**Reporting Low Level Concerns Form**

Please use this form to share 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 [insert name of the organisation] staff code of conduct, including inappropriate conduct outside of work; and
* does not meet the harm threshold, or is otherwise not serious enough to merit a referral to the LADO.

You should provide a concise record (online/electronically or hard copy) – 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).

The record should be signed, timed and dated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of person raising concern:**  **Role:** (eg. Parent, teacher, child, TA) | | | **Report submitted anonymously** | | |
| **Date:** |  | | **Time:** |  | |
| **Present:** |  | | | | |
| **Meeting** |  | **Telephone Call** |  | **Other** |  |

|  |  |
| --- | --- |
| **Details of the Concern** |  |
| **Context in which the concern arose** |  |

|  |  |
| --- | --- |
| **Signed** | **Person raising concern (if not anonymous)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Concern Received by:** | | **At:** (time) | **On:** (date) |
| **Action Taken** |  | | |
| **Follow Up Notes** |  | | |

|  |  |
| --- | --- |
| **Signed** | **Headteacher or Chair of Governors** |

*This record will be held securely in accordance with [insert name of the organisation] low-level concerns policy. Please note that low-level concerns will be treated in confidence as far as possible, but [insert name of the organisation] may in certain circumstances be subject to legal reporting requirements or other legal obligations to share information with appropriate persons, including legal claims and formal investigations.*