

Low-Level Concern Reporting Policy

1. Purpose

This policy outlines the procedures for identifying, reporting, and responding to low-level concerns about behaviour that may not meet the threshold for formal safeguarding intervention but could indicate a pattern or potential risk. It supports a culture of openness, transparency, and continuous safeguarding vigilance.

2. Scope

This policy applies to all clergy, staff, volunteers, contractors, and visitors within the organisation. It complements the overarching safeguarding and whistleblowing policies.

3. Definition of a Low-Level Concern

A low-level concern is any behaviour by an adult working with children or vulnerable individuals that:

- Is inconsistent with the organisation's Code of Conduct.
- Does not meet the threshold for formal safeguarding referral.
- May cause a sense of unease or discomfort.
- Could be perceived as inappropriate or questionable.

Examples include:

- Using overly familiar language or nicknames.
- Engaging in one-to-one contact without transparency.
- Failing to maintain appropriate boundaries.
- Comments or gestures that could be misinterpreted.

4. Reporting Procedure

- Who Can Report: Any member of clergy, staff, volunteer, or visitor.
- How to Report: Concerns should be reported to the Safeguarding Coordinator or Assistant Safeguarding Coordinator using the Reporting a Concern Form [Reporting a concern - Contact our Safeguarding Department](#) or via email, telephone, or face-to-face conversation.

- Anonymous Reporting: While anonymous reports are accepted, named reports are encouraged to ensure appropriate follow-up.
- Record Keeping: All concerns will be logged securely and confidentially, even if no further action is taken.

5. Responding to Concerns

- The designated safeguarding team member will assess the concern.
- If the concern is deemed low-level, it will be recorded and monitored.
- Patterns of behaviour will be reviewed regularly to identify escalation risks.
- If necessary, informal, training or supervision may be provided to the individual involved.
- If the concern escalates or is repeated, it may trigger formal safeguarding procedures.

6. Confidentiality and Support

- All reports will be handled sensitively and confidentially.
- The reporting individual will be supported and protected from retaliation.
- The subject of the concern will be treated fairly and given the opportunity to respond.

7. Training and Awareness

- All clergy, staff, volunteers receive training on recognising and reporting low-level concerns.
- The policy will be reviewed annually.

8. Monitoring and Review

- The safeguarding team will monitor trends and patterns in low-level concerns.
 - This policy will be reviewed annually or following any significant safeguarding incident.
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Archdiocese of
Liverpool

Low-Level Concerns

Something not right?
Someone's behaviour bothering you?
Trust your instinct!

Don't think
"What if I'm wrong?"
Think
"What if I'm right?"

**If you're unsure,
report it!**

You can...

Message Mark

Call Claire

Ask Admin

Don't think
"What if I report it?"
Think
"What if I don't?"

Email: safeguarding@rcaol.org.uk

Telephone: 0151 522 1103



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