



Gloucestershire Initial Teacher Education Partnership

***Code of Conduct for Trainee
Teachers***



Code of Conduct for Trainee Teachers

Introduction

As a trainee studying on an ITT programme you are expected to conduct yourself at all times in an appropriate professional manner.

You are entitled to expect high quality training and to be welcomed as a professional into your school placements. Schools are entitled to expect that you will present and conduct yourself in a way that is consistent with the professional expectations of a teacher. Your entitlements and responsibilities are set out in the GITEP Roles and Responsibilities document.

This code takes into account the Teachers' Standards in England, the Initial Teacher Training Criteria, and Safeguarding legislation. It sets out GITEP's expectations of you as you engage with our professional programme. During the registration process you sign a document in order to evidence and agree to abide by the behaviour, attitudes, responsibilities and agreements outlined to you both as a trainee and as a representative of GITEP.

Professional behaviours

- Trainees must maintain an appropriate standard of dress and personal appearance at work which promotes a positive and professional image. Clothing and footwear must be safe and clean and take account of health and safety considerations. Where placement schools have a specific dress code, trainees should adhere to this. Trainees are expected to attend all sessions, including Centre-Bases Studies and Subject Pathway sessions in professional dress as these sessions take place in schools.
- Trainees should commit to attend all aspects of training, including Centre-Based Studies, Subject Pathway sessions and school placements. Where trainees are unable to attend, they are required to refer to the GITEP Absence policy for the correct procedures.
- Trainees should be punctual to training sessions and school placements.
- Trainees must behave in an appropriate and professional way towards staff, children/students, parents/carers and any other adults in formal school placements or training settings, and in informal contexts.
- Trainees must not behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model. A relationship between a trainee and a child or young person is not a relationship between equals so trainees should maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others.



- Trainees should understand that behaviour such as dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol will lead to disciplinary action.
- Trainees must inform GITEP and their placement school if they contract an infectious disease such as chicken pox, German measles, impetigo, measles, scarlet fever or slapped cheek disease.

Professional responsibilities

- Where a trainee is unable to attend training, including a school placement, or wishes to request time off, they should refer to the Absence Policy for the correct procedures. If on a school placement, trainees should also refer to the Roles and Responsibilities document regarding their responsibilities for class teachers and providing cover materials.
- All trainees have a duty to keep children safe and promote their welfare.
 - Trainees are required to read Part One of Keeping Children Safe in Education as part of their pre-course tasks and complete the MS Form quiz to show they have read and understood the document.
 - Trainees are required to complete induction tasks at the start the first Parent School Placement and at the start of the Twin Placement which include accessing the school's safeguarding policy.
 - Trainees are required to complete Prevent Awareness training during the Induction Period.
- Trainees must handle confidential personal information in accordance with Data Protection law, Child Protection legislation and GDPR policies.
- An image of a child is personal data. Trainees should not make images of children without express permission from school staff who must have parental permission in advance.
- Communication between pupils and trainees, by whatever method, should take place within clear and explicit professional boundaries Trainees must not share any personal contact details including home/mobile phone number; home or personal e-mail address or social networking details with pupils. It is recommended that trainees ensure that all possible privacy settings are activated to prevent pupils from making contact on personal profiles and to prevent pupils from accessing photo albums or other personal information which may appear on social networking sites.
- Trainees are required to promote diversity, equality and inclusion as required by the Equality Act, 2010.
- Trainees must read the University of Bristol Handbook, taking particular note of the regulations relating to the PCGE and the requirements relating to Research Ethics.



- Trainees must make themselves aware of and follow the requirements of the policies and procedures of the placement schools they are training in. This includes knowing when and how to raise any concerns.
- Trainees must inform GITEP and their placement school of a criminal conviction or caution after the submission of the Enhanced DBS Disclosure.

Training responsibilities

- Trainees must take responsibility to engage professionally and positively in all aspects of the training programme including Centre-Based training, Intensive Training and Practice weeks, Subject Pathway sessions, School-Based Professional Studies, Mentor meetings, and visits.
- Trainees must complete training activities to deadline, including pre-course tasks, induction tasks, preparing for mentor meetings, preparing evidence bundles, completing PGCE assignments, and completing end of placement reflection tasks.
- Trainees must keep logbooks up to date, ensuring they are signed each week and be proactive when setting weekly SMART targets.
- Trainees should keep a well-organised teaching file to support the evidence bundles, PGCE assignments and to demonstrate they have met the ITT criteria.
- Trainees should show an active willingness to engage with, listen to and act on feedback and advice from Subject Mentors, Professional Leads, Subject Leads, Course Leaders and trainers across the partnership.
- Trainees should actively reflect on their learning and teaching experiences in order to target set, action plan, improve, achieve and attain highly.
- Trainees should check TEAMS and emails regularly to ensure regular and effective communication with GITEP.
- Trainees are responsible for uploading documents to TEAMS, including timetables, induction tasks, and evidence bundles.
- Trainees should engage with the full range of feedback mechanisms, including surveys, consultations and focus groups.
- Trainees should take photo-ID when visiting schools and when starting at a placement school, and if requested, their DBS certificate.
- Trainees should inform the Course Administrator of any changes to personal details.
- Trainees must inform Course Leaders immediately of any issue that arises that may affect suitability to teach.



Trainee wellbeing and support

- Trainees should take responsibility for managing the demands of the profession by looking after their personal well-being and actively developing resilience strategies.
- Trainees should familiarise themselves with the trainee support and safeguarding materials available on TEAMS.

Suspension or termination of place

If a trainee is judged not to be making sufficient progress against the curriculum strands, and therefore might be at risk of not meeting the teachers' standards by the end of the course and not able to gain QTS, an additional individualised package of support will be put in place in order to support the trainee to make better progress as detailed in our Trainee Support Policy and Trainee Support Handbook. This will be in the form of a Support Plan, Action Plan or Personal Support Plan.

Trainees on a Support Plan, or Action Plan, must ensure they complete all targets set and by the deadlines agreed and must realise that failure to do this will put the trainee at risk of not meeting the teachers' standards by the end of the course and not able to gain QTS status.

If the trainee does not respond to this support package sufficiently to be judged to meet the standards by the end of the course, or that the placement school is no longer willing to host the trainee due to their lack of progress, then the trainee's placement may be terminated.

If a trainee withdraws from the course, they will be liable for fees in accordance with the GITEP Tuition Fee and Bursary Policy.

Document history

Review Date	Made by	Approved by	Approval Date	Next review
Created: June 2023	KLF	RR	June 2023	June 2024