



Code of Conduct

Policy Monitoring, Evaluation and Review

This policy will be monitored and reviewed by the LSS Partnership Group.

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Author:	Kate O'Shaughnessy, Director of Leicestershire Secondary SCITT
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Code of Conduct

1. Introduction

Leicestershire Secondary SCITT (LSS) has designed its programme to create teachers who:

- are leaders in the classroom and (eventually) beyond
- are excellent subject leaders and members of subject communities
- are research-informed professionals
- reflect on their teaching in order to continue to improve and thrive
- have the resilience to remain in the classroom
- are a positive impact on the teacher community

As a SCITT we recognise that we are offering trainees an *initial* year of teacher education. We have designed our programme and curriculum to reflect that trainees are novices to teaching, but also with the ambition to create a model of professional learning that will remain with them throughout their careers, and see them through to becoming experts. This is rooted in our research-informed approach.

Our course leads to the award of QTS accredited by the Leicestershire Secondary SCITT, and the award of a Postgraduate Certificate in Education, accredited by the University of Leicester. As this is a professional qualification it is expected that trainees demonstrate consistently high standards of personal and professional conduct that is consistent with Teachers' Standards, Initial Teaching Training Criteria (ITT CCF), Disclosure and Barring Services legislation and Safeguarding legislation.

Partnership schools may have their own codes of conduct and trainees should adhere to these in addition to this policy.

2. Purpose and Scope

The aim of this code is to promote effective, well-informed and accountable practices. Public service values are at the heart of the education service. High standards of personal and corporate conduct and the recognition that students come first are a requirement for all LSS trainees.

All LSS trainees working with children are required to adhere to this code. It is essential that LSS trainees enrolled on all courses conduct themselves professionally. This code outlines expectations set for each trainee. 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.

LSS recognises the right of all trainees to have a private life outside of work and this Policy is not intended to limit or restrict trainees' choices outside of working time. However, trainees are reminded not to engage in behaviour in or outside LSS which might bring the LSS into disrepute. Such breaches of this policy will be addressed by invoking the Disciplinary Policy and the most serious cases may result in dismissal from the LSS programme.

The Teacher Standards clearly set out the expectations of teachers, both in relation to their teaching and personal conduct. These standards apply to all LSS trainee teachers and should be read in conjunction with this policy.

3. Roles and Responsibilities

The **LSS Partnership Group** will review this code annually, ensuring that it reflects the national and local requirements (e.g. Teacher Standards and the vision and values of partnership schools).

The **Director of LSS** is responsible for ensuring that trainees are treated fairly and consistently in the application of the Code of Conduct.

The **Director of LSS** is responsible for overseeing the introduction, implementation, monitoring and review of this document and will report to the Partnership Group as required. The Mead Educational Trust (TMET) Human Resources department will provide advice, guidance and support in the implementation and application of this document.

LSS managers and leaders are expected to read and uphold this code, tackling minor breaches and infringements swiftly and effectively, whilst seeking support and guidance when managing more serious allegations. Managers and leaders are expected to act as positive role models, ensuring their own behaviours align to the values of TMET and LSS.

All LSS trainees are expected to familiarise themselves with this code, aligning their behaviours with the code and the values of LSS and the school, whilst also ensuring they don't place their own reputation and that of the school of LSS at risk outside of work. All trainees are expected to aspire to perform at their best and adhere to the Code of Conduct. The Partnership Group believes that staff are responsible for their actions. It is the responsibility of trainee teachers to read the Code. The Director of LSS is responsible for making the Code available to trainees. If any of the provisions contained within this code, related codes of practice or any other policies are not fully understood trainees must, in their own interests, seek clarification from the Director of LSS.

4. Equality and Diversity

Leicestershire Secondary SCITT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation (e.g. the Equality Act 2010).
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

LSS 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. We require that all trainees notify the LSS SCITT of any concerns related to inequality.

For more information on equality and diversity SCITT trainees can refer to the Diversity and Equality policy. For information on how to raise a concern in relation to discrimination and/or harassment trainees should read the LSS Whistleblowing policy and/or LSS Grievance policy.

5. Principles

LSS and our partner schools expect the highest standards of behaviour from our trainees. Trainees must not put themselves in a position where their honesty or integrity could be called into question.

Trainees are expected to maintain high standards of ethics and behaviour, within and outside work by:

- Developing good working relationships in which positive attitudes, being supportive, friendly, courteous and communicating clearly are key ingredients.
- Adhering to the LSS and placement schools' policies and procedures. This includes safeguarding of pupils and professional conduct that doesn't result in others feeling bullied and/or harassed.
- Acting professionally at all times, welcoming diversity and difference.
- Maintaining high standards in their own attendance, performance and punctuality.
- Familiarising themselves with the legal and statutory requirements and responsibilities that relate to working in a school.

All trainees are expected to treat pupils and other staff fairly, with respect, taking their knowledge, views and opinions and feelings seriously, valuing diversity, difference and individuality. They model the characteristics they are trying to inspire in young people, including enthusiasm for learning, a spirit of intellectual inquiry, honesty, tolerance, social responsibility, patience and a genuine concern for others.

Trainees should work collaboratively, understanding and respecting the roles and standards of other colleagues. They should be keen to learn from others' effective practice and be ready to share their own knowledge and expertise. They respect pupil and colleague's confidentiality wherever appropriate.

Trainees should be aware that certain circumstances in their private and personal lives may impact upon their training and their suitability to work with children and young people. Trainees should be aware that this will include information that they may place on social networking sites (or is placed about them by others). Trainees are advised to follow professional codes of conduct at all times, such as the Teacher Standards. They should not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.

6. Confidentiality

The LSS Partnership Group regards all matters relating to the conduct of individual trainees as confidential. When such confidential matters are discussed in school or at LSS meetings they are recorded in a confidential section of the minutes and information is shared on a need-to-know basis, in line with data protection requirements.

All those who have access to confidential information should take particular care not to breach confidentiality inadvertently, for example through:

1. Discussing confidential information with family and friends, especially if this allows individuals to be identified.
2. Talking about confidential information where it can be overheard.

3. Working on confidential information in places where it might be seen.
4. Sharing information without checking whether it is confidential – in particular where there are issues within a family.

All trainees are likely at some point to witness actions which need to be handled confidentially, for example, where a pupil is bullied by another pupil (or by a member of staff), which needs to be reported and dealt with in accordance with the appropriate Trust, school or academy procedure. It must not be discussed outside the SCITT, including with the pupil's parent or carer, nor with staff except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, trainees have an obligation to share with their manager or the academy's designated safeguarding lead any information which gives rise to concern about the safety or welfare of a pupil. Trainees must never promise a pupil that they will not act on information that they are told by the pupil.

When discussing sensitive issues relating to a pupil or other member of staff, trainees should be aware of their surroundings. Conversations of this nature should not be held in public areas of the Trust, the wider community or where there is a risk of being overheard.

7. Public Duty, Private Interest

7.1. General

A trainee's school duties and private interests must not conflict. Trainees must declare any private interests relating to their school duties. This may include, but is not limited to, membership of organisations which would be generally considered to conflict with their school duties. LSS's Safeguarding Policy outlines the principles and values underpinning the expectations of the Trust for preventing and responding to extremism.

Trainees must not behave in a way that could place students, their colleagues or themselves at risk, and must have regard to the duty of care described in the LSS and placement schools' Health and Safety policies, acting in accordance with safe systems of work and codes of practice.

7.2. Fraud and Theft

LSS managers and leaders acknowledge the responsibility they have for the administration of public funds and emphasise to the public, trainees and staff the importance placed on probity, financial control, selflessness and honest administration. They are also committed to the fight against fraud, whether perpetrated by trainees, staff, contractors or the public. LSS trainees must not use their position to obtain gain for themselves, business associates, friends or family either directly or indirectly.

Trainees must use public funds responsibly and lawfully. They must work to ensure that LSS and its schools use their resources prudently and within the law and that the local community gets value for money.

Defrauding and stealing (or attempting to do so) from LSS, a partner school or any person/organisation in any way will not be tolerated.

LSS's Partnership Group requires trainees to report genuine concerns relating to potential fraud, theft or unethical behaviour to the Director of LSS, HR, LSS Partnership Board or TMET CEO. Further details are contained in the Whistle-blowing policy.

It is acknowledged that trainees may not find it easy to 'blow the whistle' or report irregularities and the LSS Partnership Group members will give them full support in raising such concerns. Every effort will be made to respect a trainees' request for anonymity. However, trainees are expected to demonstrate accountability and to co-operate fully with any scrutiny appropriate to their position.

7.3. Financial Inducements, Gifts and Hospitality

On no account must a trainee accept a financial payment or other inducement from any person, body or organisation (e.g. contractors, developers, consultants). Trainees must not accept any fee, gift, loan or reward whatsoever, other than his/her proper remuneration.

Where a fee is paid by an external body for work undertaken by a LSS trainee in the course of their training programme (for example, speaking at a conference) this should be treated as a payment to LS, not the individual trainee.

As a general rule, trainees must refuse any gift or hospitality offered to them or their family that may be perceived to influence their judgement.

Exceptions are gifts of negligible value that are usually given to a wide range of people (e.g. pens, diaries, calendars) and small gifts from children.

Offers of significant hospitality must only be accepted when proper written authorisation has been received from the Director of LSS or Chair of the Partnership Board (on behalf of the Chair of TMET Executive Board).

There is an expectation that in addition to declaring those gifts received trainees will also declare those which have been correctly refused.

7.4. Employee Declarations of Financial and Other Interests

All trainees have a statutory duty to declare any financial or other interest in any existing or proposed contract or an interest in, or association with, any organisation, services, activity or person that may cause a direct or indirect conflict of interest with their contract of training with LSS. Private interests preclude trainees from participation in any such activities. All trainees must abide by these regulations. Trainees with a conflict of interest must notify the Director of LSS or CEO in writing. That person will then make alternative arrangements so that a trainee is not involved, so that undue influence or bias to the trainee's advantage is prevented.

Where a trainee makes representations, or applies for services in which they have significant interest by virtue of their training position, on behalf of a relative, colleague, friend or some other person with whom they have a close relationship, they must declare a person interest.

Trainees must be aware, at all times, that members of the public expect the highest standards of fairness and equality to be upheld in the administration of services regardless of recipient. They have a responsibility to ensure that they conduct themselves in a manner which does not bring into question either their integrity or their motivation. At no time should they attempt to exert any pressure to obtain services because of their position or to access services other than through those

channels available to members of the public. It is for these reasons they should ensure that personal interests are declared.

Trainees must, where there is a potential conflict of interest, seek advice from either the HR department, the Director of LSS or the CEO as to the course of action they should take.

The Director of LSS and the CEO are responsible for monitoring of trainees' activities in accordance with the provisions/declarations of this Code and any related codes of practice. Any such monitoring will comply with the relevant legislation such as the Regulatory and Investigatory Powers Act, the Data Protection Act and the Human Rights Act.

8. Additional Work

Any additional work (including voluntary work) undertaken must not conflict with LSS or partnership schools' interests or bring them into disrepute. It must not interfere with the proper performance of a trainees' duties, and should only be undertaken outside the school day. In such a case, it is the responsibility of the individual to ensure they meet with all the appropriate taxation, insurance and Working Time Regulations associated with being self-employed/an employee of another organisation. Trainees are expected to declare any other paid or voluntary work with the Director of LSS.

While it is appreciated and understood that much good practice within education comes from sharing experiences and expertise, LSS and its partner schools reserve the right to intellectual copyright over materials, research and innovative practices, which have been developed in conjunction with or as a result of training with LSS.

9. Communications with the Media

All media liaison relating to LSS, TMET and school activities is handled by Heads of School, Executive Principals or the CEO. If a trainee has ideas for positive stories about LSS or partner school activities or is approached by a journalist they must refer to the Head of School, Director of LSS, Executive Principal or CEO before any information is given verbally, via email or in writing.

Where a trainee is writing material for publication which refers specifically to LSS or a partner school (e.g. articles in professional journals) the trainee should notify his or her Head of School, Director of LSS, Executive Principal or the CEO prior to publication.

Trainees should be mindful that placing information into the public domain through social media such as (but not limited to) Facebook, Twitter and LinkedIn in relation to LSS, their school or their work and training in general would constitute communications with the media.

10. Balanced Approach

Trainees must not allow their personal or political beliefs or opinions to interfere with their work.

Whilst engaged in LSS or school business, trainees must not wear or display items that might bring LSS or its partner schools into disrepute or conflict with their work.

11. The Community

Trainees must always remember their responsibilities to the users of LSS and its partner schools and the community they serve.

Trainees are expected to be as open as possible about their actions and the work of LSS and its partner schools, notwithstanding the needs of confidentiality.

Trainees must always act in a way that preserves public confidence in LSS and its partner schools.

Trainees have a duty at all times to uphold the law and relevant guidance bearing in mind the public's trust placed in LSS and school staff.

The LSS Partnership Group will not tolerate a trainee's physical or emotional abuse, harassment, discrimination, victimisation or bullying of staff, pupils, governors, parents/carers, contractors or other members of the public. Such actions may be deemed to be misconduct or gross misconduct and may result in disciplinary action including dismissal from the LSS training programmes. Trainees must comply at all times with any additional policies issued by LSS or individual schools in relation to dignity at work (including harassment, discrimination, victimisation and bullying).

12. Safeguarding and Child Protection

All trainees are expected to ensure the safeguarding of children and are required to:

- Work and behave safely and responsibly at all times, fulfilling their duty of care and ensuring they do not abuse their position of trust in any way, reviewing and reflecting on their own practice and behaviours.
- Understand that it is professionally and morally unacceptable to breach safeguarding policies and procedures.
- Access appropriate training, support and advice as required, including the completion of safeguarding and child protection training as required.
- Respond to any concerns about a child's wellbeing in line with the school Child Protection policy.
- Respond in the same way to concerns that involve the behaviour of other adults in the school by following the LSS Whistleblowing policy alongside the statutory guidance, 'Keeping Children Safe in Education.'
- Understand that it is professionally, morally and in some cases legally unacceptable not to carry out these responsibilities and failure to do so could result in disciplinary action.
- Be aware of current Teachers' Standards.
- If at any time a trainee is concerned that an action or comment that they have made may be misinterpreted or that a child behaves or makes a comment in a way that causes the trainee concern in this respect, the trainee should log their concerns immediately with the appropriate senior member of staff, such as the Designated Safeguarding Lead (DSL).
- Always maintain appropriate professional boundaries consistently with all pupils regardless of their age, and trainees must not discuss or disclose personal details about their relationships or family life.

Trainees need to be aware that they hold a position of power over young people and this power must not be used:

- To intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- To form or promote relationships which are of a sexual nature, or which may become so
- To promote their own religious, political or philosophical beliefs

Through our policies, procedures, training and guidance we wish to ensure that we can:

- Help all trainees establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
- Help trainees to work safely to protect pupils and themselves
- Ensure that all trainees are aware of what is regarded as appropriate or inappropriate conduct and practice

Trainees must remain vigilant and recognise the dangers which may arise from private interviews with individual pupils. Where possible, interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people.

13. Physical Contact With Children

There are occasions where it may be appropriate for a trainee to have some physical contact with a child in line with care plans, but trainees need to be aware that it is crucial that in all circumstances trainees should only touch students in ways which are appropriate to their professional standards, alongside their roles and responsibilities.

14. Sexual Contact with Children and Young People

All trainees need to ensure that they:

- Do not have a sexual relationship with any student of any age.
- Do not have any form of communication (verbal, non-verbal or electronic) with a child or young person which could be interpreted as sexually suggestive or provocative
- Do not make sexual remarks to, or about, a child or young person
- Do not discuss your own sexual relationships, experiences or preferences with or in the presence of children or young people.

15. Professional Behaviour and Relationships

Trainees must ensure that their behaviours do not breach the LSS Code of Conduct, professional standards or safeguarding policies. All trainees are expected to behave in a professional way that is not offensive to others and that cannot be deemed as bullying or harassment. Trainees must treat colleagues and others with respect and positive regard at all times. Slurs and offensive banter will not be tolerated. Trainees must not publicly criticise colleagues in front of parents, students or other

members of staff. They must respect the skills, expertise and contribution each member of staff makes and all trainees are expected to make efforts to build productive working relationships with others in the interest of the students. Trainees must support LSS and its partner schools as a community, recognising that even outside of work they should not publicly criticise LSS and its partner schools and to do so could be viewed as a breach of contract. Professionalism involves using judgement in order to make the right decisions. LSS's policies and procedures provide trainees with additional guidance, advice and clarity.

16. Social Media and Emails

Trainees should ensure their Facebook and other social media accounts do not compromise their professional position and they should ensure that their privacy settings are set correctly.

Trainees must not under any circumstances accept friend requests from a person they believe to be either a parent or a student at a school within the LSS partnership. The exceptions to this are as follows:

- If a trainee's own child(ren) attend a LSS partnership school
- If close friends have children at a LSS partnership school or are employed by a LSS partnership school
- If the trainee is part of a social group that may include students and/or their parents (e.g. music/drama/sport)

In these circumstances it is accepted that communication can take place and images of their own children and their friends when at parties or such similar personal events may be posted. Care should be taken to ensure the suitability of the images and to use appropriate security settings. If in any doubt trainees should discuss with the Director of LSS. Images must not be posted in relation to LSS or any partner school.

Trainees must not make disparaging remarks about LSS, their partnership school, mentors, tutors or colleagues. They must act in accordance with this policy and any specific guidance on the use of social networking sites. Trainees are encouraged to think about any photos they may appear in and on Facebook or similar sites they may wish to 'untag' themselves from. If a trainee finds inappropriate references to themselves and/or images of them posted by a 'friend' online they are encouraged to contact them and the site to have the material removed. Trainees are reminded that parents and students may access their social media profiles and could, if they find the information and/or images it contains offensive, complain to the partner school or LSS.

When using social media either at school or in their own personal time trainees must not:

- make defamatory statements about LSS its schools or its employees
- post messages that are unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually orientated or racially offensive
- post content copied from elsewhere for which the user does not own the copyright
- post the same message, or a very similar message, more than once (also called 'spamming')
- publicise their own or anyone else's personal information such as contact details
- advertise products or services

- impersonate someone else

When using email trainees must ensure communication meets professional standards for communication. They must use their LSS or school emails to contact and respond to LSS, mentors, tutors, parent/carers and colleagues. Trainees must not contact individual students via email or respond to emails from students, unless at the express permission and observing placement school policies. Trainees must regularly check their LSS email for contact and updates from LSS and respond as required.

17. Dress and Personal Appearance

All trainees are ambassadors for LSS and its partner schools. As such they must maintain a standard of dress and appearance that is appropriate or required for the workplace and to the work being undertaken. Trainees must be clean and tidy and ensure good personal hygiene. Where particular clothing is provided for health, safety and hygiene and/or uniform purposes it must be worn. This includes lanyards and ID badges.

Where a school has adopted local guidelines on dress and personal appearance this should be adhered to by all trainees.

18. Health and Safety

Trainees are required to familiarise themselves with the placement school's Health and Safety Policy and act in accordance with it. This includes observing all safety rules and any applicable codes of safe working practice at all times, including departmental safety policies.

Trainees must report any potential hazards within the partner school environment to the relevant Health and Safety Manager in line with school policies.

19. Criminal Convictions

Under the terms of the Rehabilitation of Offenders Act 1974 trainees must disclose all convictions which are not 'spent' both before commencement of, and during training. They must also disclose all convictions (including those 'spent' under the Rehabilitation of Offenders Act 1974). Failure to disclose such convictions and/or cautions and to comply with any of the above constitutes possible gross misconduct and may result in disciplinary action including the possibility of summary dismissal without notice.

The Education Alliance Disclosure and Barring Service Policy and LSS Recruitment and Selection Policy further detail LSS's approach to dealing with criminal convictions.

Trainees are legally required to report any convictions to the Director of LSS. In this respect trainees must provide information of any pending criminal proceedings against them and subsequent cautions or convictions.

20. General Conduct

Trainees must obey lawful instructions and always act in a way that will not adversely affect the LSS or partner schools' legal position. Trainees are expected to promote the principles contained in this code and abide by the LSS Code of Conduct.

LSS Partnership Group members expect all trainees to exercise sound personal judgement, to take account of the views of others and to take individual responsibility to decide a personal view on any issue arising in the course of training.

Trainees requiring further information or requiring advice concerning the appropriate course of action to adopt in any situation should contact the Director of LSS.

This Code of Conduct should be read in conjunction with any other codes of practice or policies that relate to trainee conduct and/or the workplace or system security policies and procedures.

21. Monitoring Compliance and Effectiveness of the Policy

Effectiveness and compliance of this policy will be monitored by the Director of LSS. The Partnership Group will monitor the outcomes and impact of this policy on a regular basis.

22. Review

This Policy and Procedure will be reviewed within one year of the date of implementation.