

see also : *Safeguarding Policy*
Keeping Children Safe in Education (DfE 2021) Part 4
Staff Code of Conduct
Whistleblowing Policy
Managing Allegations Flowcharts

The ultimate College rule is that all of us, staff and students alike, treat each other as we would wish to be treated – with consideration, kindness and respect but we must also ensure that our behaviour does not inadvertently lay us open to allegations of abuse. We must recognise as adults working with young people that places us in a position of trust and that safeguarding is everyone's responsibility. We aim to encourage an open, trusting environment where staff feel comfortable to speak up when they feel something has fallen short of these expectations. Equally we aim to handle such situations in a timely and appropriate manner.

What is a low level concern?

A low level concern for this purpose is any concern, no matter how small and even if no more than a 'nagging doubt', that an adult, or themselves may have acted in a manner inconsistent with the college's Code of Conduct or simply – even if not linked to a particular act or omission – a sense of unease as to the adult's behaviour particularly towards or around children. Any such concerns can be dealt with as a Low-Level Concern.

What should I do if I have one?

Regardless of the level of the concern, as it relates to an adult within the college you should first speak with Alistair Brownlow, the Principal within 24 hours. There will then be a conversation between the Principal and staff member about the next actions. If the concern relates to Alistair Brownlow contact Tim Fish.

How will my low-level concern be handled?

If the concern is determined to warrant further action **The Whistleblowing Policy** will be followed. If the concern is determined to be low level Alistair Brownlow will delegate action to the appropriate line manager or DSL to support the members of staff involved. If there are any doubts about the level of concern, advice should be sought from the LADO.

What records will be kept?

Where a low-level concern has been communicated, a confidential record will be kept in a central file which logs all low-level concerns. This is necessary to enable any patterns to be identified. However, no record will be made of the concern on the individual's personnel file (and no mention made in job references) unless either:

- a) the concern (or group of concerns) has been reclassified as an allegation as above; or
- b) the concern (or group of concerns) is sufficiently serious to result in formal action under the school's grievance, capability, or disciplinary procedure.

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