

SCITT Codes of Conduct

Introduction

All Recruits and Trainees are required to read and comply with the following Codes of Conduct.

Once a Recruit has met the conditions of their offer and completed enrolment during the familiarisation period, they will be referred to as a **Trainee**.

The Recruit acknowledges that the expectations for professional conduct outlined in this document apply during the **Pre-Course Programme** and prior to full enrolment. Any breach of these expectations during this period will be addressed under the **SCITT Admissions Policy**.

Following enrolment, any breach of the Codes of Conduct will be managed under the **SCITT Disciplinary Policy**.

The following Codes of Conduct apply:

1. Code of Professional Conduct
2. Internet Code of Conduct
3. Social Media Code of Conduct

These Codes of Conduct will be reviewed annually by the Assessment Board.

1. Code of Professional Conduct

Successful completion of the programme leads to entry into the teaching profession. Accordingly, all Recruits and Trainees must demonstrate the highest standards of professional conduct throughout the course.

Professional Expectations

I agree to:

- Adhere to the standards of conduct expected of the teaching profession throughout my studies.
- Uphold the Fundamental British Values.
- Comply with all applicable Codes of Conduct, including:
 - Code of Professional Conduct
 - Internet Code of Conduct
 - Social Media Code of Conduct

I understand that a breach of these expectations may result in disciplinary action, including exclusion from the course and/or the SCITT being unable to provide a supportive professional reference.

Health, Safety and Wellbeing

I agree to:

- Complete a health assessment with Corazon Health and provide accurate and honest information.
- Comply with any health-related recommendations or follow-up requirements.
- Report illness to the SCITT Administrator by 8:00 a.m. on the day of absence and notify my mentor in accordance with school procedures.
- Provide medical evidence when requested.
- Undertake any further health assessment required before returning to the course if deemed unfit to continue.
- Adhere to the SCITT Attendance and Absence Policy and not take holidays during the course.
- Attend for the full duration of the programme (**17 August 2026 – 30 June 2027**) and promptly notify the SCITT of any absence.
- Make up missed learning opportunities where required.
- Immediately report any infectious disease, including but not limited to COVID-19, measles, chickenpox, scarlet fever, rubella, impetigo and slapped cheek syndrome.
- Avoid behaviour that disrupts teaching or compromises health and safety.
- Follow cohort values, expectations and protocols.
- Comply with the requirements of:
 - Section 7 of the Health and Safety at Work Act 1974; and
 - The Health and Safety (Training for Employment) Regulations 1990.

Behaviour and Professional Conduct

I will:

- Behave professionally at all times as both a Recruit and Trainee.
- Conduct myself honestly and with integrity.
- Follow all SCITT policies and procedures.
- Communicate professionally and respond to emails and requests for information promptly.
- Meet all deadlines for administrative and academic requirements.
- Immediately notify the SCITT Director of any criminal investigation, caution or conviction occurring after submission of my DBS application.
- Obtain all required Overseas Criminal Record Checks before the course commences.

- Treat children, colleagues and staff with dignity, respect and professionalism.
- Maintain appropriate standards of dress and personal presentation.
- Declare any personal relationships with partnership schools.
- Ensure any paid employment does not interfere with course requirements.
- Notify the SCITT promptly of any changes to my contact details.
- Safeguard children and young people in accordance with school and SCITT safeguarding procedures.
- Respect diversity, equality and inclusion in all interactions.
- Maintain confidentiality and comply with all data protection and safeguarding legislation.
- Process personal data only for legitimate course-related purposes and in accordance with SCITT and school policies.
- Ensure photographs or recordings are only taken in accordance with school policies.

Criminal Convictions and Positions of Trust

I acknowledge that:

- Teaching is exempt from the Rehabilitation of Offenders Act 1974.
- The SCITT is entitled to receive details of all relevant criminal convictions and cautions, including those that may be considered spent unless filtered under DBS regulations.
- Teaching is a position of trust and I must comply with the requirements of the Sexual Offences Act 2003.
- DBS clearance for this programme does not guarantee future employment.

Unacceptable Conduct

Examples of misconduct include (but are not limited to):

- Dishonesty or fraud.
- Harassment or bullying.
- Violence or threatening behaviour.
- Discrimination.
- Misuse of drugs or alcohol.
- Any conduct that brings the SCITT or teaching profession into disrepute.

Continued Professional Development

I understand that the course meets the requirements for:

- Qualified Teacher Status (QTS); and
- Where applicable, the Postgraduate Certificate in Education (PGCE) awarded by Sheffield Hallam University.

Active Engagement

I will:

- Engage fully with all aspects of the programme.
- Take responsibility for my professional development.
- Attend all SCITT training and school-based learning activities punctually.

Preparation and Deadlines

I will:

- Prepare fully for training sessions and placements.
- Submit all work by required deadlines.
- Present all work in the required format.

Record Keeping

I will:

- Maintain accurate and up-to-date records on the SCITT assessment platform.
- Follow all guidance provided within the SCITT Handbook.

Quality of Work

I will:

- Act on feedback provided by tutors and mentors.
- Ensure lesson plans, resources and assignments meet required standards.

Attendance and Conduct

I acknowledge that:

- Attendance at all training elements is mandatory.
- Attendance records may be used in qualification decisions and professional references.
- I must complete Leave of Absence requests where required.
- I am responsible for catching up on any missed work.
- Mobile devices must remain switched off unless authorised for learning purposes.

Academic Integrity

I understand that the following constitute serious misconduct:

- Plagiarism.
- Collusion.
- Falsification of records.
- Misrepresentation of attendance.
- Unauthorised use of Artificial Intelligence in coursework contrary to module-specific guidance.

Such conduct may result in disciplinary action and could lead to termination of training.

2. Internet Code of Conduct

Internet and ICT resources are provided to support learning and professional practice. Their use must be lawful, ethical and responsible.

I Agree To:

- Follow this Internet Code of Conduct and the Chorus Education Trust ICT Acceptable Use Policy.
- Use SCITT, school and university computing facilities responsibly.
- Respect the rights of other users.
- Comply with all licensing agreements and system requirements.
- Follow all network and remote-access rules.
- Take reasonable precautions to prevent viruses and cyber security incidents.
- Report suspicious activity immediately.
- Use resources and consumables responsibly.
- Dispose of confidential materials securely.
- Secure information relating to national security where applicable.
- Ensure any published information is accurate and does not damage the reputation of individuals or organisations.
- Obtain approval before publishing material that may be defamatory.

I Must Not:

- Damage ICT equipment or facilities.
- Smoke, eat or drink in designated computing areas.
- Introduce malicious software.

- Circumvent security controls.
- Delete or alter another person's data without authorisation.
- Breach SCITT regulations or policies.
- Download, create or transmit offensive, discriminatory or harassing material.
- Publish content likely to damage the reputation of the SCITT.
- Post offensive messages regarding pupils, colleagues, staff or trainees.
- Alter access permissions without authorisation.
- Create or distribute obscene, indecent, fraudulent, defamatory or copyright-infringing material.
- Distribute unsolicited bulk communications or marketing materials without approval.

3. Social Media Code of Conduct

Social media can support professional learning and collaboration. However, Recruits and Trainees must maintain professional standards at all times.

I Agree To:

- Ensure social media accounts are set to appropriate privacy settings.
- Remove content that may bring myself, the SCITT or the teaching profession into disrepute.
- Follow the social media guidance and Acceptable Use Policy of my placement school.
- Ensure all posts, comments and images comply with copyright law and professional standards.
- Maintain a professional online presence at all times.

I Must Not:

- Accept social media friend requests from pupils or parents at placement schools.
- Make disparaging comments about schools, pupils, colleagues, trainees, SCITT staff or Sheffield Hallam University.
- Share personal information relating to pupils or staff.
- Engage in cyberbullying, harassment or discriminatory behaviour.
- Share images or videos of pupils.
- Post offensive, harmful or inappropriate content on any platform, including:
 - Facebook
 - X (formerly Twitter)
 - Instagram

- TikTok
- WhatsApp
- LinkedIn

Consequences of Breach

Any breach of the Internet or Social Media Codes of Conduct may constitute serious misconduct and may result in:

- Disciplinary action.
 - Dismissal from the programme without notice.
 - Referral to external agencies.
 - Criminal proceedings where appropriate.
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Consequences of Failure to Follow the SCITT Codes of Conduct

Action by Schools and SCITT

Where a Trainee fails to comply with the Codes of Conduct during placement, the Headteacher may apply normal staff disciplinary procedures.

Where a Recruit or Trainee fails to comply with the Codes of Conduct during SCITT training activities, the Director may initiate procedures under the SCITT Disciplinary Policy.

Potential outcomes include:

- Immediate removal from the premises in extreme circumstances.
- Informal warnings.
- Formal warnings.
- Improvement targets linked to professional conduct.

Minor concerns (such as punctuality, attendance or dress standards) may be managed informally by mentors, Hub Lead Teachers or Course Leaders.

Serious Breaches

Serious breaches will normally result in immediate removal from placement and/or training.

If instructed to leave, the Recruit or Trainee must do so immediately.

The SCITT Director may initiate formal disciplinary procedures, which may include:

- A formal disciplinary panel.
- Consideration under the Gross Misconduct provisions of the SCITT Disciplinary Policy.

Individuals will receive written notification of procedures and be informed of their rights of representation and appeal.

Examples of Breaches

Automatic Suspension from Placement and Training

Examples include:

- Violence towards children.
- Sexual or inappropriate relationships with pupils.
- Sexual offences.
- Serious acts of violence.
- Drug trafficking.
- Use of controlled drugs.
- Being under the influence of alcohol or drugs on SCITT or school premises.
- Theft.
- Fraud or deception.
- Falsification of records.
- Acts of sexual impropriety.
- Harassment.

Other Serious Misconduct

Examples include:

- Plagiarism or collusion.
- Persistent lateness or absence.
- Refusal to follow reasonable instructions.
- Failure to comply with SCITT policies and procedures.
- Poor communication and repeated failure to respond to requests.
- Inappropriate dress or language.
- Offensive behaviour in person or online.
- Misuse of Artificial Intelligence that compromises professional learning or breaches PGCE provider guidance.
- Repeated refusal to implement professional advice.

Breaches may occur both in person and online, including through social media activity.

Important Note

This list is not exhaustive. Any behaviour that falls below the standards expected under **Part Two of the Teachers' Standards (Personal and Professional Conduct)** may result in disciplinary action, exclusion from the programme and, where applicable, referral to external agencies or criminal proceedings.

Think and act as a teacher from day one.

Every interaction, whether in school, training sessions, online or in the wider community, contributes to your professional reputation. Demonstrate professionalism, integrity, respect and a commitment to safeguarding at all times.