

The SCITT Codes of Conduct

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

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

The Recruit acknowledges that the expectations for professional conduct outlined below apply during the Pre-Course Programme and prior to full enrolment. Any breach will be addressed under the SCITT Admissions Policy. Once enrolment is complete, breaches of the following Codes of Conduct will be handled under the SCITT Disciplinary Policy:

- The Code of Professional Conduct
- The Internet Code of Conduct
- The Social Media Code of Conduct

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

1. THE CODE OF PROFESSIONAL CONDUCT

I acknowledge that successful completion of this Course leads to admission to a professional body. Accordingly, I agree to:

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

I understand that any 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 Wellness

- Complete a health assessment with Corazon Health and comply with any follow-up requirements, providing accurate and honest information.
- Report illness by emailing the SCITT Administrator by **8:00 a.m.** on the day of absence and inform your mentor, following the placement school's absence procedures.
- Provide medical documentation if requested.
- If deemed unfit to continue, complete a further health assessment and meet any costs before recommencing studies.

- Do not take holidays during the course; adhere to the SCITT Attendance and Absence Policy.
- Attend for the full course duration (**17 August 2026 – 30 June 2027**) and notify SCITT promptly of any absence. Make up missed learning opportunities.
- Immediately report infectious diseases (e.g., COVID-19, chickenpox, measles, scarlet fever, rubella, impetigo, slapped cheek).
- Avoid disrupting teaching or jeopardising health and safety at the centre or in schools.
- Follow cohort values and protocols; failure may affect your professional reference.
- Comply with Section 7 of the **Health and Safety at Work Act 1974** and the **Health and Safety (Training for Employment) Regulations 1990**, taking reasonable care for your own safety and that of others, and cooperate fully with health and safety obligations.

Behaviour and Professional Conduct

- I will behave professionally at all times as a Recruit and a Trainee. Misconduct—including dishonesty, indecency, harassment, bullying, violence, or misuse of drugs/alcohol—will result in disciplinary action and may consider any criminal convictions, whether related to my studies or not.
- I will abide by the SCITT Policies (available on the SCITT websites and online platform). I understand that failure to follow SCITT policies can lead to formal disciplinary action.
- I will communicate appropriately at all times, respond to emails and requests for information promptly and complete documentation by agreed deadlines.
- I will immediately inform the SCITT Director of any criminal investigation, conviction, or caution after submitting my DBS application. I understand that such matters may lead to suspension or removal from the course.
- I acknowledge that teaching is exempt from the Rehabilitation of Offenders Act 1974 and related legislation, and the SCITT is entitled to my full criminal record, including spent convictions and cautions (unless filtered under DBS rules).
- I recognise my position of trust and compliance with the Sexual Offences Act 2003. DBS clearance applies only to this course and does not guarantee future employment.
- I will obtain all required Overseas Criminal Record Checks before the course starts.
- I will treat children, colleagues, and staff with respect, using professional and appropriate language. Unprofessional behaviour will affect my reference and may lead to a cause-for-concern process.
- I will maintain professional dress standards and represent the SCITT positively in all schools.
- I will declare any personal connections with partnership schools and ensure any paid work does not interfere with course requirements.
- I will keep the SCITT informed of any changes to my contact details.
- I will safeguard children by working in observable spaces, avoiding unnecessary physical contact, and reporting any safeguarding concerns to the school's Designated Safeguarding Lead.

- I will respect diversity and avoid prejudice in all interactions.
- I will maintain confidentiality and comply with Data Protection and Child Protection legislation. Personal data used for assignments will be anonymised and securely stored.
- I will only process personal data for course purposes and in line with SCITT and school policies. Photographs or digital images will only be taken under school policy.

Continued Professional Development

I understand that the course content meets the requirements for Qualified Teacher Status and, where applicable, the Postgraduate Certificate in Education awarded by Sheffield Hallam University.

I commit to:

- **Active Engagement:** Pursue studies diligently and take responsibility for my learning through punctual attendance at all SCITT training sessions and school placements.
- **Preparation & Deadlines:** Be fully prepared for training and placements, meet all submission deadlines, and present tasks in the required format.
- **Record Keeping:** Keep all records on the SCITT assessment platform up to date as per the Handbook or as directed by SCITT or placement staff.
- **Quality of Work:** Address feedback on assessed work in subsequent submissions and ensure lesson plans and resources meet required standards and deadlines.
- **Professional Standards:** Understand that failure to meet these expectations may affect references and require reporting to the SCITT Director.

I acknowledge that:

- **Attendance:** Attendance at all training elements is compulsory. I will arrive/log in on time, attend full sessions, not book appointments during placement or training events and follow the SCITT Attendance and Absence Policy, including completing Leave of Absence forms when required. Attendance records will be used for qualification decisions and references.
- **Conduct:** I will catch up on missed work, avoid leaving sessions without permission, keep mobile devices off unless directed, and sign in/out as required. Professional conduct and punctuality records will be used for qualification decisions and references.
- **Compliance:** I will submit work according to SCITT Handbook instructions and adhere to school policies on discipline, rewards, and punishment, noting that physical punishment is illegal.
- **Integrity:** Any dishonest behaviour—such as plagiarism, use of AI to generate assignments and against module specific guidance, falsifying attendance, or other misconduct—will result in disciplinary action and may lead to termination of training. I will comply with SCITT policies on Academic Appeals, Assessment, and Academic Misconduct.

2. INTERNET CODE OF CONDUCT

As a Trainee, I understand that Internet use must support SCITT operations and comply with copyright law.

I agree to:

- Follow the Internet Code of Conduct and the Chorus Education Trust ICT Acceptable Use Policy.
- Use SCITT, Sheffield Hallam University, and school computing facilities responsibly, including hardware, software, networks, and accounts.
- Respect others' rights and avoid any activity that causes offence, denies service, or wastes staff time.
- Comply with all licence agreements and operating policies for software, equipment, and services.
- Follow published rules for network and remote access.
- Take precautions to prevent damage to equipment and avoid introducing viruses or harmful programs.
- Report suspicious activity to the SCITT Director.
- Use consumables (e.g., stationery) responsibly and minimise waste.
- Dispose of paper securely and maintain backups of my work.
- Start and end sessions according to instructions.
- Secure any material related to security, defence, or international relations (Official Secrets Acts 1911–1989).
- Ensure published facts are accurate and opinions do not damage reputations.
- Obtain written approval before publishing potentially defamatory material (Defamation Act 2013).

I must not:

- Damage computing facilities or associated accommodation; smoking, eating, or drinking in computing rooms is prohibited.
- Introduce viruses or circumvent security measures.
- Delete or alter others' data without permission.
- Breach SCITT academic or general regulations.
- Download, create, or transmit offensive, harassing, or anxiety-inducing material (including chain emails).
- Publish material that could damage SCITT's reputation.
- Post offensive or damaging messages about pupils, staff, or trainees on social media platforms.
- Alter access rights or interfere with others' use of computing facilities.
- Create or transmit obscene, indecent, fraudulent, defamatory, or copyright-infringing material.
- Send unsolicited bulk or marketing emails unless part of an approved service.

3. SOCIAL MEDIA CODE OF CONDUCT

Social media can be a useful tool for sharing training materials and advice. However, Recruits and Trainees must maintain professionalism at all times.

I agree to:

- Set all social media accounts to **private (Friends only)**.
- Remove any past posts or comments that could bring me, the SCITT, or the teaching profession into disrepute or breach Part 2 of the Teachers' Standards.
- Follow my placement school's **Acceptable Use Policy (AUP)** and any specific guidance on social media.
- Ensure comments and images are not defamatory, inappropriate, or in breach of copyright.
- Avoid posting any content that could be considered unprofessional.

I must not:

- Accept friend requests from parents or pupils at placement schools.
- Make negative or disparaging remarks about schools, colleagues, pupils, SCITT staff, or Sheffield Hallam University.
- Share personal information about pupils or school staff.
- Engage in bullying or harassment online.
- Share images or videos of pupils on social media.
- Post damaging or offensive messages about pupils, staff, or trainees on any platform (e.g., Facebook, X, Instagram, TikTok, WhatsApp, LinkedIn).

Consequences of Breach:

- Any breach will be treated as **serious misconduct** under the SCITT's Disciplinary Policy.
- Misuse of Internet or social media may result in **dismissal without notice** and could lead to **criminal proceedings**.

Consequences of Failure to follow the SCITT Codes of Conduct

Action to be taken by school and the SCITT

If a Trainee fails to follow the Codes of Conduct or displays concerning behaviour during their placement, the Headteacher will apply normal staff discipline procedures.

If a Recruit or Trainee fails to follow the Codes of Conduct or displays concerning behaviour during training sessions, the Director will apply the SCITT disciplinary procedures in line with the SCITT Disciplinary Policy.

- **Inappropriate behaviour may result in:**
 - **Immediate removal from the premises** (in extreme cases).
 - **Formal or informal warnings** and targets for improvement recorded alongside teaching targets.
- Mentors, Hub lead teachers and the Course Leader may issue informal warnings for minor issues (e.g., timekeeping, attendance, dress). These will be documented but will not affect progress if improvements are made.

Serious Breaches

- Serious breaches will normally result in **removal from placement and /or training**
- If instructed to leave, the Recruit / Trainee must do so immediately.
- The school, Hub lead school or Course leader will notify the SCITT Director who will initiate disciplinary procedures, which may involve:
 - A formal panel.
 - Application of the SCITT Disciplinary Policy for gross misconduct.
- Recruits / Trainees will receive written notice of procedures and their right to representation and appeal.

Examples of Breaches

Breaches include (but are not limited to):

- **Automatic suspension from placement and training:**
 - Violence towards children.
 - Sexual or inappropriate relationships with pupils.
 - Sexual offences or serious violence.
 - Drug trafficking or use of hard drugs.
 - Being under the influence of alcohol/drugs on premises.
 - Theft, deception, or falsifying records.

- Acts of indecency or harassment.
- **Other serious misconduct which will initiate disciplinary procedures:**
 - Plagiarism or collusion.
 - Persistent lateness or absence.
 - Refusal to follow reasonable instructions.
 - Refusal to follow SCITT Policies and Procedures.
 - Poor communication including not responding to emails, not acknowledging requests for information and not actioning reminders to complete documentation.
 - Inappropriate dress or language.
 - Offensive behaviour in person or on social media.
 - Misuse of AI hindering teaching skill development and/or in breach of module-specific guidance published by the PGCE provider.
 - Repeated refusal to act on advice.

Breaches apply both on-site and online (including social media).

Note: This list is not exhaustive. Any behaviour incompatible with professional conduct as outlined in Part Two of the [Teachers' Standards](#) may lead to disciplinary action, exclusion from the course, and in some cases, criminal proceedings.