

Our Lady of Lourdes CMAT Low-Level Concern Protocol

Purpose

This protocol promotes a culture of openness, trust, and transparency where all staff feel confident to report concerns, no matter how small, about the behaviour or conduct of adults working with children.

Low-level concerns help identify and address behaviour early, protecting children and maintaining high professional standards.

Definition

A low-level concern is any concern, no matter how minor, that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the Staff Code of Conduct or professional expectations, including behaviour outside of work; and
- Does not meet the threshold for harm or risk of harm to a child.

Examples include (but are not limited to):

- Being overly friendly or having favourites
- Using inappropriate language or jokes
- Having unnecessary physical contact
- Meeting a child alone where they cannot be easily seen
- Sharing personal contact details or social media
- Acting in a way that causes unease or doubt in others

Reporting a Concern

All staff must report low-level concerns, even if uncertain whether they meet the threshold.

1. Report directly to the Headteacher in person or via the reporting form (See QR code and weblink): <https://tinyurl.com/4vur2e65>



2. Staff must use their work email address when submitting a form. If submitted incorrectly, it will be redirected to the Trust Safeguarding Lead.
3. **Concerns about the Headteacher must be reported to the CEO** – James McGeachie (j.mcgeachie@ololcatholicmat.co.uk).

Recording and Oversight

- The Headteacher will record all low-level concerns confidentially, noting:
 - Date, nature, and context of the concern
 - Action taken and rationale
- Records will be reviewed regularly to identify potential patterns or repeat concerns.
- If a pattern emerges, it may lead to disciplinary action or referral to the Local Authority Designated Officer (LADO).
- All records are retained and stored securely in line with UK GDPR and the Data Protection Act 2018.

Key Principles

- Concerns are treated sensitively, objectively, and confidentially.
- Reporting concerns protects both children and staff.
- Staff are encouraged to report, not investigate.
- “If in doubt—report it.”
- Reporting low-level concerns demonstrates professionalism and commitment to safeguarding.

For advice or clarification contact:

Trust Safeguarding Manager:

Steve Akers – s.akers@ololcatholicmat.co.uk

Trust DSL:

Robert della-Spina – robert.della-spina@ololcatholicmat.co.uk

Other key contacts:

CEO	James McGeachie	j.mcgeachie@ololcatholicmat.co.uk
DCEO	Moira Dales	m.dales@ololcatholicmat.co.uk
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DPS	Robert della-Spina	robert.della-spina@OLOLCATHOLICMAT.co.uk
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