



Institute for  
Advanced Learning  
& Metacognition

**INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION**

*Advancing the Science of Learning*

# Advisers' Code of Conduct

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Standards of conduct for members of the Institute's Advisory Boards

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## Document Control

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## Approval and Review

Approved by	Role	Date	Signature
Fabian Lord	Chair of the Board of Trustees	18/06/26	

## Contents

1. Introduction and purpose .....	3
2. Scope and status of advisers .....	3
2.1 The advisory role.....	3
3. The principles we expect .....	3
4. Standards of conduct.....	4
4.1 Acting in the interests of the Institute and its beneficiaries .....	4
4.2 Integrity and honesty.....	4
4.3 Independent and constructive advice .....	4
4.4 Respect and inclusion .....	4
4.5 Conduct and reputation.....	4
5. Conflicts of interest .....	4
6. Confidentiality and information .....	5
7. Use of name, authority and representation .....	5
8. Political impartiality .....	5
9. Safeguarding.....	6
10. Commitment and term .....	6
11. Raising concerns .....	6
12. Breaches of this Code .....	6
13. Acceptance and declaration .....	7
14. Related documents.....	7
15. Review .....	7

## 1. Introduction and purpose

The Institute for Advanced Learning and Metacognition (“the Institute” or “IALM”) is supported by a number of specialist Advisory Boards, whose members bring expertise, experience and independent perspective to the Institute’s work. This Advisers’ Code of Conduct (“this Code”) sets out the standards of behaviour the Institute expects of every adviser, and the commitments each adviser makes in accepting an appointment.

This Code is referred to in, and should be read alongside, the Advisory Board Framework and the Advisory Board Role Description. Acceptance of this Code is a condition of appointment to, and continued membership of, an Advisory Board.

This Code is indicative of the conduct expected of advisers rather than an exhaustive list. Advisers are expected to act in its spirit as well as its letter, and to seek guidance from the Institute whenever they are unsure whether a course of action is consistent with it.

## 2. Scope and status of advisers

This Code applies to all members of the Institute’s Advisory Boards, however described (including advisers, advisory board members and specialist advisers), for the duration of their appointment.

### 2.1 The advisory role

- The Advisory Boards are advisory in nature. They inform and strengthen the Institute’s work, but they do not form part of its governance and have no decision-making authority.
- The Board of Trustees retains sole and ultimate responsibility for the governance, direction, management and legal obligations of the Institute. Advice offered by an Advisory Board does not bind the Trustees, who remain free to accept, adapt or decline it.
- Advisers are not, by virtue of their appointment, charity trustees, members, employees or agents of the Institute, and they do not carry the legal duties or liabilities of trustees. Advisers act in a personal and professional advisory capacity.
- Appointments to an Advisory Board are made at the invitation of the Trustees, are normally honorary and voluntary, and are for the term set out in the Advisory Board Framework.

## 3. The principles we expect

In all matters connected with the Institute, advisers are expected to uphold the Seven Principles of Public Life (the “Nolan Principles”): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Advisers are also asked to reflect the Institute’s values in the way they contribute: rigour, reflection, collaboration, inclusion and impact.

## 4. Standards of conduct

As a member of an IALM Advisory Board, I commit to the following.

### 4.1 Acting in the interests of the Institute and its beneficiaries

- I will support the mission of the Institute, to advance the science and practice of learning for the public benefit, and will offer my advice with the interests of the Institute and, above all, the young people and learners it serves at the forefront of my mind.
- I will not use my appointment for personal, professional or commercial advantage, or for the advantage of any other person or organisation.

### 4.2 Integrity and honesty

- I will act with honesty and integrity in all dealings connected with the Institute.
- I will represent my qualifications, experience and expertise truthfully, and will not claim authority or competence that I do not hold.

### 4.3 Independent and constructive advice

- I will offer my honest, impartial and considered professional judgement, even where it may be unwelcome, and I will ground my advice in evidence and sound reasoning so far as I am able.
- I will engage constructively and in good faith, listen to other perspectives, and express disagreement respectfully.

### 4.4 Respect and inclusion

- I will treat trustees, fellow advisers, staff, members, partners and members of the public with courtesy, dignity and respect.
- I will not engage in discrimination, harassment, bullying or any form of unfair or degrading treatment of others, and I will support the Institute's commitment to equality, diversity, inclusion and openness to talent.

### 4.5 Conduct and reputation

- I will act lawfully in all matters connected with the Institute.
- I will not act in any way that brings, or is likely to bring, the Institute or its work into disrepute.

## 5. Conflicts of interest

Advisers frequently hold other roles and relationships, and the value they bring is often connected to them. Conflicts of interest are therefore expected, and the Institute's concern is that they are declared and managed openly rather than avoided.

- I will declare any actual, potential or perceived conflict of interest or loyalty on appointment, and as soon as it arises thereafter, in accordance with the Institute's Conflicts of Interest Policy and by completing a Declaration of Interest Form.

- I will withdraw from any discussion, or decline to advise on any matter, where my involvement would give rise to a material conflict, if asked to do so.
- I will not accept gifts, hospitality or other benefits that could reasonably be seen to influence, or to be intended to influence, my advice.

## 6. Confidentiality and information

- I will respect the confidentiality of information shared with me through my appointment, and will not disclose confidential or sensitive information without authority.
- I will handle all personal data lawfully and with care, in accordance with the Institute's Data Protection and Privacy policies and applicable data protection law.
- I will not use information obtained through my appointment for any improper purpose or personal advantage.

## 7. Use of name, authority and representation

- I understand that I have no authority to speak or act on behalf of the Institute, to represent its position, or to commit it to any course of action, unless expressly authorised to do so by the Trustees.
- I will not present my personal views as those of the Institute, and I will be clear about the capacity in which I am speaking, including in any media or social media activity.
- I understand that any public reference to my appointment, whether by the Institute naming me as an adviser, or by my describing myself as an adviser to the Institute, will be made only by mutual consent.
- I understand that the Institute's association with an adviser signifies recognition and collaboration, and does not imply that the Institute endorses an adviser's own work, products or services, or that an adviser endorses the Institute's.

## 8. Political impartiality

The Institute is a charity and is independent of party politics. Advisers, and in particular members of the Policy and Public Affairs Advisory Board, will respect the Institute's political neutrality in any activity connected with it, in line with Charity Commission guidance, and will not use their appointment for party-political purposes.

## 9. Safeguarding

- I recognise that the Institute's work involves children and young people, and I share its commitment to their safety, welfare and dignity.
- I will comply with the Institute's Safeguarding policies in any activity connected with the Institute, and I will report any safeguarding concern promptly through the appropriate channels.
- Where my role involves contact with children, young people or vulnerable adults, I will comply with the Institute's safer-recruitment requirements, including any criminal records (DBS) check required for that activity.

## 10. Commitment and term

- I will contribute to the work of my Advisory Board as agreed, prepare for and attend meetings so far as I am reasonably able, and give reasonable notice if I am unable to attend or continue.
- I understand that my appointment is for the term set out in the Advisory Board Framework, and that it may be renewed, allowed to lapse or ended in accordance with that Framework.

## 11. Raising concerns

If I become aware of wrongdoing, malpractice or a serious risk connected with the Institute, I will raise it responsibly and through the proper channels, in accordance with the Institute's Whistleblowing Policy. The Institute will treat concerns raised in good faith seriously and fairly.

## 12. Breaches of this Code

Advisory appointments are held at the invitation of the Trustees. Where an adviser's conduct is alleged to fall short of this Code, the matter will be considered fairly and proportionately by, or on behalf of, the Trustees.

The Trustees may bring an advisory appointment to an end at any time where they reasonably consider it to be in the interests of the Institute, including following a serious or persistent breach of this Code. Nothing in this Code creates a contract of employment or any entitlement beyond the advisory appointment itself.

### 13. Acceptance and declaration

By signing below, I confirm that I have read, understood and agree to abide by this Advisers' Code of Conduct, and that I have completed (or will complete) a Declaration of Interest Form.

Adviser name	
Advisory Board	
Signature	
Date	

### 14. Related documents

- Advisory Board Framework
- Advisory Board Role Description
- Conflicts of Interest Policy and Declaration of Interest Form
- Safeguarding (Children) Policy and Safer Recruitment Policy
- Data Protection Policy and Privacy Policy
- Equal Opportunities Policy
- Whistleblowing Policy
- Members' Charter (where the adviser is also a member of the Institute)

### 15. Review

This Code will be reviewed by the Trustees periodically, and at least once every two years, to ensure that it continues to reflect the Institute's values and good practice. Advisers will be notified of any material changes, and continued membership of an Advisory Board affirms ongoing agreement to the Code as amended.