



## LOW LEVEL CONCERN POLICY

**Version date:** December 2023

**Next review due:** December 2026

This policy aims to provide a framework for addressing and resolving low level concerns related to safeguarding within Lacrosse Scotland. This policy applies to everyone affiliated to Lacrosse Scotland and covers concerns relating to workplace behaviour, safety and ethical conduct.

### DEFINITION

A low level concern is an issue that, while not escalating to a severe level, raises questions about compliance with safeguarding standards or ethical conduct.

### REPORTING PROCEDURE

You are encouraged to report low-level concerns to your Head Coach, or Safeguarding Lead or to [safeguarding@lacrossescotland.com](mailto:safeguarding@lacrossescotland.com).

- **Address** - Reports should include a detailed description of the concern, individuals involved and any supporting evidence.
- **Investigation process** - The Safeguarding Lead or another appropriate nominated person will conduct a thorough and impartial investigation in a timely manner after receiving the report. Investigations will involve interviews with relevant parties and a review of any available evidence.
- **Confidentiality** - Confidentiality will be maintained throughout the investigation process to the extent permitted by law and disclosures will only be made to individuals directly involved in the investigation.
- **Resolution and Corrective Actions** - Upon completion of the investigation, appropriate actions will be taken to address to the concern. This may include training, counselling or other corrective measures.
- **Appeal** - If you are dissatisfied with the resolution, you may submit a written appeal to [vice.chair@lacrossescotland.com](mailto:vice.chair@lacrossescotland.com) within 7 days of being notified. The appeals process will involve a review by an impartial independent person and the decision will be communicated in a timely manner.

### MONITORING AND REVIEW

This policy will be reviewed periodically to ensure effectiveness and relevance. Changes may be made based on feedback, changing organisational needs or legal requirements.

### TRAINING AND AWARENESS

Lacrosse Scotland may provide training programs to all appropriate participants to enhance awareness of the low level concern policy and reporting procedures and will communicate the existence and updates of the policy through internal channels such as email and the internet.