# **Low-level Concerns Form**

**This form is for reporting any low-level concerns, no matter how minor.** For example, this could include a situation where an adult makes an inappropriate joke in front of a child, uses overly familiar language, or repeatedly fails to maintain professional boundaries. These concerns may not meet the threshold for external referral or immediate safeguarding action, but should still be recorded and monitored.

If possible, please speak with a Designated Safeguarding Lead (DSL) before completing this form. Complete as much of the form as you can and submit it to one of the contacts below.

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| --- | --- | --- | --- |
| Name | Role | Email | Phone |
| Jobeth Hamilton | Designated Safeguarding Lead | [Jobeth.hamilton@sportstructures.com](mailto:Jobeth.hamilton@sportstructures.com) | 07917388166 |
| Kath Percival | Designated Safeguarding Lead | [Katherine.percival@sportstructures.com](mailto:Katherine.percival@sportstructures.com) | 07917 388174 |

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| **Part 1: Person raising the concern** | | | |
| Reporting basis | I am reporting my own concerns.  I am responding to concerns raised by someone else  *(Please record details below)* | | |
| Name of the person raising the concern: |  | Job role: |  |
| Contact number: |  | Email address: |  |
| Do you wish to remain anonymous? | Yes  No | | |
| Date disclosure reported to DSL: |  | | |

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| **Part 2: Concern details** | |
| Description of Concern (Include context, specific observations, and any witnesses if applicable) | |
|  | |
| Has this concern been discussed verbally with one of the DSLs? | Yes  No |

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| **Part 3: For office use only** | |
| Concern received by: |  |
| Actions taken: | |
|  | |

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| Declaration | | | |
| I confirm that I have reviewed the concern detailed in this form and have taken appropriate actions in accordance with safeguarding policies. | | | |
| Signature of DSL |  | Date |  |