

Ashton on Mersey SCITT - Code of Conduct Agreement

Introduction

As a trainee of Ashton on Mersey SCITT, you are required to comply with our code of conduct and at all times behave in an appropriate professional manner. This relates to the nature of your role and your responsibilities as a trainee teacher.

What is the Code of Conduct?

This code of conduct is a set of requirements that you are expected to meet during your training year with Ashton on Mersey SCITT. This document describes our expectations of your conduct and behaviour, both in the SCITT and in various schools in which you are placed during your training. It applies to all trainees enrolled on the SCITT programme and requires all to adhere to each element as listed below.

Behaviour and Attitude

For all aspects of the programme, whether at Ashton on Mersey SCITT or on placement, trainees will:

- Demonstrate high standards of honesty and integrity.
- Respect your fellow trainees and colleagues at Ashton on Mersey SCITT and at your placement schools.
- When on placement, trainees are expected to show due regard for the ethos and values of the school and follow the policies, procedures and codes of practice and conduct within every placement, promoting equality, valuing diversity and safeguarding.
- Trainees should ensure they are following the school's guidance around Covid-19 to minimise the risk of transmission and also the process that should be followed if anyone develops coronavirus.
- Demonstrate professional behaviour and relationships towards all trainees, tutors, staff and children in both formal and informal contexts.
- Take responsibility for your own learning, ensuring a professional and accountable approach to all aspects of the programme.
- Show an active willingness to engage, listen to and act on feedback and advice from mentors, facilitators and the Ashton on Mersey SCITT team.
- Actively reflect on your learning and teaching experiences in order to target set, action plan, improve and achieve highly.
- Participate and actively engage in the teaching and learning experience.
- Ensure that the requirements of all elements of the programme are carried out in line with the guidance in the programme handbook.

Professional Responsibilities

Trainees at all times will treat pupils, colleagues, staff and any other members of the SCITT Partnership with due respect and conduct themselves in a professional, honest, decent and courteous manner. They will use language appropriate to the situation and people involved. Trainees must report any suspicion that a child is being abused to the school's named Child Protection/Safeguarding Officer (usually a member of the Senior Management Team). Trainees should ensure that they comply with the Data Protection Act 2018 when accessing pupils' personal information. Trainees must not disclose this information to any third party, other than in accordance with the conventions regarding use of personal information for use in research, for the purposes of completing assignments or in accordance with the law. Any personal information used in

assignments or tasks must have all means of identifying the pupil removed. Trainees should not hold confidential information relating to pupils and the school on USB sticks, personal laptops or other portable devices.

Trainees are expected to behave in a manner appropriate to their position as a Trainee Teacher and understand that behaviour including, for example, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol will lead to disciplinary action, which may include consideration of any criminal conviction, whether or not the offence(s) are directly related to their studies. Trainees should inform a member of the SCITT Management team without delay, should they be subject to a criminal conviction or caution after the submission of their application for *DBS Enhanced Disclosure*. Certain criminal convictions or cautions may lead to the trainee's suspension or expulsion from the course. The Rehabilitation of Offenders Act (1975) does not apply to the teaching profession and that should a trainee be subject to a criminal conviction or caution it will never be considered "spent". Trainees should recognise that in the course of their studies they will be placed in a position of trust and that as such they are subject to the requirements of the *Sexual Offences (Amendment) Act 2003 and the Protection of Children Act 1978*.

Trainees are required to:

- Reflect a 100% attendance record at Ashton on Mersey SCITT and whilst on placement. You will follow the procedures for notifying absence which are clearly set out in the programme handbook and outlined by the course leader on your induction.
- Be punctual as required by Ashton on Mersey SCITT and placement schools.
- Arrive at your placement by the time required each day.
- Speak to your mentor (or professional mentor, secondary) regarding any issues/concerns that you have with your placement. If you feel that the issue hasn't been dealt then please inform the course leader immediately.
- Maintain an appropriate standard of dress and appearance particularly whilst on placement.
- Maintain a professional approach to all communications including social networking.
- Use the Ashton on Mersey SCITT email system to communicate with tutors and staff in order to maintain an appropriate approach to e-safety and to comply with the SCITT's and placement ICT policies.

Dress Code

The way that trainee teachers present themselves, including their clothing, is an important part of their overall professional demeanour and is often the first indicator of others' perception of professionalism. Whilst we do not wish to be overly prescriptive we nevertheless expect all trainee teachers to adhere to the following standards concerning their professional dress;

- Ensure they are in keeping with the professional image of the SCITT and their placement school.
- Dress appropriately for their job.
- Endeavour to not wear anything which presents a risk to health and safety.
- Not wear anything which is likely to bring the school into disrepute (i.e. potentially offensive badges, logos or motifs)
- Maintain high standards of personal hygiene and grooming.
- Ensure that clothing is clean and tidy.

All trainees will follow the dress code of their placement school. When in core training, trainees are permitted to wear smart casual clothes, however if you are entering main school on a core training day, professional dress is required. In all Dean Trust schools, and when visiting other settings for training, all clothing should be smart, business-like and appropriate.

Information Technology and E-Communication

Trainees are expected to understand that any abuse of the Internet facilities available to trainee teachers will be investigated thoroughly by Ashton on Mersey SCITT’s management team. Trainees should not access any material that might be considered offensive or inappropriate. This includes all racist and sexist information, together with any material that might be considered to be pornographic. It also includes sites promoting violence, offensive language and unlawful conduct.

Trainees will be able to access all resources from the centre-based sessions and also any documents needed for their placement via the SCITT google drive. Each trainee will be given a Dean Trust email address, this email should be used for all e-communication with the SCITT team, Mentors and QI team. Trainees will ensure that any emails they send from their SCITT account will not contain illegal, lewd or offensive materials or language, or be used to send bulk emails apart from those which may be considered to be necessary to support their work as a trainee teacher. Trainees are expected to consider the ‘tone’ of their emails and endeavour at all times to be polite and courteous.

Trainees should ensure that all social media accounts such as Facebook, Instagram and Snapchat should have the highest privacy settings and should not be used to communicate with pupils. Trainees should not use social media in a manner that would bring Ashton on Mersey SCITT into disrepute or show a lack of respect and/or reasonable consideration towards others.

Breaches of the Professional Code of Conduct.

1. Minor breaches of the Code of Conduct, for example, standard of dress or punctuality will be dealt with initially by the mentor (placement) and course lead (Core Training). Provided that a trainee complies with the code of conduct there will be no further consequences. Failure to comply is likely to constitute a breach of the code of conduct and the trainee will be placed on a cause for concern, please refer to the risk of failure policy for further details.
2. If a trainee commits a serious breach of the Code of Conduct, they will be called to a meeting with the Course Lead and the SCITT Manager to discuss the issue and if deemed appropriate will be issued with a written warning.
3. Behaviour that is regarded as a grave breach of the Code of Conduct will normally result in a trainee’s immediate removal from the school and serious disciplinary consequences. These consequences will invariably include an academic and professional review with the SCITT Manager, Director of SCITT/Head of BLI and a member of the SCITT Strategic Board. This could result in the trainee being withdrawn from the programme.

Please sign and date below to confirm that you have read and understood the Ashton on Mersey SCITT code of conduct

Name _____

Signature _____ Date _____

Course Leader Signature _____