CREATIVE MAKERS CIC

LOW-LEVEL CONCERNS POLICY

Policy Date: 01.01.2026

Review Date: 01.01.2027

Purpose

Creative Makers CIC is committed to creating a culture of openness and transparency in order to safeguard

children and young people. This Low-Level Concerns Policy supports the organisation in addressing concerns

about adult behaviour early and appropriately, before they escalate into more serious safeguarding issues.

This policy aligns with the principles set out in Keeping Children Safe in Education (KCSIE).

Definition of a Low-Level Concern

A low-level concern is any concern about the behaviour of an adult working with children that does not meet

the threshold of harm but may be inconsistent with the staff code of conduct.

Examples may include:

• Being overly friendly with children

• Having favourites

• Taking photographs of children on a personal device

• Engaging in one-to-one situations where transparency is limited

• Using inappropriate language

• Failing to maintain professional boundaries

While such behaviour may appear minor, it is important that concerns are shared and recorded so patterns

of behaviour can be identified and addressed.

Who the Policy Applies To

This policy applies to:

• Directors

• Employees

• Volunteers

• Freelancers

• Contractors

Reporting Low-Level Concerns

All staff are encouraged to report low-level concerns about themselves or others.

Concerns should be reported to:

Rebecca Knee

Director – Creative Makers CIC

If the concern involves the Director, it should be reported to:

Rebecca Knee

Designated Safeguarding Lead (DSL)

Self-reporting is encouraged as part of maintaining professional transparency.

Recording Concerns

All low-level concerns will be:

• recorded in writing

• reviewed by the safeguarding lead or director

• stored securely

Records will include:

• details of the concern

• context of the incident

• actions taken

• outcome of the review

Responding to Concerns

When a low-level concern is reported, Creative Makers CIC will:

1. Review the information provided

2. Assess whether further safeguarding action is required

3. Record the outcome

4. Provide guidance or training where appropriate

If a pattern of behaviour emerges, the concern may be escalated through formal safeguarding or disciplinary procedures.

Confidentiality

Information about low-level concerns will be handled sensitively and confidentially.

However, it may be shared where necessary for safeguarding purposes.

Culture of Openness

Creative Makers CIC encourages a culture where staff feel comfortable raising concerns.

The aim of this policy is to ensure that potential safeguarding issues are addressed early and that children remain protected.

Policy Review

This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.

SIGNED

Rknee

01/01/2026