

Managing low level concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors

For more detailed information, refer to Keeping Children Safe in Education (2021) Part Four

Concern or allegation received by Headteacher

Is the concern or allegation about a current teacher, supply teacher, other staff, volunteer or a contractor?

No

Non-recent allegations from adults should go to the police.
Non-recent allegations by a child should go to the LADO

Contact the Local Authority's Designated Officer 'without delay'. See also flowchart for managing allegations.

Yes
Has the person behaved in a way that has harmed a child or may have harmed a child?

No

Has the person possibly committed a criminal offence?

No

Has the person behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children?

No

Has the person behaved or may have behaved in a way that indicates they may not be suitable to work with children?

No

Steps should be taken to address unprofessional behaviour and support the individual to correct it at an early stage.

Yes

Is the person's conduct inconsistent with the staff code of conduct, including inappropriate conduct outside of work; or is it otherwise not considered serious enough to consider a referral to the LADO.

Low-level concerns should be recorded in writing, including:
 • name* of individual sharing their concerns
 • details of the concern
 • context in which the concern arose
 • action taken
 (* if the individual wishes to remain anonymous then that should be respected as far as reasonably possible)

Records must be kept confidential, held securely and comply with the Data Protection Act 2018. Schools and colleges should decide how long they retain such information, but it is recommended that it is kept at least until the individual leaves their employment

Reports about supply staff and contractors should be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.

If a concerning pattern of behaviour is identified and now meets the criteria for an allegation, then the matter should be referred to the LADO.

Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

The records' review might identify that there are wider cultural issues within the school that enabled the behaviour to occur. This might mean that policies or processes could be revised or extra CPD may be needed.

What is a low level concern?
 The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out at KCSIE (2021) paragraph 338. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:
 • is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
 • does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.