



Nazene Danielle School of Performing Arts (NDSOPA)

Low-Level Concerns Policy

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1. Introduction

This policy outlines the procedures for managing low-level concerns about the behavior of staff and volunteers at Nazene Danielle School of Performing Arts (NDSOPA). It aims to promote a culture of openness, trust, and transparency, ensuring that concerns are identified and addressed promptly and appropriately.

2. Scope

This policy applies to all staff, governors, and volunteers at NDSOPA. It covers behaviors that do not meet the harm threshold but may still be inconsistent with the school's standards of conduct.

3. Definitions

Low-Level Concern: Any behavior towards a child by a member of staff or volunteer that does not meet the harm threshold but is inconsistent with the staff code of conduct. This includes, but is not limited to, behavior that:

- Is over-friendly with children
 - Has favorites
 - Takes photographs of children on personal devices
 - Engages in 1-to-1 activities where they cannot easily be seen
 - Humiliates pupils
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4. Principles

- **Early Intervention:** Addressing low-level concerns early helps prevent them from escalating.
 - **Supportive Environment:** Encouraging staff to share concerns promotes a culture of continuous improvement and safeguarding.
 - **Transparency:** Ensuring that all staff are aware of the procedures for reporting and managing low-level concerns.
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5. Reporting Procedures

- Any staff member or volunteer who has a low-level concern about another staff member or volunteer should report it immediately to the Principal.
 - If the concern is about the Principal, it should be reported to the chair of the governing board.
 - Concerns can be reported verbally or in writing. If reported verbally, the person receiving the report should document it in writing as soon as possible.
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6. Responding to Low-Level Concerns

- **Initial Response:** The Principal or chair of the governing board will assess the concern to determine the appropriate action.
 - **Discussion:** The staff member or volunteer involved will be informed of the concern and given an opportunity to respond.
 - **Resolution:** Depending on the nature of the concern, it may be resolved through:
 - Informal advice and guidance
 - Additional training or support
 - Monitoring and observation
 - Formal disciplinary procedures if necessary
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7. Record Keeping

- All low-level concerns and actions taken will be documented and stored securely.
 - Records will include details of the concern, the person reporting it, the person involved, actions taken, and the outcome.
 - These records will be kept separate from personnel records but will be referenced in case of any future concerns.
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8. Supporting a Culture of Openness and Trust

- Regular training and communication about low-level concerns procedures.
 - Encouraging staff to self-refer if they find themselves in a situation that could be misinterpreted.
 - Creating an environment where staff feel confident to report concerns without fear of negative consequences.
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9. Confidentiality

- All reports of low-level concerns will be handled with confidentiality, respecting the privacy of those involved as much as possible.
 - Information will only be shared with those who need to know to manage the concern effectively.
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10. Monitoring and Review

- This policy will be reviewed annually to ensure it remains effective and up-to-date with current legislation and best practices.
- The next review is due by Sept 2026.
- Feedback from staff and volunteers will be considered during the review process to continuously improve the policy.