



RIPLEY ITT

Code of Conduct Policy

Originator F Ackroyd

Revised Sep 2023

Revised by F Ackroyd

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Ripley ITT
Ripley St Thomas CE Academy
Ashton Road
Lancaster
LA1 4RS

t. 01524 64496

e. ITT@ripley.lancs.sch.uk

Website: www.ripleyITT.co.uk

Code of Conduct Policy

Ripley ITT is a programme of professional, work-based learning. As such trainee teachers and teacher apprentices (referred to as trainees) must adhere to the following policies, processes and procedures alongside all policies and protocols of their placement/ employing schools. Trainees should also comply with the requirements of the Teachers' Standards relating to personal and professional conduct, specifically S8 and Part Two.

This code of conduct should be read in conjunction with all of the Ripley ITT policies. Nothing in this Code of Conduct is intended to form the basis of a contract between the Trainee and the SCITT and it may be amended at any time.

Attendance: trainees must follow the attendance policy as set out in the Programme Handbook and Attendance Policy and follow the procedures for reporting of absence at their placement school. Trainees are expected to attend all training days, which are compulsory, and will arrive promptly and stay for the full session times. They will sign in and out of training venues according to school procedures, will sign the attendance register and update their personal attendance tracker.

Punctuality: trainees must be punctual at school, including at the start of the day and for individual lessons. Punctuality is also expected on all SCITT training days.

Professional appearance and dress: presenting an appropriate professional image is very important in schools. Trainees are required to wear appropriate professional dress at all times on the programme and to follow the dress codes of their placement schools. Standards of dress should follow staff safeguarding protocols in not making trainees vulnerable to allegations or inappropriate attention from pupils. Issues of jewellery and tattoos should also be addressed in a professional manner and in line with school policies.

Safeguarding: trainees will be issued with a copy of the most up to date version of Keeping Children Safe in Education and trainees are expected to follow the advice and guidance within this document. They must follow the safeguarding policies and procedures of their placement schools and the SCITT's safeguarding policies and procedures and be responsible for knowing what this entails. This includes all Health and Safety policies and procedures and policies on e-safety, social media and data protection.

Confidentiality and data: trainees should follow the data protection (GDPR) policies of the SCITT and their placement schools. When submitting school documents for programme assignments and portfolios they should not include any details of pupils' names or photos of pupils. They should not discuss individual pupils by name with their peers during training sessions. Trainees are not permitted to take pen drives or personal laptops into schools or when attending SCITT training days. No audio or video recordings shall be permitted without the express and prior written permission of the SCITT Director. Any prohibited recordings may be treated as a serious disciplinary matter.

Behaviour towards fellow Trainees, staff, agents and other personnel connected to the Programme: trainees shall act with respect and consideration towards all people associated with the Programme. Trainees shall not behave in a disorderly, abusive, threatening, intimidating, indecent, slanderous, libelous, offensive, aggressive or violent manner (whether expressed through actions or the spoken or written word, including electronic means). Trainees shall not take away, misuse, deface or damage property belonging to a fellow student, member of staff, pupils or placement personnel.

Bringing the Programme into disrepute: trainees shall not exhibit any behaviour or engage in any activity, on or off school premises, which has the potential to damage or has damaged the good name of the SCITT Programme or school. This includes behaviours and activities on social media (see ICT, e-safety and social media policy)

Compliance with the law: Ripley ITT reserves the right to refer matters to the Police where a criminal act may have occurred. Suspension procedures may also apply in such cases. Trainees shall not engage in conduct which constitutes a criminal offence within the premises of the SCITT, at institutions where trainees are placed or visiting as part of their studies, or elsewhere. Trainees shall not invade, abuse or attempt to abuse the security, integrity or privacy of any files or confidential material (including those held within SCITT and school computer systems). Breaches of data protection may have to be reported to the ICO. Trainees are required to inform the SCITT Administrator, at the earliest opportunity, should there be a potential or actual change to their DBS status.

Health and Safety: trainees are expected to follow any health and safety guidance in place in school and SCITT settings.

Declaration:

1. I understand that as successful completion of this 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 and specified in the Teacher Standards. I understand that breaches of these expectations may lead to disciplinary action, which may ultimately result in exclusion from the programme and/or the inability of Ripley ITT to provide me with a supportive professional reference.
2. Any breaches of this Code of Conduct or any of the SCITT policies and procedures or any policies or procedures of placement schools may result in disciplinary action being taken by the SCITT including action under the Fitness to Practise policy, which may result in the termination of my training.
3. I understand that if I behave dishonestly during the admissions and/or assessment processes or in relation to attendance I will be subject to disciplinary action which may result in the termination of my training.
4. I have accessed copies of all Ripley ITT policies and I agree to abide by them at all times.
5. **Relating to Core Training Route Trainees and Assessment Only Candidates.** I understand that as soon as I attend the first day of the programme, I am liable for tuition fees as detailed in the Tuition Fee Policy.
6. I understand that successful completion of the programme and the recommendation for QTS are dependent upon my fully meeting the Teacher Standards, including part two – personal and professional conduct.

In signing this Code of Conduct Ripley ITT trainees are agreeing to abide by it and failure to do so may instigate disciplinary procedures.

I have read and agree to abide by the Ripley ITT Code of Conduct:

Name:

Signature.....Date:.....