



## Crewe Alexandra Football Club

### Low Level Concern Policy

Approved by	Version	Issue date	Review date	Contact person
Board	2	July 2023	July 2024	Paul Antrobus

#### What is a low-level concern?

A low-level concern is any concern that an adult has acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- doesn't meet the threshold of harm or is not considered serious enough for the Football Club to refer to the local authority.

Low-level concerns are part of a spectrum of behaviour. This includes:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

#### Why does Crewe Alexandra Football Club need to respond to low-level concerns?

Having clear procedures for responding to low-level concerns is part of creating a culture of openness and trust. It helps ensure that adults consistently model Crewe Alexandra Football Club's values and helps keep children safe. It will also protect adults working in Crewe Alexandra Football Club, from potential false allegations or misunderstandings.

## **What does Crewe Alexandra Football Club need to do?**

All Football Club's should have a low-level concerns policy and procedures. These should be part of the Club's overall safeguarding and child protection policies and procedures. It should be closely linked to the Football Club's Code of Conduct for staff and volunteers.

There should be clear processes in place for sharing and responding to any concerns about an adult's behaviour, no matter how small. A concern can still be significant even if it does not meet the threshold of harm.

Crewe Alexandra Football Club will ensure adults understand:

- what constitutes appropriate and inappropriate behaviour
- what a low-level concern is
- the importance of sharing low-level concerns
- how to report any concerns
- the process for recording, reviewing and responding to concerns.
- Information and resources to support you
- Behaviour codes for staff and volunteers

Please see the NSPCC Behaviour management and codes of conduct for Adults working with Children for further information <https://learning.nspcc.org.uk/research-resources/templates/behaviour-codes-adults-children#heading-top>

## **Reporting a low-level concern at Crewe Alexandra Football Club**

All low-level concerns should be reported as follows:

- to the Designated Safeguarding Officer (DSO) Paul Antrobus within 24 hours of being aware of the concern, or to the Safeguarding Senior Manager (SSM) Andrew Blakemore, in the absence of the DSO, within 24 hours of being made aware of the concern.
- to the Safeguarding Senior Manager if the concern relates to the Designated Safeguarding Officer.

Procedure for managing a low-level concern:

Step 1 – Report the concern

- Report the concern to the DSO or SSM either verbally or in writing.

Step 2 – Record the concern

- The DSO/SSM will ensure a written record of the concern reported is taken.

Step 3 – Further investigation / closure of the concern

- The DSO/SSM may request further information for clarification from the individual reporting the concern, if not already included in the initial written or verbal report.