



Low-Level Concerns Policy

1. Purpose

The purpose of this policy is to set out how **Just Play Sports** recognises, records, and responds to “low-level concerns” about staff, coaches, volunteers, or others working with children.

A low^[OBJ] level concern is behaviour that **does not meet the threshold of serious harm or criminal behaviour** but is inconsistent with our expected standards of behaviour or professional boundaries.

This policy supports our commitment to:

- Providing a safe, professional environment for children.
- Early identification and management of concerns to prevent escalation.
- Promoting a culture of transparency and safeguarding best practice.

It works alongside our:

- Code of Conduct / Professional Boundaries Policy
- Safeguarding & Child Protection Policy
- Complaints / Whistleblowing Policy
- Staff induction and training procedures

2. Definition of a Low-Level Concern

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

- Is inconsistent with our professional expectations, values, or code of conduct, **and**
- Does not reach the level of a formal safeguarding allegation.

Examples include (but are not limited to):

- Over-familiarity with children or showing favouritism.
- Inappropriate language, jokes, or banter.
- Physical contact that is unnecessary or may cause discomfort.

- Misuse of mobile phones, social media, or photography.
- Behaviour that undermines trust or professionalism (e.g., arriving under the influence, boundary-crossing).

3. Scope

This policy applies to all adults working with or on behalf of **Just Play Sports**, including:

- Paid staff
- Freelance coaches
- Volunteers
- Temporary staff or contractors

4. Reporting Procedure

1. Raising concerns:

- Anyone who becomes aware of a low-level concern should report it promptly.
- Reports should be made to the Designated Safeguarding Lead (DSL). If the DSL is implicated, report to their deputy or another senior manager.
- Reports can come from staff, volunteers, parents/guardians, or children (if appropriate).

2. Timing:

- Report concerns as soon as possible, ideally within 24 hours.

3. Reporting content:

Include:

- Name and role of the person involved.
- Details of the behaviour/incident.
- Date, time, and context.
- Witnesses (if any).
- Whether the concern is ongoing or repeated.
- Name of the reporter (if willing to share).

5. Response & Assessment

The DSL (or deputy/senior manager) will:

- Assess the concern promptly.
- Decide on the appropriate response, which may include:
 - Informal discussion or clarification of expected behaviour.
 - Additional training, mentoring, or supervision.
 - Recording the concern for monitoring patterns.
 - Adjustments to duties if necessary.
 - Escalation to formal safeguarding procedures if further concerns arise.

Goal: supportive and developmental response to maintain a safe environment, not punitive unless behaviour is serious or repeated.

6. Record-Keeping & Confidentiality

- All low-level concerns must be recorded using the **Just Play Sports online form**.
- Completed forms are stored in a **secure, encrypted file**, with access restricted to the DSL and any deputies.
- Records include the original report, follow-up actions, and outcomes.
- Records will be retained for the duration of the staff member's time with **Just Play Sports**, plus an additional period to monitor patterns over time.
- All data handling complies with **UK GDPR / Data Protection Act 2018**, ensuring confidentiality and security of information.

7. Promoting a Positive Reporting Culture

- **Just Play Sports** encourages openness and transparency.
- Reporting concerns in good faith will **never result in detriment** to the reporter.
- Staff will be reassured that low-level concerns are part of safeguarding best practice.

8. Links with Other Policies

This policy should be used alongside:

- Code of Conduct / Professional Boundaries
- Safeguarding & Child Protection Policy
- Complaints / Whistleblowing Policy

9. Review

- The senior leadership team will review recorded concerns periodically to spot patterns.
- This policy will be reviewed annually (or sooner if guidance changes).

Policy Written: 19th August 2026

Reviewed: 19th August 2027

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Position: Director

Signed: Jack Dillon