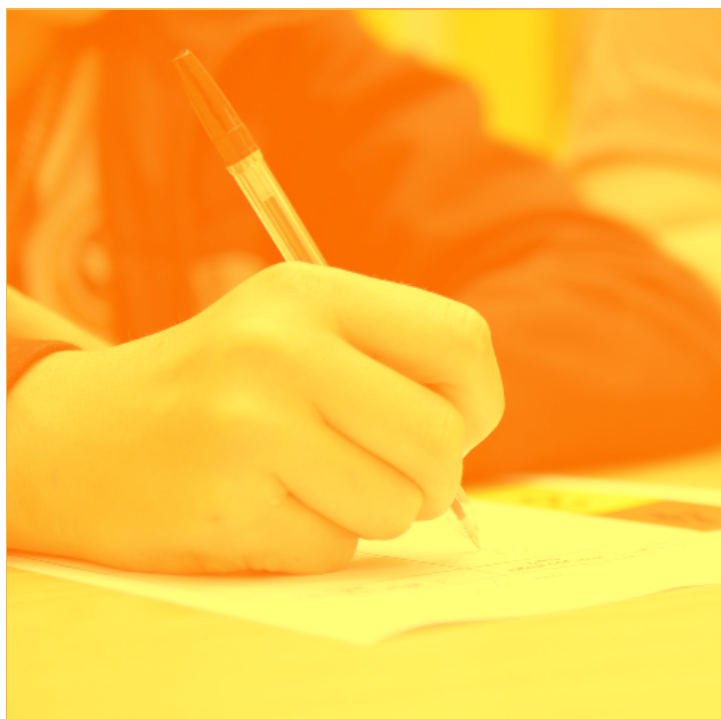




osmis

Mentoring & Inclusion Services

Low-Level Safeguarding Concerns Policy



SSEN | SHEFFIELD
SOCIAL
ENTERPRISE
NETWORK



European Union
European Structural
and Investment Funds



Alternative Provision
**Low-Level Safeguarding Concerns
Policy**

This policy supersedes all previous policies and guidance.

Approved: *AM Keenan*

Date of Creation: Oct 2024

Reviewed: 01 September 2025

Next review date: 01 September 2026

OSMIS Mentoring & Inclusion Services

1. **Statement of Intent**

OSMIS Mentoring & Inclusion Services is committed to promoting a safe and supportive environment. We aim to prevent harm, abuse, or neglect and to address concerns promptly and effectively. This policy ensures transparency, accountability, and a consistent approach to safeguarding practices.

2. **Legal Framework**

- This policy complies with:
- The Children Act 1989 & 2004
- The Care Act 2014
- The Education Act 2002
- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children 2023
- Human Rights Act 1998

3. **Definitions**

- **Low-Level Concern:** Any concern, however minor, that an adult's behaviour may not meet expected standards of behaviour but does not meet the threshold for a serious safeguarding issue.
- **Safeguarding Lead:** The designated individual responsible for managing safeguarding concerns within OSMIS.

4. **Roles and Responsibilities**

- **Safeguarding Lead:** Oversees implementation of safeguarding practices and manages reported concerns.
- **All Staff:** Responsible for upholding safeguarding standards and reporting concerns.
- **Board of Directors:** Reviews the policy and safeguarding practices regularly to ensure compliance.

5. Prevention Amongst Staff

OSMIS provides training to staff and mentors to ensure understanding of:

- Boundaries and appropriate behaviour with clients and mentees.
- Recognising low-level concerns.
- Reporting procedures and the importance of vigilance.

6. Reporting Concerns

- Staff must report any low-level safeguarding concern, even if it seems minor.
- Concerns should be reported directly to the Safeguarding Lead or another designated safeguarding contact.

7. Self-Reporting

- Staff members are encouraged to self-report if they believe their behaviour may have been inappropriate or misunderstood.

8. Evaluating Concerns

- The Safeguarding Lead reviews reported concerns and determines if they meet the criteria for a low-level concern.
- If necessary, a preliminary inquiry may be conducted to understand the context.

9. Acting on Concerns

- The Safeguarding Lead may address the concern through additional training, guidance, or formal discussion with the individual involved.
- For repeated concerns, a more thorough investigation may be warranted to ensure ongoing suitability.

10. Record Keeping

- All low-level concerns are documented, even if no further action is required.
- Records will be stored securely and reviewed to identify patterns or areas for improvement.

11. Monitoring and Review

- The Board of Directors will review this policy annually or following any incident that highlights the need for adjustments.



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Low-Level Concern Reporting Form

Date of Report: _____

Name of Person Reporting the Concern: _____

Position: _____

Contact Information: _____

Details of Concern

- Date and Time of Incident/Behaviour: _____
- Location of Incident/Behaviour: _____
- Description of Incident/Behaviour (include as much detail as possible):
• _____
• _____

Additional Information

- Was the individual aware of their behaviour? Yes / No
- Were there any witnesses? Yes / No
- If yes, provide details: _____

Actions Taken

Describe any immediate actions taken following the incident:

Signature

Signature of Person Reporting the Concern: _____

Date: _____

This policy is intended to ensure that all low-level safeguarding concerns are handled with diligence, professionalism, and care for the individuals involved.