



Low level concern Policy

Date updated: November 2025

Date of next review: November 2026

What is a low level.

A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' is recorded on CPoms and fed back to the DSL.

A low-level concern can include:

- Staff member's behaviour being inconsistent with the staff code of conduct, including inappropriate conduct outside of work. This also includes setting volunteers, outside agency workers.
- Where a concern about a child or a disclosure from a child doesn't meet the threshold of harm or is not considered serious enough for the preschool to refer to the local authority.
- Where there has been a significant change in a child's behaviour.

It is important to follow the procedures for responding to low-level concerns as part of creating a setting culture of openness and trust. It helps ensure that adults within the setting consistently model the setting's values and helps keep the children safe.

Recording low level concerns on CPOMS.

CPOMS is a secure and confidential platform that we use to record, monitor, and collate all relevant safeguarding information. It helps us maintain a comprehensive view of each child's needs, well-being, and circumstances. By centralising this information, CPOMS supports effective communication among staff and ensures timely and appropriate actions are taken to safeguard and support every child.

A concern can still be significant even if it does not meet the threshold of harm. If you have any concern no matter how small, please record on CPOMS and report to the settings DSL/Deputy DSL or Manager.