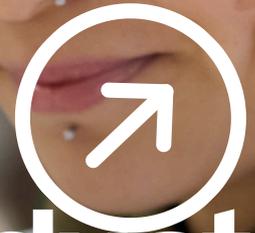




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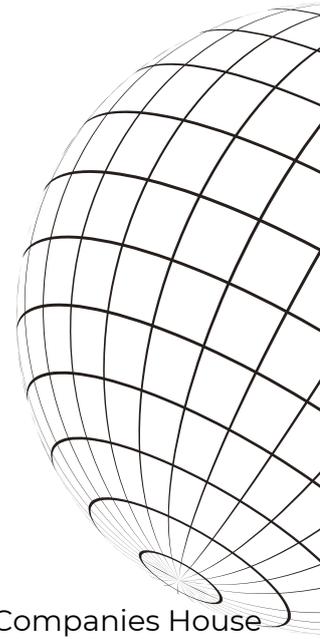
# Staff Code of Conduct & Safer Working Practice

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# STAFF CODE OF CONDUCT AND SAFER WORKING PRACTICE

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**Document Owner:** Principal / Head of Centre

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# 1. Purpose

This Staff Code of Conduct and Safer Working Practice document sets out the standards of professionalism, behaviour and safeguarding practice expected of all staff, with particular relevance to staff who teach, assess, supervise or provide pastoral support.

It exists to:

- safeguard and promote the welfare of children and young people;
  - establish clear professional boundaries and safer working expectations;
  - ensure compliance with statutory safeguarding guidance and LMSC policies;
  - ensure integrity in teaching, assessment and examinations; and
  - protect staff and learners from harm, misunderstandings and poor practice.
- 

# 2. Scope

This Code applies to all staff, contractors, volunteers, governors/proprietors and any adults working on behalf of LMSC, including visiting tutors and peripatetic staff.

It applies:

- on site, off site, and during any LMSC activity;
- in online/hybrid teaching and communications; and
- when using LMSC systems, devices, accounts and platforms.

This Code must be read alongside:

- Safeguarding and Child Protection Policy (including managing allegations against staff)
  - Staff Disciplinary Policy and HR procedures
  - Whistleblowing Policy
  - eSafety/Online Safety Policy and Staff Acceptable Use Policy
  - Exams Policy and Malpractice & Maladministration Policy
  - Data Protection and Digital Privacy Policies
  - Equality, Diversity and Inclusion Policy
  - Health and Safety Policy
-

### **3. Core standards**

All staff must:

- act with integrity, honesty and professionalism;
  - treat learners with dignity and respect;
  - maintain appropriate professional boundaries;
  - uphold safeguarding responsibilities and report concerns immediately;
  - follow LMSC policies and lawful management instructions;
  - protect confidentiality and personal data; and
  - uphold the integrity of assessment and examinations.
- 

### **4. Safeguarding duties (mandatory)**

All staff must:

- understand that safeguarding is everyone's responsibility and act accordingly;
- know the identity of the DSL/DDSL and the reporting routes;
- report safeguarding concerns immediately to DSL/DDSL (do not delay);
- record concerns accurately and promptly using LMSC systems;
- cooperate with safeguarding plans and multi-agency processes where required.

Staff must not:

- promise confidentiality to a learner if a safeguarding concern is disclosed;
  - attempt to investigate serious concerns independently;
  - ignore, minimise or delay reporting.
- 

### **5. Professional boundaries and safer working practice**

Staff must:

- maintain professional relationships and avoid favouritism;

- avoid personal relationships with learners and never engage in conduct that may be sexualised, exploitative or coercive;
- use professional language and behaviour at all times;
- conduct 1:1 sessions transparently (appropriate location/visibility, and recorded/authorised where required);
- avoid unnecessary physical contact and follow guidance on appropriate contact;
- not give learners personal gifts or accept inappropriate gifts;
- not use personal social media to contact learners, “friend/follow” learners, or communicate outside approved channels.

**Transporting learners:** Staff must not transport learners in personal vehicles unless explicitly authorised by the Principal and risk assessed, with written parental consent where applicable.

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## 6. Conduct in online and hybrid delivery

Staff must:

- use only LMSC-approved platforms and LMSC accounts for teaching and learner communications;
  - ensure online sessions are conducted professionally (appropriate dress and environment);
  - use platform safety settings appropriately (controlled access, moderated chat, controlled screen sharing);
  - not record learners or sessions unless explicitly authorised for an educational purpose and in line with LMSC recording and privacy rules;
  - maintain professional boundaries (no private messaging or informal channels).
- 

## 7. Teaching, assessment and quality responsibilities

Staff must:

- deliver the curriculum as planned and aligned to awarding organisation specifications;
- plan lessons that are inclusive and meet learner needs;
- assess fairly, consistently and in accordance with mark schemes and internal standardisation;

- keep accurate records of progress, attendance and interventions;
  - participate in QA activities (observations, work scrutiny, standardisation) and act on feedback.
- 

## **8. Assessment integrity, exams and malpractice reporting**

Staff must:

- follow awarding organisation rules and LMSC procedures for assessment security, confidential materials and exam integrity;
  - not coach learners inappropriately during controlled assessments or disclose confidential exam information;
  - report suspected malpractice or maladministration immediately to the Exams Officer and/or Head of Centre, and cooperate with investigations;
  - ensure authenticity of learner work, using checkpoints and verification where appropriate.
- 

## **9. Use of AI and digital tools (staff)**

Staff must:

- model ethical and safe use of AI and digital tools;
  - ensure learners understand what is permitted for each task and what is prohibited;
  - avoid entering sensitive personal data into AI tools unless approved and risk assessed;
  - design assessment tasks with integrity controls where necessary (staged drafts, in-class writing, oral verification).
- 

## **10. Confidentiality, data protection and information security**

Staff must:

- comply with UK GDPR and LMSC data protection procedures;

- share personal information only on a need-to-know basis;
  - secure devices and accounts (passwords, screen locks, secure storage);
  - report data breaches or suspected breaches immediately.
- 

## **11. Equality, inclusion and anti-discrimination**

Staff must:

- promote inclusion and challenge discriminatory behaviour;
  - make reasonable adjustments and support learners with SEND/EAL needs;
  - ensure classroom culture is respectful and safe.
- 

## **12. Health and safety**

Staff must:

- follow risk assessments and H&S procedures, including lab safety and supervision requirements;
  - report hazards and incidents promptly.
- 

## **13. Concerns about colleagues, low-level concerns and whistleblowing**

Staff must:

- report concerns about unsafe practice, poor professional boundaries or misconduct through appropriate routes.
  - report “low-level” concerns (that may not meet a safeguarding threshold but could indicate risk) to the Principal/DSL in line with LMSC safeguarding governance.
  - use the Whistleblowing Policy for public interest disclosures.
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## 14. Breaches and disciplinary action

Breaches of this Code may lead to management action, capability procedures, disciplinary action up to dismissal, and referral to external bodies where required.

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## 15. Induction, training and monitoring

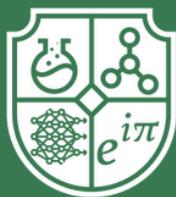
- This Code is issued at induction and reinforced through annual safeguarding and online safety updates.
  - Compliance is monitored through supervision, QA processes, safeguarding audits, and complaints/incident trends.
  - This Code is reviewed annually or earlier following regulatory change or serious incidents.
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## 16. Related documents

- Safeguarding and Child Protection Policy (including managing allegations)
  - Staff Disciplinary Policy
  - Whistleblowing Policy
  - eSafety/Online Safety Policy and Staff Acceptable Use Policy
  - Exams Policy and Malpractice & Maladministration Policy
  - Digital Privacy / Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Health and Safety Policy
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## Approval and Review Record

Version	Approved by	Approval date	Effective date	Review date	Summary of changes
1.0	Proprietor / Governing Body	18 Feb 2026	18 Feb 2026	18 Feb 2027	Initial issue



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