

## Low-Level Concern 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 Woodlands Primary School 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 DOFA.

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).

The record should be signed, timed, and dated.

**Name of Staff Member:**

Department/Role:

**Details of concern** (please state any specific dates).

Name of referrer:

Signed:

Date:

Time:

**Received by:**

**At: (time)**

**On: (Date)**

**Context:** (include any historical information, for example, any previous low-level concerns, any DOFA consultation, and or referrals).

**Action Taken:** (please specify, including rationale for action and outcome).

**Signed:**

This record will be held securely in accordance with Woodlands Primary School low-level concerns policy. Please note that low-level concerns will be treated in confidence as far as possible, but Woodlands Primary School 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.