# Secondary PGCE Code of Professional Conduct

Trainee teachers are expected to work within a framework of legislation, statutory guidance and school policies. There is an emphasis on promoting equality of opportunity, challenging stereotypes, opposing prejudice and respecting individuals regardless of age, gender, disability, race, ethnicity, class, religion, marital status or sexual orientation. The Code covers school and University-based training.

Trainee teachers in the ITE secondary partnership are expected to:

1. Demonstrate respect for all staff employed by the school, Local Authority, University and external agencies.
2. Demonstrate respect for all children and young people.
3. Demonstrate respect for all parents and carers.
4. Demonstrate respect for other trainee teachers and students from other institutions.
5. Be a role model for children and young people and demonstrate the highest professional standards through appropriate personal values.
6. Carry out their duties in line with school policies. This will vary from school to school and as such trainees are required to be fully informed of the school’s expectations.
7. Comply with equal opportunities legislation and follow school policies in relation to safeguarding and protecting the welfare of children and young people.
8. Comply with all University policies, particularly in relation to equal opportunities and race relations policies.
9. Comply with health and safety legislation and policies when working in school and in the University.
10. Declare any disabilities to the school so that reasonable adjustments can be made to school-based training programmes.
11. Maintain appropriate professional boundaries with children, parents, carers and all staff working in the school.
12. Maintain good attendance (in University and in school).
13. Carry out procedures for notifying absence as stipulated in the school-based training handbook. Unauthorised absence may result in the termination of the placement.
14. Keep in daily contact with schools during initial absence and forward lesson planning to the school to cover planned teaching.
15. Obtain medical certification for absences exceeding seven working days.
16. Firstly seek the permission of the Professional Mentor and the Course Leader should absence be required for reasons other than illness.
17. Attend a progress review following periods of sickness and attend a meeting with the University Occupational Health department following extensive periods of illness.
18. Attend progress reviews.
19. Be punctual.
20. Maintain professional standards of dress and appearance in line with school policy –no jeans, no low cut tops or low waist lines, no unnecessary bare flesh, no long nails.
21. Demonstrate appropriate use of internet facilities in line with University and school policies.
22. Listen to and act on advice from mentors and University tutors.
23. Work effectively as part of teams and demonstrate a commitment to collaborative and co-operative working.
24. Reflect on and improve their practice.
25. Take responsibility for their own learning including self-evaluation, action planning and appropriate use of Professional Development time.
26. Keep all paper work relating to school placements up to date throughout the entire duration of the placement, including planning, evaluations, assessment and record keeping.
27. Respond to communications promptly.
28. Self-declare any cautions, convictions, reprimands and final warnings from the Police, irrespective of the nature of these.
29. Demonstrate appropriate professional behaviour towards children and young people in all formal and informal settings.
30. Demonstrate appropriate professional behaviour towards all staff, parents and carers.
31. Adhere to ethical codes of conduct in relation to Child Protection. Photographic images of children must not be taken. All mobile phones must be switched off in the classroom and on school premises.
32. Maintain confidentiality in relation to school resources, staff and children.
33. Ensure that any activity in one’s personal life does not bring the teaching profession or the ITE partnership into disrepute.
34. Ensure that social networking sites are used responsibly and usage does not bring either the school or University into disrepute. There must be no contact with children or parents via such sites.
35. Complete University evaluations of all aspects of the provision.
36. Maintain honesty at all times.
37. Comply with all elements of the Teachers’ Standards Part 2.

If a trainee teacher fails to follow the Code of Professional Conduct the Professional Mentor will contact the Course Leader. The issues will be investigated and the trainee teacher will be required to attend a progress review with professional colleagues from the ITE partnership. The trainee can bring a representative to this meeting. In extreme cases of inappropriate behaviour the Head Teacher (through the Professional Mentor) has the discretion to suspend the trainee from the school and in this situation the Course Leader should be immediately notified. The issues will be thoroughly investigated. In all cases of professional conduct the ITE partnership reserves the right to instigate the Fitness to Practise policy.

Please sign and date this form and return to your personal tutor. Keep a copy in your PDP file.

Declaration

I declare receipt of the Code of Professional Conduct. I accept the conditions stipulated in this Code. I agree to abide by these.

**Name:**

**Student Number:**

**Signature:**

Date: