



Huddersfield Horizon SCITT

Code of Conduct Agreement

Next Full Partners Review due: November 2021

Reviewer: Emily Beach

Introduction

The Initial Teaching Training Programme is a professional course of training and education. All trainees are expected to conduct themselves at all times in an appropriate professional manner. Trainees are entitled to expect that their training mirrors the professional experience of a teacher and placement schools are entitled to expect that trainees will present and conduct themselves in a way that is consistent with the professional expectations of a teacher.

Behaviour and Attitude

As a trainee following an ITT programme at The Huddersfield Horizon SCITT, you are expected to demonstrate professionalism in relation to behaviour and attitude. In order to be recommended for the award of Qualified Teacher Status (QTS), you will be following a Teacher Training programme and therefore have to meet the Professional Attributes of the teacher standards.

For all aspects of the programme, whether at The Huddersfield Horizon SCITT or on placement, you will:

1. Demonstrate high standards of honesty and integrity.
2. Respect your fellow trainees and colleagues at The Huddersfield Horizon SCITT and at your placement schools.
3. When on placement, trainees are expected to show due regard for the ethos and values of the school and follow the policies, procedures and codes of practice and conduct within every placement, promoting equality, valuing diversity and safeguarding.
4. Demonstrate professional behaviour and relationships towards all trainees, tutors, staff and children in both formal and informal contexts.
5. Take responsibility for your own learning, ensuring a professional and accountable approach to all aspects of the programme.
6. Show an active willingness to engage, listen to and act on feedback and advice from mentors, visiting tutors, other staff in placement schools and The Huddersfield Horizon team.
7. Actively reflect on your learning and teaching experiences in order to target set, action plan, improve and achieve highly.
8. Participate and actively engage in the teaching and learning experience.
9. Ensure that the requirements of all elements of the programme are carried out in line with the guidance in the programme handbook.

Professional Responsibilities

You are required to:

1. Reflect a 100% attendance record at The Huddersfield Horizon SCITT and whilst on placement. You will follow the procedures for notifying absence which are clearly set out in the programme handbook and outlined by the Director on your induction.
2. Be punctual as required by the SCITT and placement schools.
3. Arrive at your placement by the time required each day.
4. Immediately notify the Tutor and Director of any issues/concerns that you have with your placement and the supervision of that placement.
5. Maintain an appropriate standard of dress and appearance whilst at core training and on placement.
6. Maintain a professional approach to all e communications including social networking.

7. Use the SCITT email system to communicate with tutors and staff in order to maintain an appropriate approach to e-safety and to comply with the SCITT's and placement ICT policies.

Breaches of the Professional Code of Conduct.

1. Minor breaches of the Code of Conduct, for example, standard of dress or punctuality will be dealt with initially by the mentor (placement) and tutor. An 'early alert' will be put into place to highlight concerns and put into place clear targets and strategies to address issues. Provided that a trainee meets the targets and complies with the code of conduct there will be no further consequences.
Failure to meet targets is likely to constitute a serious breach of the code of conduct and the procedure outlined in 2 and 3 below.
2. If a trainee continues to breach the Code of Conduct or commits a serious breach of the Code of Conduct they will be called to a meeting with the Tutor and Director of SCITT to discuss the issue and if deemed appropriate will be issued with a written warning.
3. Behaviour that is regarded as a grave breach of the Code of Conduct will normally result in a trainee's immediate removal from the school and serious disciplinary consequences. These consequences will invariably include an academic and professional review with the Director of SCITT.

Huddersfield Horizon SCITT Code of Conduct

I understand that successful completion of this Huddersfield Horizon School Centred Initial Teacher Training programme leads to admission to a professional body. I am required, during my training, 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 programme and/or the inability of The Huddersfield Horizon SCITT to provide me with a supportive professional reference.

I will 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 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. 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 will not undertake any inappropriate online activities that could cause embarrassment to myself and the SCITT programme.

I will at all times treat pupils, colleagues, staff and any other members of the SCITT Partnership 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 accept my responsibility to ensure that pupils 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, pupils outside school premises without another responsible adult present. I will not make unnecessary physical contact with pupils. I will report any suspicion that a child is being abused to the school's named Designated Safeguarding Officer (DSO) (usually member of the Senior Management Team). I will acquire an understanding of working with diversity, including gender, race and culture, in order to work with pupils, 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 Act. 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. Any personal information used in assignments or tasks will have all means of identifying the subject removed. I understand that I must not hold confidential information relating to pupils and the school on USB sticks, personal laptops or other portable devices.

I will ensure that I maintain, both on placement in schools and attending training sessions, a standard of dress that will be perceived as professional by such persons as I may encounter in the pursuit of my studies.

The content of the programme meets the requirements of Qualified Teacher Status and the opportunity of gaining a PGCE. I will pursue my studies with due diligence. I will take responsibility for my own learning through attendance at training sessions, school experience and teaching practices and through being suitably prepared for them. I will notify the SCITT administrator and placement

school, in accordance with the guidelines issued in the programme handbook 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 in order to meet the requirements of QTS. I will immediately inform the SCITT administrator if I am suffering from an infectious disease such as chicken pox, German measles (rubella), impetigo, measles, and scarlet fever and slapped cheek disease, (Parvovirus), swine flu or any other condition that might be deemed to affect my ability to take responsibility for the health and welfare of pupils and colleagues.

I will not disrupt the delivery of teaching or the learning experience of fellow trainees and will not jeopardise the health and safety of those involved both in the training sessions and in schools.

I will ensure I know and maintain at all times the school policy on behaviour management, 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.

Internet

I understand that the Internet is to be used in order to support the operations of the SCITT programme. I will ensure that I do not infringe any copyright restrictions on materials accessed or transmitted via the Internet. I will avoid deliberately accessing any material that might be considered offensive or inappropriate. This includes all racist and sexist information, together with any material that might be considered to be pornographic. It also includes sites promoting violence, offensive language and unlawful conduct. I understand that all use of the Internet in school is logged and that these logs are periodically inspected. I will report any accidental accessing of such material to course leader so that it may be noted and the fact recorded.

I will ensure that files downloaded from the Internet are checked for viruses before being used and ensure that appropriate action is taken if a virus is detected.

I will ensure that any use I make of email facilities will not contain illegal, lewd or offensive materials or language, or be used to send bulk emails apart from those which may be considered to be necessary to support my work as a trainee teacher. School email is not to be used for personal use.

I will ensure that I do not send emails or submit posts on social networking sites (such as Facebook) that are defamatory or libellous in nature and that could result in legal action being taken against me.

I understand that abuse of the Internet facilities available to trainee teachers will be investigated thoroughly by the SCITT's management team. Such abuse is viewed as a very serious violation of the SCITT's Disciplinary Code, i.e. the misconduct is deemed to be of such a nature that it fundamentally breaches the contractual relationship between you and the SCITT and in such situations you will be dismissed without notice. Some circumstances could further lead to criminal proceedings being taken against you.

Use of the portal and any Social Networking Page

The SCITT portal is predominantly an area for sharing course related information. Messages on the Social Networking Page should be sensitive towards other users and the tone, however informal, must

be professional. At no time should reference be made to schools, pupils or The Huddersfield Horizon SCITT on personal pages. Personal pages, Instagram accounts, Snapchat and other means of social media should have the highest privacy settings applied and should not be used to communicate with pupils.

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

Tuition Fee

The recommendation for QTS and PGCE will be withheld from any trainee who fails to honour all monetary debts or fails to return all equipment loaned to them by the SCITT or one of its partner schools.

I declare that I have received the programme handbook and expectation relating to behaviour and that I am conversant with the arrangements relating to the course that it contains, particularly in regard to discipline, assessment and appeals. By signing below I confirm that I accept the codes of conduct, terms and conditions set out above

Signed by trainee.....

Print name.....

Dated.....

Signed by Director

Print name.....

Dated.....