are necessary to ensure the improvement in the concerned staff's behavior.

6. Training and Support

6.1 Staff Awareness and Training

Regular training sessions should be conducted to enhance understanding and effective handling of low level concerns, promoting a culture of openness and mutual respect.

6.2 Support for Staff

Support mechanisms for both reporting and responding parties will be clearly communicated and easily accessible to ensure fairness and uphold the integrity of the process.

7. Confidentiality and Data Protection

7.1 Maintaining Confidentiality

The details of any report of low level concerns should be kept confidential, shared only with those directly involved in managing and resolving the issue.

7.2 Compliance with Data Protection

Processes involved in handling low level concerns must comply with the General Data Protection Regulation (GDPR), ensuring that personal data is processed lawfully, fairly, and transparently.

8. Links to Other Policies

This policy should be read in conjunction with the school's Safeguarding Policy, Staff Behaviour Policy (code of conduct), and Whistleblowing Policy.

9. Policy Review

9.1 Review Period

This policy will be reviewed annually by the school's senior leadership team to ensure its effectiveness and relevance.

9.2 Amendments Procedure

Any amendments required will be implemented following a structured review process which involves consultation with stakeholders and legal advisors where necessary.