Record of Low Level Concern

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| Name of staff member  |  |
| Job title of member of staff |  |
| Date, time and location of incident |  |
| A clear and comprehensive summary of the allegation |  |
| Details of any witnesses |  |
| Details of how the allegation was investigated |  |
| LADO referral including outcome | Records should also be retained on the staff members individual personnel file |
| Details of any referrals to external agencies including outcomes |  |
| Follow up/post incident support for member of staff including training requirements, OHU support etc |  |
| Any information to be shared with SLT/staff to ensure incident is not repeated, future learning points or cautions |  |
| Report compiled by including time and date |  |
| Headteacher/CEO provided with report details  |  |

Record-keeping

Low-level concern records will be kept by the Headteacher and centrally by the Trust within secure electronic confidential folders that can only be accessed by appropriate persons including the Headteacher, CEO and the Human Resources representative.

To be read in conjunction with the Low Level Concerns Policy