

SCITT TRAINEE CODE OF CONDUCT POLICY

Approving Body	Trust
Date of Last Review	June 2025
Statutory (Y/N)	N
Responsible Officer	BMAT CEO for and on behalf of the Trust

This Code of Conduct is designed to guide your professional behaviour throughout your training with NELTA SCITT, ensuring a positive impact on the school communities you engage with.

1. Introduction

As a trainee on an Initial Teacher Training (ITT) programme with NELTA SCITT, you are expected to conduct yourself in a professional manner at all times.

This Code of Conduct outlines the minimum expectations for trainees' behaviour and professional practice to ensure a positive and effective learning environment for both you and your students while on the NELTA Teacher Training Course.

Purpose:

NELTA is committed to achieving positive academic, social, emotional, economic and safeguarding outcomes for its students; and to the protection and welfare of its trainees throughout the duration of training.

NELTA's code of conduct is to be followed alongside that of any employing school where trainees are placed.

This Code is not exhaustive in defining acceptable and unacceptable standards of conduct. Trainees should use their professional judgement to adhere to the underlying principles and speak to a colleague if they are unsure about what conduct is acceptable or unacceptable.

This Code should be provided to all NELTA trainees during their training, together with core policies applicable to trainee's placements while training, including core policies like the Safeguarding and Child Protection Policy and Behaviour policy.

NELTA trainees are required to confirm that they have read and understood its contents and that they agree to act in compliance.

2. Professional Behaviour and Conduct

- **Upholding Professional Standards:** Maintain high standards of personal and professional conduct, embodying the values of the teaching profession. Understand that behaviour such as dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol will lead to disciplinary action.
- **Safeguarding:** Read and act in accordance with the document, Keeping Children Safe in Education - part 1 and understand and comply with school-based policies including; behaviour, safety, safeguarding and acceptable internet use policies.
- **Feedback and reflection:** Actively reflect on your learning and teaching experiences in order to target set, action plan, improve, achieve and meet the expectations of the curriculum responding

to feedback throughout the course. Ensure engagement with the full range of feedback mechanisms, such as trainee surveys, trainee consultation and focus groups.

- **Punctuality and Attendance:** Demonstrate reliability by being punctual and maintaining consistent attendance in all training sessions, school placements, and related activities.
- **Preparation:** Come prepared to all sessions and actively participate in discussions, workshops, and collaborative activities.
- **Participation:** Take responsibility for your own learning and development, ensuring a professional and accountable approach to all aspects of the programme.
- **Respectful Interactions:** Foster positive relationships by interacting respectfully with students, colleagues, mentors, and the wider school community.
- **Organisation:** Keep your evidence up-to-date using Teams, specifically ensuring evidence of meeting your weekly targets, the Weekly Reflection being completed and at least one written lesson observation each week is uploaded.
- **Evidence:** File evidence against each of the curriculum strands each week as it arises, it is important to 'tag' this against each curriculum strand to help others view your progress clearly; ensuring all files can be scrutinised when visited by any member of the SCITT training team

3. Professional Attire

- **Dress Code:** Adhere to the school's dress code policy, ensuring that your attire is professional and appropriate for the educational setting and your role within it

4. Use of Social Media

- **Responsible Engagement:** Use social media platforms responsibly, ensuring that your online presence reflects the professionalism expected of a teacher.
- **Confidentiality:** Avoid sharing any confidential or sensitive information related to students, staff, or school matters on social media. Any Social Media account should have private settings.

5. Attendance and Punctuality to placements

- **Commitment:** Attend all scheduled training sessions, school placements, and meetings punctually.
- **Absence from training:** In cases of unavoidable absence, inform the relevant parties as early as possible following both NELTA and your school placement policy. Trainees should recognise that different school placements will have different commitments and should attend these as required. Attendance and punctuality are monitored.

6. Health and Safety

- **Compliance:** Follow all health and safety guidelines provided by the school and training programme to ensure a safe environment for yourself and others.

7. Confidentiality

- **Data Protection:** Handle all personal data of students and staff in accordance with data protection laws and school policies.
- **Discretion:** Exercise discretion when discussing school matters, ensuring that confidentiality is maintained at all times.

8. Academic Integrity

- **Authenticity:** Ensure that all assignments, lesson plans, and related work are your own.
- **Acknowledgement:** Properly acknowledge all sources of information and ideas in your academic and professional work.

9. Use of Mobile Phones and Electronic Devices

- **Professional Use:** Use mobile phones and electronic devices in accordance with school policies, ensuring they do not disrupt teaching and learning activities.

10. Commitment to Training Programme

- **Engagement:** Fully engage with all aspects of the training programme, including attending sessions, completing assignments, and participating in evaluations.

11. Breach of Code of Conduct

- **Consequences:** Understand that any breach of this Code of Conduct may result in disciplinary action, which could affect your continuation in the training programme.

12. Declaration

By signing below, you acknowledge that you have read, understood, and agree to adhere to the NELTA SCITT Trainee Code of Conduct.

Trainee Name: _____

Signature: _____

Date: _____