**Low-Level Record of Concern Regarding A Staff Member**

Please use this form to share any concern – no matter how small, and even if no more than a ‘nagging doubt’ – that an adult may have acted in a manner which:

* is not consistent with Maldon Court’s Code of Conduct, and/or;
* relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult’s suitability to work with children. Where possible please speak with the Headteacher as soon as possible.

It is also helpful to document your concerns, which can be done using this form and then passed to the Headteacher.

When completed, please pass this form to the Headteacher. If the concern is about the Headteacher, please pass it onto the Board of Visitor Mrs Bridget Harris or email them at [head@st-thomasmores.essex.sch.uk](mailto:head@st-thomasmores.essex.sch.uk)

Remember, a low-level concern is different to an allegation (which uses the Whistle Blowing Policy). See the table below for a definition:

Allegation - Behaviour which indicates that an adult who works with children has:

* behaved in a way that has harmed a child, or may have harmed a child; and/or
* possibly committed a criminal offence against or related to a child; and/or
* behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
* behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Low Level Concern - . 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 may have acted in a way that:

* is inconsistent with a School’s Staff Code of Conduct, including inappropriate conduct outside of work, and
* does not meet the allegation threshold, or is otherwise not serious enough to consider a referral to the LADO – but may merit consulting with and seeking advice from the LADO, and on a no-names basis if necessary

Appropriate Conduct

Behaviour which is entirely consistent with the School’s Code of Conduct and the Law.

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* behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
* behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Low Level Concern - . 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 may have acted in a way that:

* is inconsistent with an organisation’s staff code of conduct,13 including inappropriate conduct outside of work, and
* does not meet the allegation threshold, or is otherwise not serious enough to consider a referral to the LADO – but may merit consulting with and seeking advice from the LADO, and on a no-names basis if necessary

Appropriate Conduct

Behaviour which is entirely consistent with the School’s Code of Conduct and the Law.

Name of adult writing this concern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date written:\_\_\_\_\_\_\_\_\_

Name of adult whom this concern is about: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_

*Please write your concerns overleaf. You should provide a concise record – including brief context in which the low-level concern arose, and details which are chronological, and as precise and accurate as possible – of any such concern and relevant incident(s) (and please use a separate sheet if necessary). Consider any contextual information that may be appropriate to know.*

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