Managing Safeguarding Allegations and Low-Level Concerns Policy

April 2026

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1. Trust Policy Statement

Derby Diocesan Academy Trust (DDAT) considers the safeguarding of all pupils to be of paramount importance. The Trust is committed to ensuring that everyone working in our schools understands their safeguarding responsibilities.

This Trust-wide policy applies to all staff, including Trustees, Local Trust Committee and members of the Central Team, paid staff, volunteers, agency and supply staff, students, anyone working for and on behalf of DDAT, or anyone using our premises to run an out-of-school setting with pupils.

This policy does not form part of any employee's contract of employment. This policy has been implemented following consultation with all recognised trade unions and will be reviewed on an annual basis to reflect changes in local and national guidance.

2. Introduction

We take allegations of any kind against an individual working within DDAT very seriously, and this policy outlines the steps that will be taken when concerns and allegations are reported.

This policy sets out the safeguarding processes for managing safeguarding allegations and low-level concerns. It does not replace or override the DDAT Disciplinary Procedure. Where concerns, following investigation, could amount to misconduct or require formal sanction, these matters will be referred to and managed in accordance with the DDAT Disciplinary Procedure.

This policy should be read alongside the following statutory and non-statutory guidance and other DDAT policies:

- Keeping Children Safe in Education 2025
- Working Together to Safeguard Children 2023
- The Children Act 1989 guidance and regulations
- Education Act 2002
- Children and Social Work Act 2017
- Teachers' Standards - Updated December 2021
- Guidance for Safer Working Practice in Education Settings - February 2022
- Derby and Derbyshire Safeguarding Children Partnership Procedures
- DDAT Safeguarding and Child Protection Policy
- DDAT Whistleblowing Policy
- DDAT Disciplinary Procedure
- DDAT Staff and Visitors Code of Conduct Policy
- DDAT Social Media Policy
- DDAT IT Security and Acceptable Use Policy
- Bring Your Own Device Policy

3. Background

DDAT takes allegations against individuals very seriously and acknowledges that if concerns are not addressed as early as possible, they can create unsafe working environments and leave staff and pupils increasingly vulnerable.

Concerns in the context of safeguarding pupils may arise in a number of ways, for example (but not limited to):

- poor attitude or practice that potentially impacts on the general wellbeing of pupils and that needs addressing;
- aspects of poor safeguarding practice witnessed by others;
- non-compliance with Trust's policies and procedures relating to safeguarding.

Allegations may be made against an individual working or volunteering within the Trust by a colleague, pupil or parent.

Keeping Children Safe In Education (KCSIE) 2025 describes two types of allegations/concerns within Part 4, the section of the guidance that specifically relates to this topic. These are allegations that meet the harm threshold for a referral to the Local Authority Designated Officer (LADO) and those which do not meet this threshold – referred to within this policy as 'low-level concerns'.

Both allegations that meet the harm threshold for a referral to the LADO and low-level concerns, must be reported by individuals to the Headteacher/Executive Headteacher in their school and a written record will be made detailing the nature of the allegation/concern, the actions taken and decision-making rationales. If the concern is in regard to the Headteacher/Executive Headteacher then this must be reported to the Chair of the Local Trust Committee (LTC). If the concern relates to a member of the DDAT Central Team, then this must be reported to the CEO. If the concern relates to the CEO, then the Chair of Trustees must be informed.

The purpose of this policy is to provide details of these procedures and reassure that any allegations will be dealt with robustly, without prejudice and with the cooperation of external agencies where appropriate and necessary.

Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child and at the same time deals fairly with the person who is the subject of the allegation.

4. Concerns or allegations that may meet the harm threshold

This section of the policy provides information about managing allegations that may indicate a person would pose a risk of harm if they were to continue working in their present position, or in any capacity with pupils within a school.
It will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of the Trust or one of our schools has:

- behaved in a way that has harmed a child, or may have harmed a child;

- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (including behaviour that may have happened outside of school or college - this is known as transferable risk).

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, grooming behaviour of any kind, possession of indecent photographs or images of pupils and other offences under the Sexual Offences Act 2003.

4.1 Reporting a concern or allegation

Everyone who comes into contact with pupils and their families has a role to play in safeguarding pupils. Individuals should share, without delay, any allegations/concerns that may meet the harm threshold with the Headteacher/Executive Headteacher.

It is important to note, however, that anyone can contact the LADO if they need to do so for advice or support, especially if their concerns relate to the conduct of management with pupils.

All concerns will be listened to and managed appropriately in the strictest confidence. Staff should personalise by school

Individuals must not:

- Attempt to deal with the situation themselves
- Make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents
- Keep the information to themselves or promise confidentiality
- Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.

Allegations of historical abuse should be responded to in the same way as recent concerns. In such cases, it is important to find out whether the person against whom the allegation is made is still working with pupils and if so, to inform the person's current employer or voluntary organisation or refer their family for assessment.

4.2 Initial response

There are two immediate priorities to consider when there is a concern or allegation that may meet the harm threshold:

1. **The welfare of the child is paramount**. The Designated Safeguarding Lead (DSL) must ensure that all appropriate support is in place to safeguard the pupil including provision of medical treatment as necessary.

This should involve consideration of the need to refer to social care in accordance with the DDAT Safeguarding and Child Protection Policy.

2. **Investigating and supporting the person subject to the allegation**. The Headteacher/Executive Headteacher (unless the allegation is about them then refer to section 3 for the appropriate person) should notify the Local Authority Designated Officer (LADO) immediately where there are allegations that may meet the harm threshold. They should discuss the nature, content and context of the allegation and agree a course of action. It is recommended that the person subject to an allegation should be reminded of the advice to consult their trade union representative, at the onset of an allegation.

The school should conduct basic enquiries to establish the facts and help them to determine whether there is any foundation to the allegation, being careful not to jeopardise any potential police investigation. Advice should be sought from the DDAT Safeguarding Lead and DDAT HR Lead before this is done, and about whether a LADO referral should be made. If it is agreed that a LADO referral should be made, then this action should be taken. This will then be reviewed at the Trust's High Level Concerns meeting. Where it is clear, at the onset, that the allegation is unsubstantiated, malicious, unfounded or false, the case should be resolved quickly.

Notifying the individual that an allegation has been made against them should be considered carefully on a case-by-case basis, with guidance from the Trust HR Lead, Safeguarding Lead, Children's Social Care, and the Police.

Parents of a pupil involved in an allegation should be informed about the matter as soon as possible although this should not take place without agreement from the Executive Headteacher/Headteacher, Senior School Improvement Officer (SSIO), Safeguarding Lead, LADO, Police, and Pupil's Social Care. Parents should be made aware of the requirement to maintain confidentiality in line with the Education Act. If the child involved is looked after, their social worker should be informed.

Where an initial discussion leads to no further action, school and LADO should:

- record the decision and justification for it and,
- agree on what information should be put in writing to the individual concerned and by whom,
- consider whether the concern or allegation should be addressed using Section 5 of this policy.

4.3 Duties and responsibilities of the Headteacher/Executive Headteacher

Where it is agreed with the LADO, following an initial discussion, that the harm threshold may have been met, the Headteacher/Executive Headteacher will be responsible for:

- maintaining contact with the LADO about the allegation and subsequent investigation
- keeping confidential records of the allegation and ongoing investigations including any decisions made and the rationale behind them

- informing all parties as to the progress of the case through regular review
- discussing options for the person whom the allegation has been made against with the DDAT HR Team
- attending any necessary allegations management strategy meeting with the LADO, Police and Pupil's Social Care

When the concern or allegation relates to the Headteacher/Executive Headteacher or someone more senior, the above responsibilities will be undertaken by a senior member of the Central Team as agreed at the DDAT High Level Concerns meeting. This is the case for all parts where the Headteacher/Executive Headteacher is referred to within this policy.

DDAT recognises that in the event of an allegation being made against an agency worker, whilst we are not the employer, our schools will ensure the allegation is dealt with properly by taking lead responsibility for securing the information required for a LADO referral. Consideration will be given to the continuation of using any agency worker by finding out the facts and liaising with the LADO to determine a suitable outcome. It may be determined that the decision is to cease using a particular agency worker.

The supply agency concerned will be invited to take a full part in the investigation process and we will discuss with the agency whether it is appropriate to suspend the agency worker, or redeploy them, whilst an investigation is carried out.

4.4 Considering suspension

Suspension should not be an automatic response when an allegation is reported. All options to avoid suspension should be considered prior to taking that step, although it is important to note that a decision to suspend can be taken at any point in the investigation.

Suspension is not a disciplinary sanction and does not imply misconduct. Where a disciplinary process is required, this will be conducted under the DDAT Disciplinary Procedure.

The possible risk of harm to pupils posed by an accused person should be evaluated and managed in respect of the child(ren) involved in the allegations. Headteachers/Executive Headteachers should always seek advice from the DDAT HR Team in these circumstances, prior to making any decisions.

Based on that assessment of risk, the following alternatives should be considered by the Headteacher/Executive Headteacher before suspending the individual against whom the allegation has been made:

- redeployment within school so that the individual does not have direct contact with the pupil(s) concerned;
- providing another individual to be present when the individual has contact with pupils;
- redeployment to alternative work within school so the individual does not have unsupervised access to pupils;

- moving the pupil(s) to classes where they will not come into contact with the individual but only if it is in their best interests and takes account of their views. If this action is taken parents should be consulted and it should be made clear that this is not a punishment; or
- temporarily redeploying the individual to another role in a different location, for example, an alternative school within the Trust.

Where suspension is considered necessary, the rationale and justification should be recorded in writing, including what alternatives to suspension have been considered and why they were rejected. This record should also include details of any advice provided by the LADO.

Where it has been deemed appropriate to suspend a member of staff, written confirmation will be sent within one working day explaining the reasons for the suspension.

Care will be taken where someone is suspended to ensure they are kept informed of both the progress of their case and current work-related issues. DDAT will not prevent social contact with colleagues and friends unless such contact is likely to be prejudicial to the gathering and presentation of evidence.

If an individual who has been suspended can return to work, the school/Trust will consider how best to facilitate this. Depending on the circumstances, a phased return and/or the provision of a workplace mentor to provide assistance and support in the short-term may be appropriate. The Headteacher/Executive Headteacher should also consider how to manage the employees' reintegration into the school community, in particular with the pupil(s) who made the allegation.

4.5 Investigation stage

There are three types of investigation:

By Children's Social Care and the Police
If the LADO feels that the matter needs a formal investigation external to the school or DDAT, this will take the form of a strategy meeting involving multi-agency discussions and a clearly formulated plan.

A member of the DDAT Executive Team, the Safeguarding Lead or HR Lead should attend all such meetings in support of the Headteacher/Executive Headteacher.

The Headteacher/Executive Headteacher will support the multi-agency investigative process by maintaining contact with the LADO to update them on the progress and outcome of any action taken.

If appropriate, an agreement will be reached with the LADO, the Police and/or Children's Social Care along with the DDAT HR Team as to how information is shared and maintained with the individual concerned throughout the investigative process.

The Headteacher/Executive Headteacher will record all agreed actions and the strategies used, including the rationale behind them, throughout the investigation process.

By the Police under the Police and Criminal Evidence Act
The Police should inform the LADO and the employer immediately when:

- a criminal investigation and any subsequent trial is complete,
- it is decided to close an investigation without charge, or
- it is decided not to continue with prosecution after the person has been charged.

Where the Police are involved, staff should ask them to obtain consent from the individuals involved to share their statements and evidence for use in the employer's disciplinary process.

Where possible, this should be done as their investigation proceeds and will enable the Police to share relevant information without delaying the conclusion of their investigation or any court case. Where this is not possible, a Police investigation will take precedence over any disciplinary procedures.

By School in line with the DDAT Disciplinary Procedure
Sometimes the LADO will ask the school to undertake an investigation. Where further enquiries are required to enable a decision about how to proceed, the LADO and Headteacher/Executive Headteacher should discuss how and by whom the investigation will be undertaken. There may be occasions where the LADO does not direct the school to undertake an investigation, but it may be the decision of the Trust that an investigation is necessary.

Investigations will be conducted in line with the DDAT Disciplinary Procedure and any other related Trust policies outlined in Section 2. Where, following an investigation, it is considered that the matter constitutes potential misconduct, the matter will be progressed under the DDAT Disciplinary Procedure. If the person against whom the allegation has been made resigns, or ceases to provide their services, this will not prevent the allegation being followed up.

4.6 Outcomes

Ultimately, the options available depend upon the nature and circumstances of the allegations and the evidence and information available following the investigation. This will range from taking no further action to dismissal or deciding not to use the person's services in the future. Any decision relating to dismissal or other disciplinary sanction will be taken in accordance with the DDAT Disciplinary Procedure.

The definitions that will be used when determining the outcome of an investigation into an allegation are set out below, as per KCSIE 2025:

- **Substantiated:** there is sufficient evidence to prove the allegation;

- **Malicious:** there is sufficient evidence to disprove the allegation, and there has been a deliberate act to deceive or cause harm to the person subject of the allegation;
- **False:** there is sufficient evidence to disprove the allegation;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence; or,
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

Following the investigation process, if it is deemed an allegation is substantiated and there is a case to answer, then this will be referred to a disciplinary panel and, in this circumstance, will be managed in accordance with the DDAT Disciplinary Procedure.

Where the outcome is dismissal, the school will make a referral to the DBS for consideration of whether inclusion on the barred lists is required; and in the case of a member of teaching staff, refer the matter to the Teaching Regulation Agency (TRA) to consider prohibiting the individual from teaching.

When it is decided on the conclusion of a case that a person who has been suspended can return to work, the Headteacher/Executive Headteacher, with the support of the DDAT HR Team, will consider how best to facilitate it.
The Headteacher/Executive Headteacher will also consider how the person's contact with the pupil(s) who made the allegation can best be managed if they are still at the school.

Where a school considers pupils have made malicious allegations, they are likely to have breached academy behaviour policies. Leaders will therefore consider whether to apply an appropriate sanction which could include fixed-term suspension or permanent exclusion.

Any allegations made by staff that are considered to be malicious may be deemed a breach of the DDAT Staff and Visitors Code of Conduct and could lead to disciplinary action being taken against the member of staff or termination of their services.

5. Concerns or allegations that do not meet the harm threshold

As part of the DDAT approach to safeguarding, we promote an open and transparent culture to identify concerning, problematic or inappropriate behaviour early, thereby minimising the risk of abuse and harm to pupils. These types of concerns are known as low-level concerns.

The purpose of this section of the policy is to ensure that all individuals are clear about what appropriate behaviour is and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour in themselves and others. It aims to:

- empower individuals to share any low-level safeguarding concerns with the Headteacher/Executive Headteacher;
- address unprofessional behaviour and support the individual to correct it at an early stage;

- provide responsive, sensitive and proportionate handling of such concerns when they are raised; and,
- help identify any weakness in our safeguarding systems.

5.1 Understanding low-level concerns

Creating and embedding a culture of openness, trust and transparency will help to ensure that individuals working in or on behalf of our schools or using the school premises as an out-of-school setting, are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school and Trust.

The term 'low level' does not mean that the concern is insignificant; it means that the behaviour does not meet the harm threshold outlined in section 4 of this policy.

Lower-level concerns that do not meet the harms test could include, but are not limited to:

- being over friendly with a pupil
- having favourites
- taking photographs of pupils on their mobile phone, in contravention to policy
- engaging with a pupil on a one-to-one basis in a secluded area or behind a closed door
- acting in a way that is inconsistent with the DDAT Staff and Visitors Code of Conduct, including inappropriate conduct outside of work

Concerning behaviour can exist across a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse. Ensuring that low-level concerns are dealt with effectively throughout DDAT should also protect those working in or on behalf of the Trust from becoming the subject of potential false allegations or misunderstandings.

We have incorporated guidance to staff on lower-level concerns through our safeguarding training, within our Safeguarding and Child Protection Policy, and by signposting to Guidance for Safer Working Practice in Education Settings - February 2022.

5.2 Reporting a low-level concern

Low-level concerns about an individual should be reported, without delay, to the Headteacher/Executive Headteacher in that school.

Where the Headteacher/Executive Headteacher receives a referral, they should create a record and track concerns locally to establish any patterns. All concerns, discussions, decisions made and the reasons for those decisions must be recorded. It would not be unusual for people to know and believe that practice is not acceptable but feel unable to respond because of the fear:

- they might not be right to have the concerns that they do
- for their own job and prospects if they report another colleague

- of isolation by other staff
- about what might happen to the member of staff in the long term

It is particularly difficult if staff members are also close friends and/or partners in a relationship. The reasons why staff may not wish to report their colleagues have to be understood.

It must always be recognised that a pupil's welfare always remains paramount, and it can be very easy to lose sight of the impact on others of being on the receiving end of unacceptable and sometimes illegal behaviour.

Individuals are encouraged to self-refer, where for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

5.3 Response

Where lower-level concerns and allegations that do not meet the harms test are reported or identified, DDAT will ensure that they are appropriately dealt with and recorded in line with section 5.4 below.

The Headteacher/Executive Headteacher should investigate the concern. If, during the course of the investigation, information uncovered suggests that the individual has behaved in a way that meets the harm threshold, then the procedures outlined in section 4 of this policy should be implemented immediately.

The Headteacher/Executive Headteacher is the ultimate decision-maker in respect of all low-level concerns, but they will be supported by the DDAT Central HR Team, Safeguarding Lead as well as the DDAT Executive Team as necessary.

Issues about attitude and poor practice may be dealt with internally and as part of the staff member's professional development and the DDAT Staff and Visitors Code of Conduct. If such low-level concerns, however, are persistent and any plan with that member of staff has not brought about the necessary improvement, advice from the LADO should be sought, and appropriate people included in the decision-making process.

Where there is any doubt whether the information shared about a member of staff as a low-level concern actually meets the harm threshold, the Headteacher/Executive Headteacher will consult with the LADO and discuss with the DDAT Safeguarding Lead and/or HR Lead.

Low-level concerns which are shared about supply staff and contractors will be notified to their employers so that any potential patterns of inappropriate behaviour can be identified.

Where considered relevant, we will ensure parents/carers are informed about low-level concerns that have impacted upon their child. The DDAT Safeguarding Lead and HR Lead are to be consulted prior to any communication.

5.4 Record keeping

A record of all low-level concerns must be maintained by the Headteacher/Executive Headteacher.

Details of allegations or concerns that are found to have been malicious will be removed from personnel records.

The record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

The information collected will help the Headteacher/Executive Headteacher categorise the type of behaviour and determine what further action may need to be taken. All of this needs to be recorded.

These records will be retained confidentially and securely at least until the individual leaves their employment.

Whole school records will be reviewed by the Headteacher/Executive Headteacher regularly so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

Consideration will also be given to whether there are broader cultural issues within school that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again.

6. References

DDAT will refer to substantiated safeguarding allegations that meet the harm threshold in references.

Where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it will also be referred to in a reference.

In cases where an individual is disciplined for a substantiated safeguarding-related concern that doesn’t reach the harm threshold, we will provide a reference that reflects the fact that a disciplinary process has taken place and refer to the sanction.

Cases in which an allegation was proven to be false, unsubstantiated, or malicious will not be included in employer references. A history of repeated concerns or allegations that have been found to be false, unsubstantiated, or malicious should also not be included in any reference.

7. Resignations and Settlement Agreements

A settlement agreement will never be made, nor a resignation accepted, where the allegation against the individual meets the harm threshold.

If the accused person resigns or ceases to volunteer, this will not prevent an allegation from being followed up in accordance with the statutory guidance Keeping children safe in education - GOV.UK.

Throughout DDAT, we will make every effort to conclude all cases of allegations bearing on the safety or welfare of pupils, including any in which the person concerned refuses to cooperate. Wherever possible, the accused will be given full opportunity to answer the allegation and make representations about it.

The person concerned will be notified of the conclusion of the allegations. Recording the allegation and any supporting evidence and reaching a judgment about whether it can be substantiated or otherwise based on all the available information, will continue even if the accused does not cooperate.

8. Data retention

Details of allegations or concerns found to have been malicious will be removed from personnel records. However, for all other allegations, DDAT recognises the importance of:

- a clear and comprehensive summary of the allegation;
- details of how the allegation was followed up and resolved;
- a note of any action taken, decisions reached and reasons why;
- being kept on the secure and confidential personnel file of the accused. A copy of such a record will be provided to the person concerned.

The record will be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

All such records are confidential in nature and will be held securely and comply with the Data Protection Act 2018, UK General Data Protection Regulation 2018 and the DDAT GDPR Policy.

9. Learning lessons from concerns and allegations

Learning lessons from safeguarding cases is a fundamental part of an effective culture of safeguarding and DDAT commits to engaging in any such learning process.

Throughout the process of handling allegations and at the conclusion of a case in which an allegation is substantiated, the LADO should review the circumstances of the case with the Headteacher/Executive Headteacher in order to help determine whether there are any improvements to be made to the school's procedures to help prevent similar events in the future.

The LADO and Headteacher/Executive Headteacher should consider how future investigations of a similar nature could be carried out without suspending the individual (if this has happened). Any learning review should include issues arising from any decision to suspend a member of staff, the duration of the suspension and whether the suspension was justified.

Where an internal investigation relating to a safeguarding allegation leads to a disciplinary hearing being held, DDAT will undertake a learning review of the case with the intention of identifying any broader learning points for the school or Trust.

Lessons should also be learnt from the use of suspension when the individual is subsequently reinstated.

Where the LADO does not undertake a learning review, DDAT will always consider the facts with the Headteacher/Executive Headteacher and determine whether any improvements in practice or process can be made.

Where the LADO is involved in a case, they will always be updated on any learning points identified.

10. Non-recent allegations

Where an individual makes an allegation to any DDAT school that they were abused as a child, the individual will be advised to report the allegation to the Police.

Non-recent allegations made by a child will be reported to the LADO in line with the local authority's procedures for dealing with non-recent allegations and the procedures in this policy.

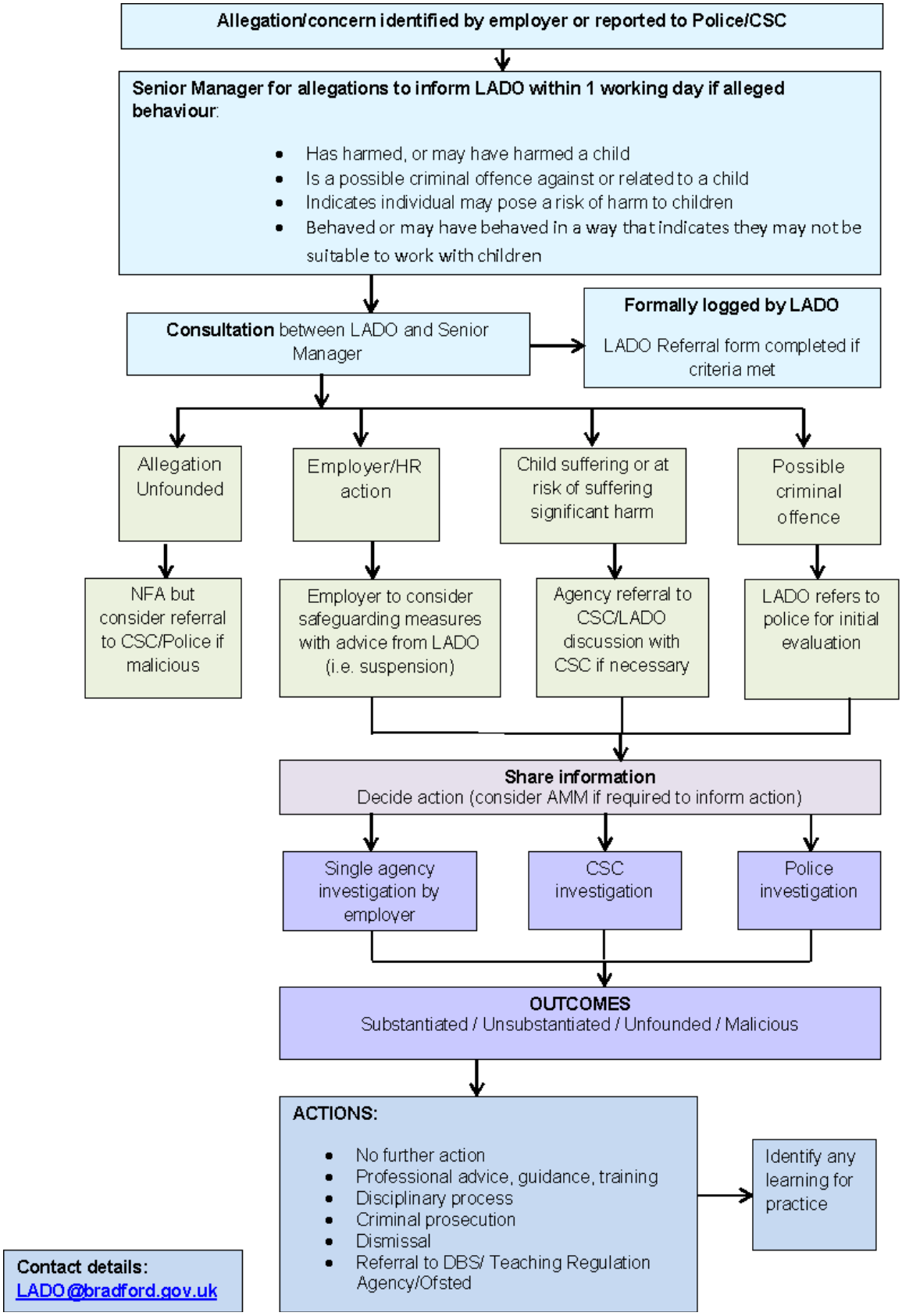
11. Confidentiality

It is the aim of the Trust to deal with allegations sensitively and with due respect for the privacy of any individuals involved. All individuals must treat any information communicated to them in connection with an allegation as confidential during or after an investigation into an allegation.

A breach of confidentiality will be taken seriously and may warrant its own investigation in accordance with the DDAT Disciplinary Procedure.

The amended Education Act 2002 introduced reporting restrictions, in respect of any allegations made against a teacher, preventing the publication of any material that may lead to the identification of a teacher in a school who has been accused by, or on behalf of, a pupil from the same school. This applies to parents and carers as well as the press. If, for any reason, the Trust needs to make parents aware of any allegations, they should equally make them and others aware that there are restrictions on publishing information.

Appendix One: Derby Local Authority Allegations Management Flowchart



This flowchart summarises safeguarding decision-making only. It does not replace or override the DDAT Disciplinary Procedure. Where potential

misconduct is identified, in these circumstances, the matter will be progressed under the DDAT Disciplinary Procedure.

Appendix Two: Template Low Level Concern Reporting Form

Your Details		
Name (optional but preferred)		
Role		
Date & time of concern		
Signature		
Details of Individual (including yourself if self-reporting) whom the concern is about		
Name		
Role		
Relationship to the individual reporting		
Details of concern		
Please include as much detail as possible: What behaviour and/or incident are you reporting? What exactly happened? Why does the behaviour and/or incident worry you? Why do you believe the behaviour and/or incident is not consistent with our Staff and Visitors Code of Conduct?		
Details of any pupil(s) involved		
Name(s) and Year(s)		
Next Steps (for use by Headteacher or their Delegate)		
Date and time concern received		
Signature		
Role		
Actions to be taken		