



Academy

Code of Conduct

2025-26

All LTFC Staff (permanent and casual) and volunteers are expected to abide by the following Code of Conduct:

All colleagues are responsible for ensuring that their conduct aligns to this code of conduct and the guidance shared by the EFL and the FA.

This document should be read in conjunction with:

Policies	Guidance
<ul style="list-style-type: none">• Safeguarding and Child Protection Policy• Staff Disciplinary Policy• Allegations and Low-Level Concerns Policy• Prevent Risk Assessment	<ul style="list-style-type: none">• Safeguarding concerns in the professional game threshold guidance (FA)• FA Respect Code of Conduct• Keeping Children Safe in Education• EFL Safer Working Practices

Core elements:

All colleagues must **respect the rights, dignity and worth** of each and every person at all times and never discriminate (in language or action) against an individual or group.

All colleagues are **responsible for safeguarding** our players and participants and a duty of care towards them to notice, respond to and report any safeguarding concerns.

All colleagues must **consistently display high standards of professionalism**, behaviour and appearance when representing Luton Town Football Club Community Trust.

In more detail:

1. All colleagues must place the well-being and safety of each player/participant above all other considerations, including the development of performance.
2. All colleagues must adhere to all guidelines laid down by our governing bodies (Trustees, the EFL, The FA).
3. All colleagues must develop an appropriate working relationship with each player/participant based on mutual trust and respect.
4. All colleagues must not exert undue influence on an individual, family or organisation to obtain personal benefit or reward.
5. All colleagues must refrain from sharing personal political views and opinions with players/participants inline with our Prevent Duty and giving No Platform.
6. All colleagues must encourage and guide players/participants to accept responsibility for their own behaviour and performance.
7. All colleagues must ensure that the activities they direct, or advocate are appropriate for the age, maturity, experience and ability of players/participants.
8. All colleagues must at the outset of interacting with stakeholders, clarify with the players/participant (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their LTFC coach/staff/volunteer.
9. All colleagues must co-operate fully with other specialists i.e. all external and interface colleagues such as officials, sports scientists, doctors, physiotherapists, social care, police in the best interests of the player.
10. All colleagues must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the game or laws, or behaviour contrary to the spirit of the relevant rules and regulations or the use of prohibited substances or techniques.
11. All colleagues must not use or tolerate inappropriate or derogatory language and are expected to report any instance of it as misconduct.
12. All colleagues act responsibly when using social networking sites, ensuring only appropriate comments/content is used at all times. FA Rules and Regulations deem it an offence to make any written comment that is offensive, insulting, abusive, threatening, racist or discriminatory.
13. All colleagues must ensure they are not under the influence of drugs or alcohol when on duty. Prescription drugs that may affect your ability to work unsupervised should be shared with your line manager to enable safety planning.

14. All colleagues must at all times carry out their duties with due regard to Luton Town Football Club and Community Trust policies and procedures and comply in full with the Equality Act 2010.
15. All colleagues must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.
16. All colleagues must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.
17. All colleagues must represent Luton Town FC, on and off the pitch, in a positive manner at all times and be mindful of the reputation that you uphold.
18. All colleagues must be respectful to staff, volunteers, community members, statutory services, professional players, parents, officials and opponents.
19. All colleagues must plan, prepare, review, monitor and evaluate all that you do to ensure ongoing learning and development.
20. All colleagues must create a positive, enjoyable and caring learning environment.
21. All colleagues must be punctual; ensure you arrive in plenty of time for all designated meet times and meetings. For football sessions this includes ensuring you arrive 15 before the session for a session briefing about participants and set up.
22. All colleagues must be respectful of your working environment, keeping it clean, tidy and safe at all times.
23. All colleagues must look after and treat all equipment provided as if it were your own.
24. All colleagues must always dress appropriately, look smart and presentable.
25. All colleagues must communicate effectively with other staff members, players and parents.
26. All colleagues must ensure that all external appointments are agreed, prior to booking, with your line manager.
27. All colleagues must report any injuries/illness/first aid/health and safety issues immediately to an appropriate member of staff via the formal processes.
28. All colleagues must update your line manager immediately with any new personal contact details.
29. All colleagues must follow the guidance on photography and respect individuals right to privacy.
30. All colleagues must engage fully with any training that is deemed by AMT or their Line Manager as necessary to their success in their role.