

Teach SouthEast Code of Conduct

The Teach SouthEast Code of Conduct is based on Part Two of the Teachers' Standards. You will be asked to sign the Teach SouthEast Code of Conduct on starting the course. This is outlined below:

1. ATTENDANCE

- Teaching is unlike many other professions in that one's absence has a direct impact on the students we teach; if we are not there, they do not get the best deal. It is for this reason that we take attendance very seriously and have outlined in detail for you our attendance policy below.
- We pride ourselves on treating you in the same manner that we treat permanent members of teaching staff within the partnership. As such, we will not authorise any absences from Friday training sessions or school that are considered recreational or where the circumstances are not considered to be urgent or necessary. Therefore, if your request is denied please respect our decision. Please refer any queries to Rachel Davis for consideration (r.davis@sjb.surrey.sch.uk).
- It is your responsibility to be familiar with and adhere to your placement school's attendance policy, which will outline absence reporting procedures and how absence issues are appropriately dealt with. You must always notify your Mentor, Head of Department and your placement school's SCITT Lead, as well as Rachel Davis, of any school absence due to sickness and where there are other legitimate reasons that you have been given permission by Teach SouthEast for, give appropriate notice to the school and relevant people.
- In addition, you must also notify Rachel Davis if you are to be absent from any GPS training days due to sickness or other reasons.
- Please be aware that Rachel Davis will regularly review attendance levels both within your school placements and at GPS/Sussex University training and will conduct a 'Return to Training discussion' where appropriate which will be prompted by:
 - Absence on three separate occasions irrespective of length; or
 - A total of 5 days absence in a half term; or
 - Where there are concerns about a Trainee's absences; absence levels or absence patterns.

The aim of the discussion will be to establish reasons for absence and support your return to training. Whether the discussion is a short enquiry or a longer, more structured discussion (where appropriate with reference to the Cause for Concern documentation), it will be conducted in a private and sensitive manner.

- You should bear in mind that there is a DfE Requirement for the number of days that you should spend in school. Any prolonged absence, or accumulative sporadic absences, will jeopardise your progress and consequently your

chances of successfully completing the course. Therefore, a Cause for Concern may be initiated where deemed appropriate by Teach SouthEast Leadership or your school's SCITT Lead.

- It is expected that you will:
 - Take responsibility for your own learning through attendance at training sessions, subject tutorials and placement school experiences.
 - Make up any lost learning opportunities in order to meet the requirements of QTS.
 - Make alternative arrangements for the care of your children if they are ill.

2. DRESS

- At all times, you must wear business attire unless instructed otherwise. The dress code for your training days is business attire also i.e. suit (with tie and top button done up for men) or tailored knee-length dresses/skirts or trousers (not cropped) with a jacket. Please ensure you also wear formal shoes i.e. no toes on show.
- For security and safeguarding purposes, you must wear your Teach SouthEast lanyard and ID card to all your Friday training sessions including Subject Hubs in the afternoon.

3. BEHAVIOUR

- At all times, you are expected to behave in a manner appropriate to your position as a Trainee Teacher and we expect from you:
 - Honesty.
 - Respectfulness.
 - Integrity.
- At no time will we accept the following, which will result in you being asked to leave the course:
 - Intimidation.
 - Harassment.
 - Bullying of any kind.
- You are expected to report any of the above unacceptable behaviours or disregard for health and safety you might observe.
- Equally, if you ever feel subject to any of these behaviours then you must report this to Rachel Davis so that you can receive support and ensure the matter is resolved.
- After the submission of your application for DBS *Enhanced Disclosure* you must inform Rachel Davis (r.davis@sjb.surrey.sch.uk) and Janice Woods (j.woods@sjb.surrey.sch.uk) immediately should you be subject to anything that affects your suitability to teach. This includes any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of you or a member of your household that may render you disqualified from working with children.

4. RESPECT

- At all times, you are expected to:
- Treat children, parents, colleagues, and members of the Teach SouthEast team with respect and understanding, regardless of race, gender, culture, religion, sexual orientation or disability.
- Conduct yourself in a professional, honest, decent and courteous manner.
- Use language appropriate to the situation and people involved.
- Comply with the Data Protection Act. You may not disclose any confidential personal 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.

5. WORK ETHIC

- It is expected that you will:
 - Be suitably prepared for training sessions, subject tutorials, placement school experiences.
 - Ensure all documentation deadlines are met and completed to the required standard.
 - Complete all pre-session tasks and reading set for GPS and subject sessions.
 - Engage fully in all training sessions at Teach SouthEast and at school, ensuring that you are respectful of the person(s) leading them by:
 - Not using mobile phones.
 - Only talking with fellow Trainees when instructed.
 - Only using laptop/tablets for note taking, when appropriate.

6. PLAGIARISM

- The following are unacceptable and will result in you being put on a Cause for Concern:
 - Plagiarism.
 - Falsifying signatures.
 - Other forms of cheating.
- Those of you doing a PGCE with Sussex University must be aware that they too have their own plagiarism policy which must be adhered to over the duration of the course.

7. SAFEGUARDING

- Teach SouthEast and all of our partner schools are committed to safeguarding and promoting the welfare of children and expect all staff and Trainees to share in this commitment. As such all partner schools, as well as lead schools (SJB and Salesian) have a Child Protection Policy and procedures in place which will be shared with you upon joining the school. Training will also be given as you join the school.
 - If you have any concerns that a student is being abused or at risk of being abused (whether the child says anything or not) or have any concerns about the behaviour of any member of staff, you must report your concerns immediately to the Child Protection Liaison Officer (CPLO) or appropriate member of the Leadership Team at your placement school.
 - At all times remember confidentiality: you are not allowed to promise confidentiality to any student – you have to pass information on. However, we

always respect people's lives and information; therefore we only share with those who need to know.

- You are subject and must adhere to the requirements of the *Sexual Offences (Amendment) Act 2000* at all times.
- You must not undertake any inappropriate online activities that could cause embarrassment to yourself and the Teach SouthEast SCITT programme. Inappropriate activities include (but are not limited to):
 - Talking to or adding students as 'friends' on social networking sites.
 - Making online comments, which could be deemed in any way in bad taste or offensive.
 - Uploading images online, which could be deemed in any way in bad taste or offensive.
- You are strongly advised to:
 - Review your privacy settings on all social media sites.
 - Never use personal mobile phones to call or text students or parents. Always use school phones.
 - Never use a personal email address to email students or parents. Always use your school email address.

FAILURE TO MEET THE EXPECTATIONS OF CONDUCT

Breaches of these expectations may lead to disciplinary action including being placed on Cause for Concern (outlined in the Course Handbook), exclusion from the course and/or the inability of Teach SouthEast to provide you with a supportive professional reference.

Additionally, failure to comply with the expectations of the Code of Conduct will impact on Teach SouthEast's decision of your overall grading for the year.

I agree to abide by the Teach SouthEast Code of Conduct for the duration of the course, and understand that failure to do so may jeopardise my position on the course.

Trainee

signature:

_____ Date: _____