

Staff Code of Conduct & Whistleblowing Policy

2026 - 2027



Purpose & Scope Of The Policy



Purpose

This policy sets out clear expectations for professional conduct at LCE Academy and establishes safe, transparent mechanisms for staff to raise concerns.

The policy supports a culture of integrity, accountability and trust, recognising that high standards of staff conduct and the ability to raise concerns without fear are essential to safeguarding pupils and maintaining public confidence.

Scope

This policy applies to all staff, including:

- **Teachers and support staff**
- **Senior leaders**
- **Volunteers and contractors**
- **Agency and supply staff**

All staff are expected to proactively familiarise themselves with this policy as part of their induction and ongoing professional development. Adherence to these standards is not optional; it is a fundamental requirement of your engagement with LCE Academy.

Failure to comply with the conduct outlined herein may result in disciplinary action, or in the case of external partners, the immediate termination of contracted services.

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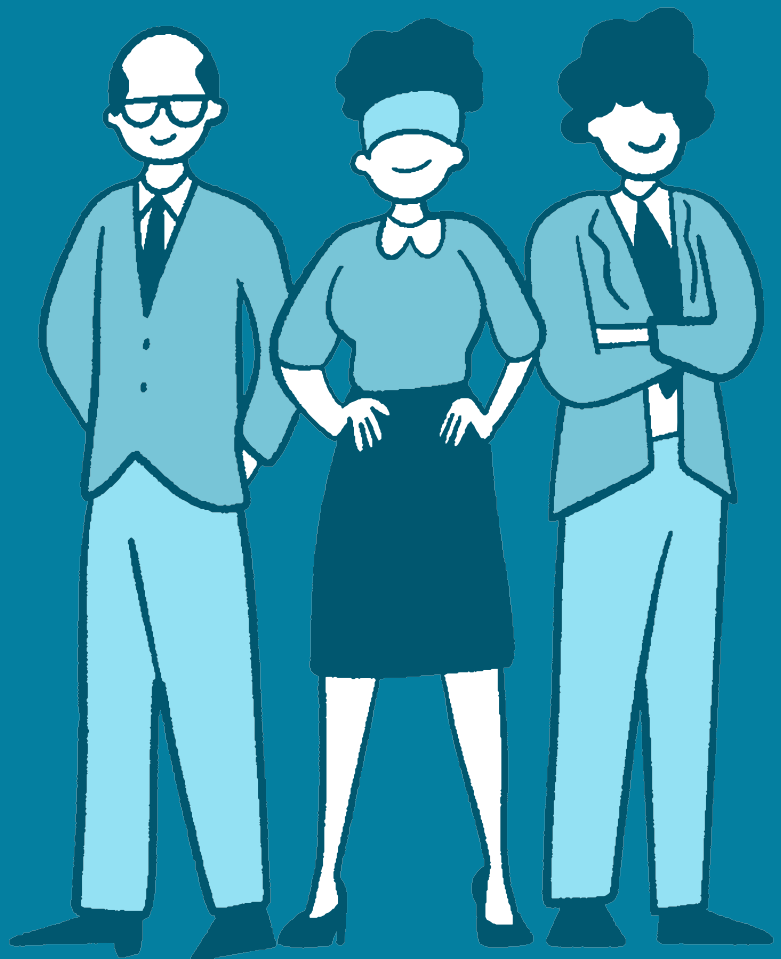
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01

Code of Conduct



1.1 Professional Expectations

All staff at LCE Academy are expected to:

- **Act at all times in the best interests of pupils**
- **Maintain appropriate professional boundaries with pupils and families**
- **Uphold safeguarding responsibilities and report concerns promptly**
- **Treat pupils, colleagues, families and partners with dignity and respect**
- **Conduct themselves in a manner that upholds the reputation of the school**
- **Follow school policies, procedures and lawful instructions**
- **Maintain confidentiality, sharing information only on a need-to-know basis**

Teaching staff are also expected to act in accordance with the Teachers' Standards, which set out the professional responsibilities and conduct expected of teachers in England.



02

Safeguarding Responsibilities





2.1 Responsibilities

Safeguarding is everyone's responsibility, and all staff play a vital role in protecting pupils from harm. Staff are expected to maintain a high level of awareness and act promptly where concerns arise.

All staff must:

- **Be familiar with safeguarding policies and procedures**
- **Remain vigilant to signs of abuse, neglect or risk**
- **Report concerns immediately to the Designated Safeguarding Lead or a deputy**
- **Never assume that someone else will take action**

Failure to follow safeguarding procedures may place pupils at risk and will be treated as a serious matter in line with the school's disciplinary processes.

03

Whistleblowing & Raising Concerns





3.1 Whistleblowing

LCE Academy is committed to creating a culture where staff feel confident to raise concerns about wrongdoing, unsafe practice or misconduct.

- **Staff may raise concerns relating to, but not limited to:**
- **Safeguarding failures or concerns about pupil welfare**
- **Unsafe or poor professional practice**
- **Misconduct, including breaches of this Code of Conduct**
- **Failures in leadership, governance or compliance**

Concerns may be raised regardless of the seniority of those involved.

3.2 How to Raise a Concern

Concerns should normally be raised through one of the following routes:

- **Internally with a senior leader or the Headteacher**
- **Directly with the Proprietor**
- **With the Independent Advisory Board**

Where concerns cannot be raised internally, or where staff believe issues are not being addressed appropriately, concerns may be raised externally with appropriate authorities, including safeguarding partners or regulatory bodies. Staff are encouraged to raise concerns as early as possible to allow issues to be addressed promptly and effectively.

04

Protection & Confidentiality





4.1 Protection & Confidentiality

Staff who raise genuine concerns in good faith will not suffer detriment, discrimination or disciplinary action as a result of doing so. Malicious or knowingly false allegations may be treated as a disciplinary matter.

Concerns raised under this policy will be handled sensitively and confidentially, as far as possible. Information will only be shared where necessary to investigate & address the concern or when required by law.

4.2 Record Keeping & Oversight

Appropriate records of concerns raised and actions taken will be maintained securely. Where relevant, themes or learning arising from whistleblowing concerns will inform training, policy review and governance oversight.



CONCLUSION

LCE Academy is committed to maintaining the highest standards of professional conduct and safeguarding practice. Through clear expectations, a culture of openness and well-defined procedures, staff are supported to act with integrity, raise concerns and uphold the safety and wellbeing of all pupils.

This policy reflects the Academy's commitment to accountability, transparency and ethical practice. The Staff Code of Conduct and Whistleblowing procedures work alongside safeguarding systems to ensure that concerns are addressed appropriately and that the school environment remains safe, respectful and professionally robust.

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