



Loughborough
Schools Foundation

Nursery • Fairfield • Grammar • High

Alumni and Supporters Conduct Policy

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Revision History

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1.1	Updated policy template.	20/04/2026
1.2	Policy reviewed and updated	07/09/2026

1. Introduction

- 1.1. This Alumni and Supporters Conduct Policy outlines the expectations for all alumni and donors of Loughborough Schools Foundation (the Foundation) in their interactions with each other, current pupils, staff and the broader Foundation community.
- 1.2. This policy is designed to foster respect, integrity and professionalism, which reflects well on the alumni community and supports the Foundation's ongoing mission and values.
- 1.3. This policy applies to all alumni and supporter activities, whether on or off Foundation property, including but not limited to reunions, meetings, events, and online forums managed by the Foundation or The Loughburians and OLCS Alumni Associations.
- 1.4. In the event of any breach of the standards referenced within this Policy, the Development and Alumni Engagement Office reserves the right to immediately terminate alumni and supporter benefits, including any engagement in our events or programmes, depending on the severity of the behaviour reported.

2. Standards of Conduct

- 2.1. Alumni and supporters are expected to uphold the following standards of conduct:
 - 2.1.1. **Respect and Courtesy:** Treat all individuals with respect, courtesy and dignity, abstaining from any form of harassment, bullying, or discrimination.
 - 2.1.2. **Professionalism:** Engage with others in a professional, transparent and ethical manner.
 - 2.1.3. **Positive Representation:** Act as a positive ambassador for the Schools and the Foundation, upholding their reputations.
 - 2.1.4. **Compliance with Laws and Policies:** Abide by all applicable laws and adhere to Foundation policies and procedures.
 - 2.1.5. **Safeguarding:** Act in a manner that protects the wellbeing and safety of our pupils, staff, volunteers and wider Foundation community.

3. Examples of contravening the Alumni and Supporters Conduct Policy

- 3.1. In their interactions or dealings with Foundation, Alumni must not engage in behaviours that include, but are not limited to:
 - 3.1.1. **Aggressive or Offensive Behaviour:** Engaging in behaviour that is

threatening, abusive, harassing or offensive.

- 3.1.2. **Sexual Misconduct:** Acts of sexual harassment, assault, or any other form of unwanted sexual behaviour through any medium, including physical, verbal or online.
- 3.1.3. **Harassment:** Behaviour that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment for them.
- 3.1.4. **Unreasonable Behaviour:** Repeated or persistent behaviour that causes distress or disruption for any members of the Foundation or the Foundation community.
- 3.1.5. **Illegal Drug Use:** Possessing, using, distributing, or selling illegal drugs at Foundation events or on Foundation property. Advocating or encouraging others to engage in such activities is also prohibited.
- 3.1.6. **Online Behaviour:** Posting offensive content or engaging in disrespectful interactions towards the Foundation and the Foundation community. This includes behaviour taking place in person, online, via social media, messaging platforms, or through any other form of communication connected to the Foundation or the Foundation community.

4. Actions which might be taken if the Alumni and Supporters Conduct Policy is contravened

- 4.1. If notified of an incident, the Director of Development, or an appropriate nominee, will take the following actions:
 - 4.1.1. **Investigation:** Conduct a thorough investigation to determine the facts of the alleged misconduct. During this period, alumni and supporter benefits and privileges may be paused, with temporary suspension from events, communication restrictions and removal from online groups possible.
 - 4.1.2. **Notification:** Inform the alleged offender of the complaint and provide an opportunity for them to respond.

Upon notification of an incident and the receipt of any related evidence concerning the alleged misconduct, the Director of Development, or an appropriate nominee, along with other relevant Foundation colleagues involved in the incident, will decide whether the case can be managed locally within the Development and Alumni Engagement Office or if it needs to be escalated to the other Senior Leadership Team members.

- 4.2. As a result of the investigation, the individual may:
 - 4.2.1. **Receive a written or verbal warning:** If the offence is deemed minor, the individual will receive a written or verbal warning outlining

that, if a further incident occurs, alumni and supporter services and benefits may be automatically withdrawn.

- 4.2.2. **Be removed from the Loughburians' or OLCS Alumni Association or Supporter Community:** This includes suspending alumni and supporter privileges, removal from alumni associations and supporter groups, and barring from Foundation events and premises. The alum or donor will receive written confirmation of the termination of their alumni or supporter benefits.
- 4.2.3. **Safeguarding and Reporting to External Authorities:** The Foundation reserves the right to refer matters to the police, safeguarding authorities, regulatory bodies, or other appropriate external agencies where behaviour may constitute a criminal offence, safeguarding concern, or other unlawful activity. Any such concerns involving current pupils, vulnerable individuals, staff, or members of the wider Foundation community will be treated seriously and managed in accordance with relevant safeguarding procedures and legal obligations.

5. Notification of the withdrawal of alumni or supporter services and benefits

- 5.1. If a decision has been made to terminate alumni or supporter benefits, the Director of Development, or appropriate nominee, will:
 - 5.1.1. Write to the alum concerned to acknowledge the incident and the immediate termination of alumni or supporter benefits.
 - 5.1.2. Record all relevant information related to the withdrawal of alumni services on the individual's alumni or supporter record
 - 5.1.3. Notify relevant stakeholders of the decision
 - 5.1.4. Terminate the alum or supporter's involvement with all Foundation engagements and communications
- 5.2. Additional steps which will be taken, if necessary, might include:
 - 5.2.1. Ensuring all contact with the alum or supporter is directed via an assigned Foundation staff member. Incoming contact from the individual might be blocked if concerns are sufficiently serious.
 - 5.2.2. Notes and warnings will be placed on the individual's record on the alumni and supporter database.

6. Reporting Misconduct

- 6.1. Alumni, pupils, staff, and members of the wider Foundation community are encouraged to report misconduct to the Development and Alumni Engagement Office by emailing alumni@lsf.org. All complaints will be handled with sensitivity and discretion.

7. Appeals Process

- 7.1. Alumni and supporters subject to action under this policy may appeal the decision by submitting a written appeal to the Development and Alumni Engagement Office within 30 days of the decision.

An independent panel appointed by the Foundation will review the appeal, which will either uphold, reverse, or modify the original decision.

8. Amendments

- 8.1. This policy may be amended as necessary to reflect changes in the legal landscape or the evolving needs of the Foundation community.