

NML SCITT Trainees Codes of Conduct

The National Modern Languages SCITT Trainee's Codes of Conduct

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

- 1) The Professional Code of Conduct
- 2) The Internet Code of Conduct
- 3) The Social Media Code of Conduct

If trainees do not abide with these codes of conduct, then **disciplinary procedures** will be started and will be noted in future references for employment or other activities.

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

1. THE PROFESSIONAL CODE OF 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 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 National Modern Languages SCITT to provide me with a supportive professional reference.

Health, Safety and Wellness

I am required to complete a health assessment form that will be forwarded to the Corazon Health – Occupational Health Services and where necessary comply with requirements for further discussion/examination as appropriate. I have completed a 'Fitness to Work' declaration accurately and honestly.

If I am unwell, I will inform the SCITT office by 8am that I will not be attending lectures /school by emailing jgarrow@nationalmodernlanguages.com.

I will also inform the placement school by email or phone, adhering to their absence and punctuality procedures. I will provide the National Modern Languages SCITT with the necessary medical documentation from my medical practitioner if absent from the course. 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 content of the Absence Policy.

I will attend for the duration of the course commencing 23rd August 2021 to 17th June 2022. I will notify The National Modern Languages 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 National Modern Languages 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.

It is my responsibility to obtain all Certificates of Good Conduct prior to the start of the course programme, including certified translations when required.

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 offence(s) are directly related to my studies. I further undertake to inform the SCITT 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 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 National Modern Languages 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 National Modern Languages SCITT relates to my position on its course and does not guarantee that I will be cleared fit for future employment as a teacher. Chorus Trust Recruitment of Ex-Offenders Policy is available for viewing and can be requested from the SCITT Director.

I will at all times treat children, colleagues, staff and any other members of the National Modern Languages 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 and 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 National Modern Languages SCITT and will be polite and courteous towards school staff and not do anything to bring the National Modern Languages 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 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 ensure I am suitably prepared for lectures and my school experience, ensuring I meet all submission deadlines in lectures and in schools. I will ensure that all records on the NML 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 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 professional development sessions is compulsory and I will ensure that I log 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 National Modern Languages SCITT 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 lectures 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 National Modern Languages SCITT and may be used as evidence when awarding qualifications or writing references. I will submit work in accordance with the instructions in The National Modern Languages 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 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.

2. 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 National Modern Languages 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
- Use the National Modern Languages 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
- When using networks and remote computing facilities comply with any published rules for their use
- 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 National Modern Languages 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 NML 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 National Modern Languages 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 National Modern Languages 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, inconvenient 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 National Modern Languages SCITT
- Post damaging or offensive messages attacking pupils, school staff or the National Modern Languages SCITT staff, tutors or other trainees on social networking sites such as

RateMyProfessors, MySpace, Facebook, YouTube, LinkedIn, Twitter, Google+ or any other website

- 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 National Modern Languages SCITT has chosen to subscribe.

3. 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 Twitter 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 your Facebook account does not compromise your professional position, please ensure that your privacy settings are set correctly (Friends only).

I understand I must not:

- Accept friend requests from a person you believe to be either a parent or a pupil at my placement school
- Make disparaging remarks about my school, colleagues, pupils, or support staff in schools, the National Modern Languages SCITT or from Sheffield Hallam University in public updates and within private group areas of Facebook
- 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 information technology (IT) policy 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 National Modern Languages 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 National Modern Languages SCITT's Disciplinary Code, i.e. the misconduct is deemed to be of such a nature that it fundamentally breaches the contractual relationship between me and the National Modern Languages SCITT and in such situations; I will be dismissed without notice. Some circumstances could further lead to criminal proceedings being taken against me.