

Low-Level Concerns Policy

Policy Owner: Joe Robinson (Designated Safeguarding Lead)

Applies to: All tutors, staff, contractors and associates

Delivery model: Online 1-to-1 and small-group tuition

Review cycle: Annually or following safeguarding updates

Next review date: February 2027

1. Purpose of this Policy

Robinson Tuition is committed to maintaining the **highest standards of professional conduct** and safeguarding practice.

This policy sets out how **low-level safeguarding concerns** relating to adults working with children are identified, reported, recorded and reviewed.

Low-level concerns are handled **promptly, consistently and transparently** to:

- Protect children
- Promote a safe culture
- Identify patterns of behaviour early
- Support staff through clear expectations

This policy is aligned with:

- **Keeping Children Safe in Education (latest version)**
 - **Working Together to Safeguard Children**
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2. What Is a Low-Level Concern?

A **low-level concern** is any concern about an adult's behaviour that:

- Is **inconsistent with the staff Code of Conduct**
- Does **not meet the threshold** for a safeguarding allegation
- Does **not pose immediate risk**, but could indicate poor judgement, boundary issues or emerging risk

Low-level concerns can arise **inside or outside** of tutoring sessions.

3. Examples of Low-Level Concerns

Examples may include (but are not limited to):

- Inappropriate or overly familiar language
- Poor professional boundaries in online lessons
- Failure to follow online safety expectations
- Inappropriate messaging outside agreed platforms
- Lack of appropriate dress or conduct on camera
- Poor response to pupil behaviour
- Minor breaches of safeguarding procedures

This list is **not exhaustive**.

4. Who Can Raise a Low-Level Concern?

Low-level concerns may be raised by:

- Tutors
- Staff
- Parents or carers
- Students
- Partner schools

All concerns are taken seriously, regardless of source.

5. How to Report a Low-Level Concern

All low-level concerns must be reported **as soon as reasonably possible** to the Designated Safeguarding Lead.

DSL: Joe Robinson

Email: joe@robinson tuition.com

Alternative route: If the concern relates to the DSL, it should be reported directly to the Local Authority Designated Officer (LADO).

Concerns should include:

- Date and time of incident
 - Description of the concern
 - Names of those involved
 - Any actions already taken
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6. Recording and Storage of Concerns

All low-level concerns will be:

- Logged in a **confidential safeguarding record**
- Dated and signed
- Stored securely in line with GDPR
- Accessible only to the DSL

Records will be retained in line with Robinson Tuition's **Data Retention Policy**.

7. Responding to a Low-Level Concern

The DSL will:

1. Review the concern objectively
2. Speak with the individual involved where appropriate

3. Decide on proportionate action, which may include:
 - Advice and guidance
 - Additional training
 - Increased supervision
 - Written expectations

4. Monitor for patterns or repeated behaviour

Where concerns escalate or indicate risk, the DSL will follow the **Managing Allegations Against Adults Policy**.

8. Culture of Openness and Safeguarding

Robinson Tuition promotes a **culture of openness and transparency**.

Staff are encouraged to:

- Share concerns without fear of reprisal
- Reflect on their own practice
- Seek guidance when unsure

Raising a low-level concern is viewed as a **professional responsibility**, not a disciplinary act.

9. Confidentiality

Information relating to low-level concerns will be handled sensitively and confidentially.

Details will only be shared:

- On a need-to-know basis
 - Where safeguarding thresholds are met
 - Where required by law
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10. Review and Monitoring

This policy is reviewed:

- Annually
- Following safeguarding updates
- Following any significant incident

Patterns of concerns are reviewed as part of Robinson Tuition's safeguarding oversight.