



Name of policy	Reviewed by	Signed	Date reviewed	Date for next review
Low level concerns	Jade Sloan		5/5/26	May 2027

## Low-Level Concerns Policy

### Blackbird Creative Arts Ltd

**1. Introduction** In line with Keeping Children Safe in Education (KCSIE) 2025, Blackbird Creative Arts Ltd is committed to creating a culture where all concerns about adults working with or around children are addressed and recorded. This policy ensures that any behaviour that does not meet the threshold of harm, but still raises a concern, is shared, recorded, and dealt with appropriately.

**2. What is a 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 working in or on behalf of the provision may have acted in a way that:

Is inconsistent with the Staff Code of Conduct.

Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour include, but are not limited to:

Being over-friendly with children.

Having favourites.

Taking photographs of children on their mobile phone (outside of specific policy permissions).

Engaging with a child on a one-to-one basis in a secluded area or behind a closed door.

Using inappropriate sexualised, intimidating, or offensive language/banter.

### **3. Reporting a Low-Level Concern**

**Who to Report To:** All low-level concerns must be reported to the Designated Safeguarding Lead (DSL) or Company Director (Jade Sloan) within 24 hours of the incident or observation. If the concern is about the DSL/Director, it should be reported directly to the LADO as per our Whistleblowing Policy.

**How to Report:** Staff can report concerns verbally or in writing. We actively encourage self-reporting if a staff member feels they have found themselves in a situation that could be misinterpreted, or if they have momentarily breached the Code of Conduct.

**4. Responding to a Low-Level Concern** The DSL will confidentially review all low-level concerns. The response will be proportionate and supportive, focusing on maintaining our safe culture. Potential outcomes include:

No further action required (e.g., if the action was entirely misinterpreted).

Additional training, mentoring, or supervision for the staff member.

A verbal or written warning regarding the Staff Code of Conduct.

If a pattern of low-level concerns emerges regarding the same individual, or if a single concern is deemed serious enough, it will be escalated to the LADO as a formal safeguarding allegation.

**5. Record Keeping** All low-level concerns will be securely recorded and stored by the DSL in a central, confidential log. This log will be reviewed regularly to identify any concerning patterns of behaviour. These records are kept confidential and will only be shared on a "need-to-know" basis, in line with our GDPR and Data Protection Policy.