

# Trainee and Apprentice Code of Conduct

**Last reviewed:** June 2023

**Next review date:** June 2024

All teachers are expected to demonstrate consistently high standards of personal and professional conduct. The following Code of Conduct outlines the expectations of all Trainees on the programme and is signed as part of the Trainee contract.

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 Partnership or Placement Provider to provide me with a supportive professional reference. I am required to complete a health and fitness to teach form 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, inappropriate contact (including through social media and the internet) with children of any school age (up to and including 18 years of age), 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 Partnership Manager, 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 (1974, amended in 2020) does not apply to the teaching profession and that I have a duty to disclose any convictions that would not otherwise be filtered by an enhanced DBS prior to starting the course. These convictions will be used by the Accounting Officer to determine whether I can take up my place on the course. 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 Tommy Flowers SCITT 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 Tommy Flowers 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 ensure that I do not force my personal views or beliefs on other colleagues, staff, parents and carers or children. I understand that I am a guest (tuition-fee Trainees only) in the Provider School, and that my placement at the School is always dependent on the Head

teacher's approval. I will accept my responsibility to ensure that children are treated with respect and free from abuse. In school, I will always work in a place which is accessible to others and in which I can be observed working. I will not take, agree to meet or make contact with 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 Placement School's Designated Safeguarding Lead. I will acquire an understanding of working with diversity, including gender, race and culture, in order to work with children, staff and parents and carers 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 GDPR 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 at all times ensure that any photographs or digital images are acquired under the terms of the policy of the Placement School. I will ensure that I maintain, in schools, a standard of dress and appearance that will be perceived as professional by such persons as I may encounter in the pursuit of my studies, in line with the Placement School's policies and expectations.

The content of the Course meets the requirements of Qualified Teacher Status and the Postgraduate Certificate in Education awarded by the University of Northumbria 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 Partnership Manager, 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 if reasonably possible. In the event I am unable to, I will discuss with the Partnership Manager and acknowledge the withdrawal and expulsion circumstances outlined in this agreement and the Handbook. I will immediately inform the Tommy Flowers SCITT and Placement Provider 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.

I understand that attendance at subject studies, professional studies and PGCE sessions is compulsory and I will ensure that I sign in to each session. I undertake to complete the appropriate absence forms and to make up work missed through illness or other circumstances covered within the Tommy Flowers SCITT's Absence Policy as outlined in the Handbook. I will be prepared for sessions to start promptly and ensure I have made adequate arrangements to be on time, not using traffic or transport 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 Tommy Flowers SCITT and may be used as evidence when awarding qualifications or writing

references. I will submit work in accordance with the instructions in the Handbook. I will ensure I know and maintain at all times the Placement School policy on control, rewards and behaviour, recognising that it is illegal to use physical means of punishment.

I will have due regard to the safety of pupils and colleagues 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 the Placement School 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 by The Tommy Flowers SCITT.