

## CODE OF CONDUCT

**As a Trainee on the Programme there are high expectations as to your conduct and professionalism. This Code of Conduct takes into account The Teachers' Standards, safeguarding legislation and guidance and other relevant laws, guidance and criterion.**

**Defined terms used in this Code of Conduct have the same meaning in the Trainee Teacher agreement, unless otherwise defined in this Code of Conduct.**

**YOU UNDERSTAND** that as successful completion of the Programme leads to admission to a professional body, you are required, during your training, to adhere to the expectations of conduct endorsed by the teaching profession, including but not limited to all expectations relating to confidentiality. You understand that breaches of these expectations and of this code of conduct may lead to disciplinary action, including but not limited to you being withdrawn from the Programme and/or the inability of the Colchester Teacher Training Consortium ("CTTC") to provide you with a supportive professional reference. I also understand that I am required to complete a health assessment form which will be forwarded to CTTC's Occupational Health Service and where necessary comply with requirements for further discussion/examination where appropriate.

You are expected to demonstrate consistently high standards of personal and professional conduct. The following statements set out the behaviour and attitudes which form part of the required standard for conduct:

- treat pupils with dignity, build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position having regard for the need to safeguard pupils' well-being, in accordance with all laws;
- show tolerance of and respect for the rights of others;
- do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law;
- have proper and professional regard for the ethos, policies and practices of the Provider and any Placement Provider in which you teach and train, and maintain high standards in your own attendance and punctuality; and
- have an understanding of, and always act within, the statutory frameworks which set out professional duties and responsibilities.

Any failure to meet the required standard of conduct is a breach of this Code of Conduct.

In addition to and without prejudice to the above, you must:

- be a positive role model;
- be professional in your relationships with mentors and all staff, respecting and valuing their role and expertise;
- take great care and use common sense and appropriateness in your use of social networking, always mindful of the reality and perception in regard to your position and reputation as a trainee teacher and the appropriate professional boundaries between yourself and pupils;

- make pupils your priority;
- promote the education of pupils;
- be open and honest;
- act with integrity at all times; and
- show respect to others.

**Failure to do so is a breach of this Code of Conduct.**

You have entered the teaching profession to work with children and young people and their education, care and safety will be your responsibility. There are a number of ways that you can ensure you fulfil this responsibility:

- treat all pupils without discrimination and with respect and fairness;
- if you hear, receive or otherwise personal and/or sensitive information about pupils, treat it as confidential, and only share the information as may be required by law, or under the policies and procedures of the Provider. In the event of conflict between policies and procedures of the Provider and the Placement Provider, the policies or procedures of the Provider shall prevail;
- be a role model for pupils in all you do and say; honesty and fairness are very important;
- concerning the procedures that are in place in all educational establishments to protect children and protected adults, it is your responsibility to know what these are and to ensure that you follow them at all times;
- work co-operatively within the educational community and respect the skills, expertise and contribution from all people involved in the education of pupils;
- treat everyone with whom you work and learn, fairly, respectfully and without discrimination;
- not make any comment about teachers and other professionals or staff within the educational community, either verbally, by electronic means or otherwise, which may undermine them professionally;
- be professional in your relationships with parents, guardians and carers, respecting and valuing their role in a pupil's learning experience;
- in all dealings with parents, guardians and carers, do not become involved in inappropriate discussions or divulge sensitive or confidential information about other pupils, staff or the educational establishment concerned;
- be professional in your relationships with mentors and school staff, respecting and valuing their role and expertise;
- be aware that your Initial Teacher Training (ITT) programme will involve a blend of academic study and practice based in educational establishments which aims to provide you with a set of skills, dispositions and behaviours that will become the basis upon which your professional practice is built. It is important that you begin to understand and reflect on this professionalism, and the fact that, as a Trainee, and in your teaching career, pupils will look to you as a role model;
- not engage in criminal behaviour of any kind, especially related to sex, dishonesty, firearms, misuse of drugs and violence against a person or property, serious public order or crimes of serious dishonesty;

- inform the Provider if you have been cautioned by the police or have committed a criminal act that might affect your suitability to enter the profession;
- have regard to your honesty and integrity in your studies;
- do not by any means or in any circumstances make, view or access illegal or inappropriate images and/or video of children or protected adults;
- be mindful that your professional reputation, together with your suitability and fitness to teach, is not judged exclusively upon your behaviours while out on placement, but also on your general good character;
- be aware of your personal conduct and ensure that your behaviour does not bring your professionalism into question. This would include, for example, drug and alcohol abuse, or inappropriate contact or relationships with young people of school age; and
- take great care and use common sense and appropriateness in your use of social networking, always mindful of the reality and perception in regard to your position and reputation as a trainee teacher and the appropriate professional boundaries between yourself and pupils.

**Any non-compliance with any of the above is a breach of this code of conduct.**

Without prejudice to the above, you will:

- at all times treat pupils, colleagues, staff and any other members of CTTC with due respect;
- use appropriate language at all times;
- always work in a place which is accessible to others and in which you can be observed working;
- not take or agree to meet pupils outside school premises without another responsible adult present;
- not make unnecessary physical contact with pupils;
- report any suspicion that a pupil is being abused in line with the policies and procedures of the Provider. In the event of conflict between the policies and procedures of the Provider and the Placement Provider, the policies and procedures of the Provider will prevail;
- acquire an understanding of working with diversity, including gender, sexuality, race and culture, in order to work with pupils, staff, guardians, carers and parents appropriately;
- be mindful of the difficulties some groups may face and ensure personal prejudices and stereotypical views do not influence your judgements and actions;
- ensure you report any intimidation, bullying, racist incident or flagrant disregard for health and safety that you might suffer or observe;
- ensure that you maintain a standard of dress that will be perceived as professional by such persons as you may encounter;
- pursue your studies relating to the Programme with due diligence, ensuring that you avail yourself of the educational opportunities made available;
- take responsibility for your own learning through attendance and prompt arrival to sessions on the Programme;

- take responsibility for your own health and wellbeing, avoiding risks that might jeopardise your ability to attend the course. Access to wellbeing support is available for all trainees for the duration of their training year.
- notify CTTC and your Placement Provider in accordance with the guidelines issued in the Course Handbook if you are to be absent from any part of the Programme, due to sickness or any other reason, and make up the lost learning opportunities in order to meet the requirements of Qualified Teaching Status;
- immediately inform the Consortium Director if you are suffering from an infectious disease such as chicken pox, respiratory infections (e.g. COVID-19 or any other coronavirus), German measles (rubella), impetigo, measles, scarlet fever and slapped cheek disease (Parvovirus), swine flu or any other condition that might be infectious and/or deemed to affect your ability to take responsibility for the health and welfare of students;
- not disrupt the delivery of teaching or the learning experience of fellow Trainees and not jeopardise the health and safety of those individuals;
- ensure you understand and maintain compliance at all times with all policies relating to pupil control, rewards and punishments, recognising that it is illegal to use physical means of punishment;
- not conduct or otherwise be involved in any inappropriate online activities that could cause embarrassment to yourself, the Provider or any Placement Provider;
- have due regard to the safety of pupils at all times and take reasonable care for the health and safety of yourself and anyone else who may be affected by your acts or omissions; and
- co-operate as much as necessary in full compliance with the obligations imposed by health and safety legislation.
- notify the Consortium Director of any additional employment

**Failure to do or comply with the above is a breach of this Code of Conduct.**

**Whilst the Provider will make all reasonable efforts to ensure that you have reasonable standards of skill, honesty and reliability, no liability will be accepted by the Provider for your breach of this Code of Conduct, nor any loss, damage or expense arising from your negligence, misconduct or incompetence unless it would be contrary to the law to exclude liability in any given circumstance.**

**In the event of a breach of this Code of Conduct or your unacceptable or negligent behaviour, the Provider will take appropriate action in accordance with legal requirements and its own policies, procedures and practice, informing the Strategic Leadership Group of the CTTC so that it can take appropriate action. The Provider does not provide personal accident or personal property insurance in respect of you or insurance for your use of your private vehicle – these are your responsibility.**

You undertake to inform the Consortium Director, without delay, should you be subject to a criminal conviction or caution after the submission of your application for a *Disclosure and Barring Service (DBS)* Check. You understand that a criminal conviction or caution may lead to your suspension or expulsion from some or all aspects of Programme and that in certain circumstances this may lead to the need for your studies to be extended. You recognise that in the course of your studies you will be placed in a position of trust and that as such you are subject to the requirements of the *Sexual Offences (Amendment) Act 2003*.

By signing this Code of Conduct you agree that failure to adhere to this Code of Conduct could lead to disciplinary action. During any disciplinary action, criminal convictions may be taken into account, whether or not the offence(s) are directly related to your studies.