



Prestolee SCITT Trainee Code of Conduct

This policy details standard of conduct expected of all trainees on the Prestolee SCITT programme. It is the SCITT's intention to establish a shared understanding of what is reasonable behaviour expected of a trainee as a professional.

1. Introduction

1.1 This code of conduct is to be applied to all trainees enrolled on the SCITT programme, and requires all to adhere to each element as listed below as a condition of their placement on the programme.

2. Equality

2.1 Prestolee SCITT is committed to securing equality of opportunity for staff and students alike and is keen to ensure that equality of opportunity underpins all policies, practices, procedures and actions.

3. Conduct whilst on the training programme

3.1 All trainees are hosted by partner schools, and must demonstrate the qualities of an outstanding trainee, acting in a professional manner at all times.

3.2 All trainees share responsibility for good working relationships in which positive attitudes, being supportive, friendly, courteous and communicating clearly are key ingredients. Prestolee SCITT reserves the right to withdraw a place on the programme if the professionalism of any trainee becomes a cause for concern.

3.3 Emotional consistency whilst on placement is a key essential attribute. Support is offered to all trainees throughout the year to help them maintain such consistency.

3.4 Trainees are required to comply with all management instructions that are deemed to be reasonable by Prestolee SCITT.

3.5 Trainees must not make malicious or false allegations against others.

3.6 Trainees must not use inappropriate language whilst at work or representing the SCITT.

3.7 Trainees should challenge or report any behaviour by fellow trainees, staff, students or other parties that may be perceived as threatening, aggressive or disruptive. Action may be taken, where appropriate and an investigation which could result in the termination of the placement.

4. Attendance and punctuality

4.1 Prestolee SCITT expects a high level of attendance and punctuality from all trainees. In order to gain QTS, you need to complete a minimum of 120 days in school.

4.2 Poor attendance or lateness causes serious operational problems in schools. The core day is defined by the host school's Attendance Policy so trainees are expected to actively seek out this policy at the start of placement.

4.3 Trainees should comply with the host school's procedures if they are absent due to sickness, or request special leave. When absent (planned and unplanned) it is the individual's responsibility to contact both their Classroom Mentor in their placement school and the Prestolee SCITT office, and outline work set for classes and/or update on what needs to be dealt with to meet agreed deadlines.

4.4 Trainees on placement are not expected to request leave at key times and ideally not in term time, such requests may be declined.

5. Dress

5.1 All trainees should maintain a high standard of personal hygiene and appropriate standards of dress, in order to present a professional image of the host school and of the SCITT, and to avoid giving offence to other teachers, students, or visitors.

5.2 All trainees should dress smartly at all times when at work. Shorts, jeans, beachwear-style clothing, leggings, cropped garments, mini-skirts, excessive make-up/jewellery, excessively high heels and trainers are not acceptable dress code for trainees at any time. It is recognised that there may be exceptions to this, due to the nature of the work and time of year, and clarification should be sought from an individual's Mentor. Prestolee SCITT reserves the right to send a trainee home if they believe they have not met these standards.

6. Personal Relationships

6.1 Trainees must ensure that in their own interests and the interests of the host school, they conduct themselves at all times in a professional manner towards students and others.

6.2 Safeguarding (formerly called Child Protection) is a core responsibility of **all staff**. Staff/trainee teachers must report suspicion of abuse where a member of the host school staff may be involved to the Principal, as detailed in the school Safeguarding Procedures.

7. Health and Safety

7.1 Prestolee SCITT expects all trainees to familiarise themselves with the host school's Health and Safety Policy and act in accordance with it.

7.2 Observe all safety rules and any applicable codes of safe working practice at all times.

7.3 Report any potential hazards within the host school environment in a timely manner.

8. Use resources responsibly, efficiently and effectively

8.1 All trainees should use the resources for which they have responsibility, or which they are able to access, efficiently and with care and with due regard to avoiding unnecessary costs and waste. Trainees should always seek "value for money".

9. Information Technology and E-communication

9.1 Trainees are expected to consider 'tone' in emails and endeavour at all times to be polite, courteous and where possible, brief. All should refrain from sarcasm and

unnecessary replies. Some host schools have email policies and rules about when emails can be sent during the working week, so please familiarise yourself with these rules on arrival.

9.2 Trainees shall not set up social media sites, post new, or reply to existing posts, on any form of social media that contravenes Prestolee SCITT or the host school. Although not exhaustive, students shall not use social media in a manner that may be considered as: i. Bullying or harassment ii. Professional misconduct iii. Bringing Prestolee SCITT or host school[s] into disrepute iv. Showing a lack of respect and/or reasonable consideration towards others.

9.3 Trainees must take care not to allow interactions on these websites to damage working relationships or reputations.

10. Confidentiality

10.1 Prestolee SCITT seeks to encourage a culture of openness aimed at ensuring that matters connected with the operation of the schools in our Partnership can be discussed frankly.

10.2 However, all information should be considered confidential and records of staff, students and others must not be divulged unless required by law, or expressly authorised by the individual concerned to do so.

10.3 Individuals should respect the confidentiality of colleagues and students and should take personal responsibility to avoid 'gossip'; and where appropriate seek the Mentor's advice should personal details of a colleague be shared freely by another or others.

11. Data Protection Act 1998

11.1 Prestolee SCITT is registered under the Data Protection Act. Trainees must comply with the eight data protection principles of good practice contained in the Act and will have training to further develop understanding. Failure to comply is a criminal offence. All should note that failure to comply will usually be investigated and may hinder the continuation of the course.

12. Criminal Convictions

12.1 All criminal convictions, official cautions or bindings-over must be declared prior to appointment on application. This includes motoring offences. Failure to disclose an offence may result in an offer of place being withdrawn or the training programme being terminated.

12.2 If a trainee is convicted of a criminal offence after starting the programme, they must inform their Lead Mentor, even if it does not directly relate to their work. Failure to do so may result in a termination of the placement. The Head of ITT will consider the nature of the offence and decide on the action to be taken, if any.

13. Change of Personal Details

13.1 It is the responsibility of the trainee to inform Prestolee SCITT of any change in their personal details. This should normally be in writing.

Failure to comply with this code of conduct may result in an investigation, and may affect your ability to continue with the course.