



Neutral Notification / Low Level Concern Form

What is a low-level concern?

A low-level concern is any concern – no matter how small, and even if no more than a ‘nagging doubt’ – that an adult may have acted in a manner which:

- is not consistent with an organisation’s Code of Conduct; and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult’s suitability to work with children (Farrer & Co, 2020).

A low-level concern could refer to a concern about:

- an adult reported by a child;
- peer on peer concerns relating to children; or
- adults’ behaviour towards other adults.

A low-level concern may also be a concern for a vulnerable adult, even if there is no specific information indicating they are at risk of, or currently experiencing, abuse. Additionally, it may be used for incidents within the Cathedral that do not meet the safeguarding threshold, such as a missing or lost child (not under Cathedral staff supervision), or instances of anti-social behaviour.

How to complete this form

You should provide a concise record below – including brief context in which the low-level concern arose, and details which are chronological, and as precise and accurate as possible – of any such concern and relevant incident(s).

The completed form should be signed, timed and dated and sent to the Cathedral Safeguarding Advisor, Jill Edmonds (jill.edmonds@wellscathedral.org.uk) for triage.

Privacy Statement

The information you provide in this form will be used solely for the purpose of reviewing and responding to the concern you are raising. It will be accessed only by authorised staff members who are responsible for managing and addressing notifications of concern. We will handle all information in accordance with our organisational policies and applicable data protection laws, including the UK GDPR and the Data Protection Act 2018.

For full details on how we collect, use, store, and protect your personal data, please read our Privacy Policy: wellscathedral.org.uk/privacy

Unauthorised reading, copying, disclosure, distribution, or retention of this information is strictly prohibited. If you have received access to this document in error, or you believe you should not have access to its contents, you must notify the Cathedral Safeguarding Advisor immediately and securely delete or return the document.

All individuals handling this form are responsible for maintaining confidentiality and ensuring secure storage of safeguarding records at all times.



Section 1: Reporter Details

Name:	<input type="text"/>
Role:	<input type="text"/>
Email:	<input type="text"/>

Section 2: About the Concern

Date of concern:	<input type="text"/>
Time:	<input type="text"/>
Location:	<input type="text"/>
What happened:	<input type="text"/>
Action taken:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>



Section 3: Action Log (Cathedral Safeguarding Officer Use Only)

Date received:	<input type="text"/>
Advice given to Reporter or Person Raising the Concern:	<input type="text"/>
Any other action taken:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>