

The SCITT Trainee's Codes of Conduct

All recruits and trainees are to have read, and will be expected to abide by, the regulations and requirements of the following codes of conduct.

Once the recruit has met the conditions of the offer and has enrolled with the SCITT during familiarisation, they will be referred to as trainee.

The recruit understands that as they are preparing to enter their initial teaching training, the expectations for professional conduct outlined below are also applicable during the Pre-Course Programme and prior to full enrolment. Any failure to follow the codes of conduct prior to enrolment will be dealt with under the SCITT Admissions Policy.

Once the enrolment is completed, failures to comply with these codes of conduct will be dealt with under SCITT Disciplinary Policy.

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

These codes of conduct will be reviewed by the Assessment Board on an annual basis.

THE CODE OF PROFESSIONAL CONDUCT

I, as a trainee, 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 and to uphold Fundamental British Values. I understand that breaches of these expectations may lead to disciplinary action including my exclusion from the course and/or the inability of the SCITT to provide me with a supportive professional reference.

Health, Safety and Wellness

I am required to complete a health assessment with Corazon Health – Occupational Health Services and will comply with requirements for further discussion/examination as appropriate. I will provide all information accurately and honestly.

If I am unwell, I will email the SCITT Administrator by 8am on the day of absence that I will not be attending lectures /school.

I will also inform my mentor by email or phone, adhering to the placement school's absence and punctuality procedures. I will provide the SCITT with the necessary medical documentation from my medical practitioner if necessary.

If it becomes apparent that I am unfit to continue on the course, I understand it is a requirement to accurately and honestly complete a further health assessment form and, where necessary, comply with requirements for further discussion/examination and to pay any costs before I will be allowed to recommence my studies.

I will not take holidays during the course. I will adhere to the SCITT Attendance and Absence Policy.

I will attend for the duration of the course commencing with Familiarisation week in August to the end of the training programme in June. I will notify the 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 for lost learning opportunities. I will immediately inform the SCITT if I am suffering from an infectious disease such as Covid 19, 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 agree to adhere to the values and protocols established by the cohort at the beginning of the course. If I fail to do so, this will be reflected in a professional reference.

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 Health and Safety (Training for Employment) Regulations (1990) 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.

Behaviour and Professional Conduct

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 offences are directly related to my studies. I further undertake to inform the SCITT Director, without delay, should I be subject to a criminal investigation, 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 teaching profession is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and where appropriate Police Act 1997 (Criminal Records) Regulations 2002 and that the SCITT is entitled to know about my full criminal record history including cautions and convictions which otherwise would be considered “spent” unless such convictions or cautions are capable of being filtered from an enhanced DBS check.

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 Act (2003).

I understand that any DBS clearance obtained by the SCITT relates to my position as a trainee teacher on its course and does not guarantee that I will be cleared fit for future employment as a teacher.

It is my responsibility to obtain all overseas criminal record checks prior to the start of the course programme, including certified translations when required.

I will at all times treat children, colleagues, staff and any other members of the 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. If not, I am aware that this will be reflected in a professional reference, and I will be asked to report to the SCITT Director. When completing any type of evaluation, I will respond in a professional manner providing constructive criticism. I will not speak unprofessionally of any school or member of staff and, if reported to be doing so, this will be reflected in a professional reference, I will be asked to report to the SCITT Director and understand I will be placed on cause for concern.

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.

I understand that when visiting other schools, I am representing the SCITT and will be polite and courteous towards school staff and not do anything to bring the SCITT into disrepute. If I am unprofessional, this will be reflected in a professional reference.

I will declare the nature of any connection (current or previous) I have with partnership schools where I have a personal connection. I acknowledge that if I take on any other paid work whilst on the course my work commitments will not interfere with my ability to meet the requirements of the course.

I will inform the SCITT office of any changes to my address, email address or telephone number.

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 unless on planned and authorised school activity and 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 called the Designated Safeguarding Lead or similar but often 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 Legislation 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 at all times comply with the policies and procedures of the relevant school, the Provider and the Placement Provider in relation to data protection, personal data processing and personal data security. I will only process personal data for the purposes of the Course or as otherwise instructed by the Provider or the Placement Provider in accordance with their data protection policies and procedures.

Continued Professional Development

The content of the course meets the requirements of Qualified Teacher Status and (if relevant) the Postgraduate Certificate in Education awarded by Sheffield Hallam University. 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 all elements of the SCITT training programme and my school placements. I will be suitably prepared for training sessions and my school placements, ensuring I meet all submission deadlines. I will ensure that all records on the SCITT assessment platform are up to date as per the Handbook or as directed by SCITT or placement school staff. I will ensure that tasks and assignments are presented in the format as requested and on the due date. If not, I am aware that this will be reflected in a professional reference, and I will be asked to report to the SCITT Director. I will ensure that any areas identified for improvement following marking of work submitted are actioned in my next assessed piece of work. I will ensure that my lessons are well planned, lesson plans are submitted to the exemplified standard and on time, and resources selected challenge pupils to achieve their best. If not, I am aware that this will be reflected in a professional reference, and I will be asked to report to the SCITT Director.

I understand that attendance at all elements of the training programme is compulsory, and I will ensure that I arrive/log in on time and attend the full session. I undertake to follow the SCITT Attendance and Absence Policy, and I will complete a Leave of Absence form when required. I will ensure that I catch up on work missed through illness or other circumstances covered within the SCITT Attendance and 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 will switch my mobile phone off and not use it in training sessions or in the classroom unless directed by the facilitator. 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 SCITT and may be used as evidence when awarding qualifications or writing references. I will submit work in accordance with the instructions in the SCITT handbook. 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 understand that if I behave dishonestly during the assessment process (including plagiarism, the use of AI for academic assignments and formal assessments, 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. I will take due note of the SCITT policy pertaining to Academic Appeals, Assessment and Academic Misconduct.

THE INTERNET CODE OF CONDUCT

I, as a trainee, understand that the Internet is to be used in order to support the operations of the SCITT. I will ensure that I do not infringe any copyright restrictions on materials accessed or transmitted via the Internet.

I understand that I must:

- abide by the regulations of use as described fully in the Internet Code of Conduct and the Chorus Education Trust ICT Acceptable Use Policy;
- use the SCITT's, Sheffield Hallam University's and schools' computing facilities and information resources including hardware, software, networks and computer accounts, responsibly and appropriately;
- respect the rights of others and conduct myself in a manner that does not interfere with or cause offence to others and not engage in any activity which denies reasonable services to others or wastes staff effort in dealing with the consequences;
- adhere to the terms and conditions of all licence agreements relating to computing facilities which I use or have access to, including software, equipment, services, documentation and other goods;
- abide by the terms and conditions of the various operating policies issued and approved by the SCITT Director;
- comply with any published rules for their use when using networks and remote computing facilities;
- take every precaution to avoid damage to equipment;
- take all reasonable precautions to prevent the introduction of any virus, worm, Trojan horse or other harmful or nuisance program or file into any computing facility;
- be mindful of the risks of crime and report suspicious activities to the SCITT Director;
- use all consumables, including stationery, for the purpose for which they were supplied and as far as is reasonable possible minimise consumption;
- dispose of unwanted paper output to minimise fire risk;
- arrange back-up copies of my own work if required;
- ensure I start and terminate each session of use of computing facilities in accordance with published instructions;
- ensure that any material which relates to security, intelligence, defence or international relations is securely stored and is not displayed on the SCITT's computing facilities; ('Official Secrets Acts' 1911-1989);
- ensure that all published facts are accurate;
- ensure that opinions and views expressed electronically do not discredit their subjects in any way which could damage their reputation;

- obtain written approval from the SCITT Director if it is felt that material might be potentially defamatory before publishing or transmitting such material according to the 'Defamation Act' (2013).

I, as a trainee, understand I must not:

- cause any form of damage to the SCITT's or any school's computing facilities, nor to any of the accommodation or services associated with them. Smoking, eating or drinking in any trainee computing facility room is strictly forbidden;
- deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any computing facility, nor take deliberate action to circumvent any precautions taken or prescribed by the Provider to prevent this;
- delete or amend the programmes, data or data structures of other users without their permission;
- in my use of computing facilities exceed the terms of the Code or breach in any way the SCITT's academic or general regulations;
- download, store, create, display, print, produce, circulate or transmit (other than for properly supervised and lawful research purposes) offensive and/or harassing material in any form or medium, or material which is designed or likely to cause annoyance, inconvenience or needless anxiety (such as chain emails);
- make any material available externally, whether by transmission or by loading on externally accessible systems, that is liable to damage the reputation of the SCITT;
- post or share any damaging, offensive or inappropriate messages targeting pupils, school staff or the SCITT staff, tutors or other trainees on any social media or online platform. This includes but is not limited to, sites such as RateMyTeachers, MySpace, Facebook, X, Instagram, YouTube, LinkedIn, Tiktok, WhatsApp, Google+ and any other current or future social networks or communications platforms.
- alter access rights to file store directories or within Outlook/Exchange in such a way as to allow others to breach the Code of Conduct, or to circumvent access restrictions;
- interfere with the use by others of computing facilities nor remove nor interfere with output belonging to another user;
- create or transmit, or cause the transmission 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;
- create or transmit material with the intent to cause annoyance, inconvenience or needless anxiety;
- create or transmit material with the intent to defraud;
- create or transmit defamatory material;
- create or transmit material such that this infringes the copyright of another person;
- create or transmit unsolicited bulk or marketing material to users of networked facilities or services, save where that material is embedded within, or is otherwise part of, a service to which the user, the SCITT has chosen to subscribe.

THE SOCIAL MEDIA CODE OF CONDUCT

Social networking websites provide an opportunity for people to communicate en masse and share ideas regardless of geographic distance. Sites such as Facebook and X can serve as a learning tool where training materials, useful links and other advice are made easily accessible to trainees in a user-friendly and engaging way.

To ensure that all my social media accounts do not compromise my professional position, I will ensure that my privacy settings are set correctly (Friends only).

I will ensure that I remove any historical postings or comments which might bring myself, the SCITT and or the teaching profession into disrepute or are deemed unsuitable under Part 2 of the Teachers' Standards.

I understand I must not:

- accept friend requests from a person you believe to be either a parent or a pupil at any of my placement schools;
- make disparaging remarks about my school, colleagues, pupils, or support staff in schools, the SCITT or from Sheffield Hallam University in public updates and within private group areas of any social media accounts;
- discuss personal information about pupils or my placement school staff on social media.
- engage in behaviour that could be classed as bullying;
- share images or video of pupils on social media.

I understand I must:

- act in accordance with my placement school's Acceptable User Policy (AUP) and any specific guidance on the use of social networking sites;
- ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation;
- be careful not to share images or video content on social media that could be classed as inappropriate or unprofessional.

Any breach of this agreement will constitute a serious misconduct and will result in disciplinary action being taken.

I understand that abuse of the Internet facilities available to trainee teachers will be managed under the provisions of the SCITT's Disciplinary Policy and 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 Code of Conduct, i.e. the misconduct is deemed to be of such a nature that it fundamentally breaches the contractual relationship between me and the SCITT and in such situations; I will be dismissed without notice. Some circumstances could further lead to criminal proceedings being taken against me.

Consequences of failure to follow the Codes of Conduct

Action to be taken by the school and the SCITT

If a trainee fails to follow the Codes of Conduct while on placement, or if their professional or personal behaviour gives concern, the Headteacher of the school will follow normal procedures in relation to staff discipline. In extreme circumstances, inappropriate behaviour may result in immediate removal from the premises. On other occasions it may involve the issuing of a warning (formal or informal) by initiating the cause for concern procedure or advice about more appropriate professional behaviour. For example, their mentor may discuss targets for improvement in relation to professional conduct, which will be recorded alongside targets relating to teaching.

Serious breaches of the Codes of Conduct

In the case of a serious breach of the Codes of Conduct, the Headteacher will wish to remove a trainee from the placement.

If instructed to leave the premises by the Headteacher the trainee must do so immediately.

The school will immediately notify the SCITT of its intention to remove a trainee from the placement. The SCITT Director along with the Hub lead teacher will activate appropriate procedures. These may involve a panel or, in

cases where gross misconduct is suspected, the appropriate trainee Disciplinary Policy will be used. The trainee will be notified in writing of the procedures and of their right to representation and appeal.

What constitutes a breach of the Codes of Conduct?

This section lists actions, which constitute a serious breach of the Code of Professional Conduct, The Internet Code of Conduct, or The Social Media Code of Conduct. While they vary in severity, they are incompatible with professional conduct. Many of these actions will result in removal from the establishment and serious disciplinary consequences. Others will result in formal warnings and the calling of a Panel in order to address how the issues causing concern can be best resolved.

Some breaches of the code may not immediately result in a Panel being called. For example, school staff or tutors may wish to warn a trainee informally that some aspect of behaviour (such as timekeeping, attendance, or standard of dress) is not acceptable. A written record of informal warnings will be made, and targets will be set for improvement. In most cases, this will occur within the context of the weekly mentoring session.

Provided that such warnings are acted upon, and the trainee is seen to comply with the code of conduct such records will not be prejudicial to the trainee's progress on the course and they will not be taken into account in any reference. It is, however, necessary to maintain a written record, as evidence, should it become necessary to undertake an investigation and / or hearing at a later point. In these circumstances, behaviours which constitute a serious breach of the Code of Conduct will be highlighted in a professional reference.

In the case of the other incidents listed below the decision on whether to exclude rests with the Headteacher in the first instance (these will subsequently be referred to the Strategic Board for a final decision according to Disciplinary Policy and Procedures) and it is sensible to assume that exclusion is the likely outcome of such behaviour.

- Violent behaviour towards children (on or off school premises)**
- Sexual or inappropriate relationship with a pupil**
- Sexual offences against someone over the age of 16**
- Any offence involving serious violence**
- Drug trafficking and/or dealing**
- Taking recreational drugs (for example cannabis, ecstasy)**
- Taking hard drugs (e.g. heroin)**
- Being under the influence of alcohol and/or drugs on school/SCITT premises**
- Stealing school/ SCITT or university property or money or stealing from staff/trainees/pupils**
- Deception e.g. falsifying qualifications, medical declarations, failure to disclose past convictions**
- Acts of indecency**
- Violence towards animals**
- Falsifying pupil records
- Helping a pupil to cheat or gain exam advantage
- Drink/drug driving offences
- Harassing members of school staff, other trainees or SCITT staff
- Regular lateness
- Carrying out acts of plagiarism and collusion
- Regular unexplained or poorly justified absence
- Refusal to carry out duties
- Refusal to carry out reasonable instructions
- Inappropriate dress and/or appearance
- Making inappropriate remarks or using inappropriate language/behaviour to or about pupils, staff or others on school or university premises or through the use of social media (for example in contravention

of the equal opportunities, anti-discriminatory and anti-bullying policies of the school, Local Authority, the SCITT, the PGCE provider)

- Indiscriminate use of Artificial Intelligence which is hindering the development of fundamental teaching skills such as lesson planning
- Repeated refusal to act on advice.

Please note that the list refers to behaviours both on school/university premises and in other circumstances which includes social media. So, for example, if a Trainee is found to have falsified records in relation to their past qualifications while on a course leading to recommendation for Qualified Teacher Status, they will be excluded from the placement.

This list is not exhaustive and the fact that a behaviour or activity is not listed here does not imply that it is acceptable.

In addition to the above with the ever-increasing pressure on schools to demonstrate pupils are making progress in every lesson a Headteacher will hold the decision on whether to exclude a trainee if they have evidence that the pupils in the trainee's class have not made the necessary progress **over a 6-week teaching period**. Written evidence that the trainee has been fully guided and supported by the school will be kept by the mentor detailing the events over time.

** indicates behaviours which will result in automatic exclusion from school/the SCITT Course