Appendix E

Example low-level concern form

Low-Level Concern Form

Please use this form to share any concern – no matter how small, and even if no more than a ‘nagging doubt’ – that an adult may have acted in a manner which:

• is not consistent with [insert name of the organisation] Code of Conduct, and/or
• relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult’s suitability to work with children.

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.

Details of concern

Name of staff member:  Department & Role:

Signed:  Time & Date:
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.