



## **Low-Level Concerns Policy**

**Updated: 15/07/2025**

## Introduction

UK2Learn is committed to the highest standards of safeguarding for international students in our care. This policy supports a culture where staff, host families and other adults can confidently share concerns – however small about any adult’s behaviour towards a student.

It aligns with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- AEGIS Code of Practice

## What is a Low-Level concern?

A low-level concern is any behaviour by an adult that:

- Is consistent with our safeguarding expectations or Code of Conduct
- Doesn’t meet the harm threshold for a referral to the LADO

Examples:

- Being over familiar with a student
- Favouritism
- Inappropriate jokes or comments
- Unprofessional language
- One-to-one contact without transparency
- Overstepping personal or physical boundaries

## Who can raise a concern?

Anyone connected to UK2Learn can raise a low-level concern:

- Staff
- Host families
- Volunteers
- Parents
- Students
- External professionals

## How to report a low-level concern?

- Speak to the DSL or a Deputy DSL as soon as possible.
- Use the low-level concern form (Appendix A) if available.
- If the concern is about the DSL, contact the Director or Responsible officer.

## DSL Contact Info

Name: Alexander Mackie

Email: [amackie@uk2learn.com](mailto:amackie@uk2learn.com)

Mobile: 07917 820033

## How We Handle Low-Level Concerns

The DSL will:

1. Record the concern in writing
2. Assess whether it:
  - Remains a low-level concern
  - Shows a pattern of concerning behaviour
  - Should be escalated to the LADO
3. Take appropriate action, which may include:
  - Conversation and guidance
  - Training or supervision
  - Review of practice

The DSL may consult external safeguarding experts as needed.

## Escalation

Low-level concerns can become more serious if:

- They are repeated
- There is a pattern involving one individual
- They raise doubts about an individual's suitability to work with children

In such cases, we may:

- Refer to the LADO
- Initiate formal investigation
- Trigger disciplinary procedures

## Record keeping

- All concerns are logged securely and confidentially
- Each log includes:
  - Date of report
  - Nature of concern
  - Person involved
  - Action taken and outcome
- Records are regularly reviewed for patterns or trends

## Training

- All staff and host families receive training on:
  - Recognising low-level concerns
  - Reporting concerns without fear of reprisal
- Refresher training is provided annually and during induction

## Supporting a safe culture

We encourage a culture of:

- Openness – staff should feel safe to speak up
- Professional curiosity – it’s okay to question or clarify
- Proactive safeguarding – addressing issues early prevents harm

There is no wrong time to raise a concern.

## Policy review

This policy will be reviewed:

- Annually
- After any significant incident
- If AEGIS, KCSIE or safeguarding legislation changes

Date	Reported by	Person concerned about	Concern Summary	Action taken	Outcome

## This Policy Review

Handbook published date: 15/07/2025  
 Handbook review by date: 15/07/2026  
 Responsibility for handbook review: Joo Young Choi/Alex Mackie