

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:

Received by	At: (Time)	On: (Date)
Action Taken: (Specify)		

Signed:	Time & Date:
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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.