



## **Handling low-level concerns made against teachers and other staff, including supply teachers and volunteers**

### **Summary of Concern**

#### **Please retain in personnel file**

#### **Explanatory statement:**

This statement is made in accordance with paragraphs 407 to 412 of Keeping Children Safe in Education 2021.

This document covers the outcome of low-level concerns in respect of employees, supply staff and volunteers working within Suffolk schools.

All low-level concerns should be recorded in writing, including details of the concern, the context in which the concern arose, and how the concern was followed up and resolved, and a note of any action taken, and decisions reached.

- This record will be kept by the school and should be placed on an employee's confidential personnel file held by the school or held centrally for staff employed centrally by multi academy trusts.
- A copy of the form will be provided to the person concerned
- If the employee refuses to sign the completed form within 5 working days (one calendar week) this should be noted on the form.

The purpose of this record is to enable records to be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of behaviour moves from a concern to meeting the harms threshold, it should be referred to the LADO.

The record should be retained at least until the individual leaves their employment.

Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry (further information can be found on the IICSA website). All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

Allegations should be dealt with in accordance with Part 4 Section 2 of Keeping Children Safe in Education and Suffolk Safeguarding Partnership's "Arrangements for managing allegations of abuse against people who work with children or those who are in positions of trust"

**TO GO ON SCHOOL HEADED PAPER**  
**HIGHLY CONFIDENTIAL**

**Record of low-level concern**

<b>Name of employee/ supply staff/ volunteer</b>	
<b>Position held</b>	
<b>Name of person completing this form</b>	
<b>Position held</b>	

**Summary of low-level concern(s):**  
**(Including date(s) and contextual information)**

**Initial action taken and decisions reached:**

**How low-level concern was followed up and by whom:**  
**(Including date and membership of any consultations and meetings held)**

**Outcome of investigation: \***  
**(Including rationale)**



**If applicable, outcome of any formal disciplinary hearing (including date of outcome letter sent to employee):**

**If applicable outcome of any formal appeal hearing (including date of outcome letter sent to employee).**

**For low-level concerns, if the concern(s) relate to misconduct or poor performance, is the individual aware this information will be referred to in any future reference? Yes / No (NB references must be factual and not contain opinion)**



**Employee Comments:**

**Signed / Dated:**

**Headteacher :** .....

**Date:**.....

**Employee :** .....

**Date:** .....

A copy of this form should be retained confidentially on the personnel file for the individual at least until they leave employment with the school.