



## Low-Level Concerns Flowchart

*'All employees are responsible for safeguarding children and promoting their welfare.'*

Appropriate Workplace Behaviour Policy (AWBP) distributed with read receipt to all members of staff. Importance of appropriate behaviours in the workplace clarified. Policy becomes part of new staff induction. Unions sent policy.

### 1. Low level behaviours observed / reported.

*(Punctuality, usage of mobile phone, dress and appearance, gifts and hospitality etc)*

1a. One Off?

Immediate / informal but logged / followed up at next supervision. If behaviour addressed colleague thanked. If not see 1b.

1b. Pattern?

**SLT Question: How did this become a 'pattern'?** –Weakness in LM?

Line manager calls a formal meeting in addition to supervision (with HR support) to address under AWBP. Conduct target given for 6-10 week period. If patterns continue and colleague presents as non-compliant escalate to 2b below.

### 2. Higher level behaviours that may impact on staff suitability.

*(Professional boundaries and relationships, -colleagues and pupils - safeguarding, honesty and personal integrity, conduct outside of work)*

Is it a one off? Or a pattern of behaviour that is now affecting others?

Address **immediately** to mitigate any (safeguarding) risk the behaviour may be causing.

Discuss with LADO / DOFA and Head of Safeguarding. Agree next steps. Inform HR of actions and plan.

2b HT commissions HR investigation. Why /how has this situation developed?

Are wider actions now required- (to discipline leadership)