



## **The Partnership Trainee Code of Conduct**

The Trainee will be expected to abide by the following code of conduct:- The Partnership Trainee Code of Conduct.

I understand that as successful completion of this course leads to admission to a professional body I am required, during my studies, to adhere to the expectations of conduct endorsed by the teaching profession. I understand that breaches of these expectations may lead to disciplinary action including my exclusion from the course and/or the inability of the [provider] to provide me with a supportive professional reference. I am required to complete a health assessment form which will be forwarded to the SCITT's Occupational Health Service and where necessary comply with requirements for further discussion/examination as appropriate.

I undertake to behave in a manner appropriate to my 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 my studies. I further undertake to inform the Course Director, without delay, should I be subject to a criminal conviction or caution after the submission of my application for DBS Enhanced Disclosure. I understand that a criminal conviction or caution may lead to my suspension or expulsion from some or all aspects of the course and that this may lead to the need for my studies to be extended or curtailed. I also understand that the Rehabilitation of Offenders Act (1975) does not apply to the teaching profession and that should I be subject to a criminal conviction or caution it will never be considered "spent". I recognise that in the course of my studies I will be placed in a position of trust and that as such I am subject to the requirements of the Sexual Offences (Amendment) Act 2000. I understand that any DBS clearance obtained by the [provider] relates to my position on its course and does not guarantee that I will be cleared fit for future employment as a teacher.

I will at all times treat children, colleagues, staff and any other members of the Southend SCITT with due respect and conduct myself in a professional, honest, decent and courteous manner. I will use language appropriate to the situation and people involved. I will accept my responsibility to ensure that children are treated with respect and free from abuse. In schools I will always work in a place which is accessible to others and in which I can be observed working. I will not take or agree to meet, children outside school premises without another responsible adult present. I will not make unnecessary physical contact with children. I will report any suspicion that a child is being abused to the school's named person (usually the headteacher). I will acquire an understanding of working with diversity, including gender, race and culture, in order to work with children, staff and parents appropriately. I will be mindful of the difficulties some groups may face and ensure personal prejudices and stereotypical views do not influence my judgements or actions. I understand that I will have access to confidential personal information and that I am required to comply with the Data Protection and Child Protection legislation. I understand that I may 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 and code of ethics agreed for the assignment. Any personal information used in assignments or tasks will have all means of identifying the subject removed. I will take particular care to ensure the safety of any data relating to a third party whilst in transit and be careful to ensure any such data held on a mobile device is uploaded to the secure storage made available and then deleted from the mobile device. I will at all times ensure that any photographs or digital images are acquired under the terms of the policy of the relevant school.



I will ensure that I maintain, both in the centre and in schools, a standard of dress that will be perceived as professional by such persons as I may encounter in the pursuit of my studies.

The content of the course meets the requirements of Qualified Teacher Status and the Postgraduate Certificate in Education awarded by CCCU and I will pursue my studies with due diligence, ensuring that I avail myself of the educational opportunities made available. I will take responsibility for my own learning through punctual attendance at lectures, workshops and periods of school experience and through being suitably prepared for them. I will notify the Southend SCITT, in accordance with the guidelines issued, if I am to be absent from any part of the course, due to sickness or other reasons, and I will make up the lost learning opportunities. I will immediately inform the Southend SCITT if I am suffering from an infectious disease such as chicken pox, German measles (rubella), impetigo, measles, scarlet fever and slapped cheek disease, (Parvovirus). I will not disrupt the delivery of teaching or the learning experience of fellow trainee teachers and will not jeopardise the health and safety of those involved, both at the centre and in schools.

I understand that attendance at professional development sessions is compulsory and I will ensure that I sign in and out of each session. I undertake to complete the appropriate absence forms and to make up work missed through illness or other circumstances covered within the Southend SCITT's Absence Policy. I will be prepared for sessions to start promptly and ensure I have made adequate arrangements to be in on time, not using traffic as an excuse for lateness. I will not leave a session once it has started without seeking permission from the tutor. I undertake to be scrupulous about signing in and out of the building, and signing session registers. I understand that records of attendance and lateness will be kept by the Southend SCITT and may be used as evidence when awarding qualifications or writing references. I will submit work in accordance with the instructions in the Course Programme. I will ensure I know and maintain at all times the school policy on control, rewards and punishment, recognising that it is illegal to use physical means of punishment.

I will have due regard to the safety of pupils at all times as outlined by Section 7 of the Health and Safety at Work Act (1974) and the extension of the regulations to trainee teachers for employment (1994) which place a duty on me to take reasonable care for the health and safety of myself and anyone else who may be affected by my acts or omissions, and to co-operate as much as necessary in full compliance with the obligations imposed on my employer by health and safety legislation.

I understand that if I behave dishonestly during the assessment process (including plagiarism or other forms of cheating) or in relation to my attendance or the attendance of others by falsifying signatures or other means I will be subject to disciplinary action which may result in the termination of my training.

### **Internet**

I understand that the Internet is to be used in order to support the operations of the SCITT Programme. I will ensure that I do not infringe any copyright restrictions on materials accessed or transmitted via the Internet. I will avoid deliberately accessing 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. I understand that all use of the Internet in school is logged and that these logs are periodically inspected.



I will report any accidental accessing of such material to The Course Director so that it may be noted and the fact recorded.

I will ensure that files downloaded from the Internet are checked for viruses before being used and ensure that appropriate action is taken if a virus is detected.

I will ensure that any use I make of email facilities 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 my work as a trainee teacher. School email is not to be used for personal use.

I will ensure that I do not send emails or submit posts on social networking sites (such as Facebook) that are defamatory or libellous in nature and that could result in legal action being taken against me.

I understand that personal Facebook pages, Instagram accounts, Snapchat and other means of social media should have the highest privacy settings applied and should not be used to communicate with pupils. In addition, I understand that the following will not be tolerated on any SCITT related electronic means of communication:

1. The creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
2. The creation or transmission of material that is designed or likely to cause annoyance, inconvenience or needless anxiety.
3. The creation or transmission of defamatory material.
4. The transmission of material such that this infringes the Intellectual Property Rights of another person.
5. Deliberate activities with any of the following characteristics:
  - Wasting staff effort or networked resources.
  - Corrupting or destroying other users' data.
  - Violating the privacy of other users.
  - Disrupting the work of other users.
6. Other misuse of Partnership resources, such as the introduction of viruses.

I understand that abuse of the Internet facilities available to trainee teachers will be managed under the provisions of the Southend SCITT's Disciplinary Procedures and the circumstances encountered will be fully investigated by senior staff. Such abuse is viewed as a very serious violation of the SCITT's Disciplinary Code, i.e. the misconduct is deemed to be of such a nature that it fundamentally breaches the contractual relationship between you and the SCITT and in such situations you will be dismissed without notice. Some circumstances could further lead to criminal proceedings being taken against you.



**Tuition Fee**

I understand that the recommendation for QTS and PGCE will be withheld from any trainee who fails to honour all monetary debts or fails to return all equipment loaned to them by the Partnership or one of its associated schools.

I declare that I have received the course handbooks and expectations relating to behaviour and that I am conversant with the arrangements relating to the course that they contain, particularly in regard to discipline, assessment, attendance and appeals. By signing below I confirm that I accept the codes of conduct, terms and conditions set out above

Signed .....

Print name.....

Dated.....