Code of Conduct

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1. About the Policy

As a trainee studying on an Initial Teacher Education (ITE) programme, you are expected to conduct yourself at all times in an appropriate professional manner. You are entitled to expect that your professional practice settings mirror the professional experience of a teacher, and settings are entitled to expect that you will present and conduct yourself in a way that is consistent with the professional expectations of a teacher.

This code considers the Teachers' Standards in England, the Initial Teacher Training Criteria and supporting advice, the Disclosure and Barring Services, and Safeguarding legislation. It sets out the SCITT expectations as you engage with a professional programme. During the registration process, you sign a document to provide evidence and agree to abide by the behaviour, attitudes, responsibilities, and agreements outlined to you both as a trainee and as a representative of the SCITT.

Trainees should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils and that staff members act appropriately and treat each other with dignity, respect and abide with the associated school policies.

Any breaches of these expectations may lead to disciplinary action (see EAST SCITT Fitness to Practice policy, Removal of the trainee from the placement procedure), and suspension from the programme while the breach is investigated; this could result in the possibility of the trainee's course place being revoked, termination of a contract and/or the inability of the SCITT to provide the trainees with a supportive professional reference and, including legal action where this is warranted.

2. Safeguarding Pupils

In accordance with 'Keeping children safe in education 2025' (KCSIE), trainee teachers have a responsibility to safeguard pupils, protect and promote their welfare, and ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff/ trainees are required to follow the procedures outlined in this Trainee

Code of Conduct, the Code of Conduct for Adults (CAT) and the Child Protection and Safeguarding Policy (CAT) and ensure that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with the SCITT's and placements school's Behaviour Policy and Child Protection and

Safeguarding Policy, trainee teachers should be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)

- Domestic abuse
- FGM
- Serious violence

Copies of policies and a copy of Part one of KCSIE will be provided to trainee teachers at induction. Trainee teachers should have a clear understanding of the SCITT's and placement school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the school's Child Protection and Safeguarding Policy, staff should also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Children missing from education
- Elective Home Education (EHE)
- Pupils requiring mental health support
- LAC, previously LAC and care leavers
- Pupils with SEND or health issues
- Pupils who identify as or are perceived to be LBGTQ+

If a trainee teacher has any concerns about a pupil's welfare, they should act on them immediately. They should follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy and speak to the DSL. Staff should be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect.

In all cases, if a member of staff/trainee feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they should speak directly to the DSL. Trainee teachers should not assume a colleague will take action and share information that might be critical in keeping children safe.

Trainee teachers should recognise, acknowledge, and understand that even if there are no reports of child-on child abuse in the school, this does not mean it is not happening. Trainee teachers should understand the scale of harassment and abuse and challenge inappropriate behaviours between peers that are abusive in nature and report any concerns regarding any form of abuse to the DSL without undue delay.

Any individual that has concerns about another staff member's (including volunteers and supply staff) actions or intent or believes these actions may lead to a pupil being put at risk of harm, should report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken.

If the concern is regarding the headteacher, staff should report this to the chair of the appropriate body.

If a trainee teacher feels unable to raise an issue with the school, they should use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. Staff can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

Trainee teachers should undergo safeguarding and child protection training, including online safety, at induction. This training should be updated regularly, at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

Trainee teachers should recognise that, when teaching pupils about safeguarding and online safety, a one size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

Trainee teachers should be aware of their local early help process and understand their role in it. Trainee teachers and should be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Trainee teachers should reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. They should never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Trainee teachers should know how to manage the requirement to maintain an appropriate level of confidentiality, involving those who need to be involved, but should never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child. Trainee teachers should be aware of the school's legal duty to make a referral to the DBS where they consider an individual has engaged in contact that has harmed, or is likely to harm, a child.

3. Responsibilities, Behaviour, Attitude and Conduct

As a trainee following an ITE programme with EAST SCITT, you are expected to demonstrate professionalism in relation to behaviour and attitudes, meeting the Professional Attributes of the teachers' standards to be awarded Qualifies Teacher Status (QTS).

All trainee teachers enrolled in the EAST SCITT programme are expected to take full responsibility for their professional development and engagement throughout the duration of their training. The following expectations outline the core responsibilities required to meet the standards of the programme.

3.1 Professional Conduct

Trainee teachers will:

- Consistently uphold high standards of personal and professional conduct, honesty, and integrity at all times.
- Have a zero-tolerance approach to any form of racist, homophobic, misogynistic, or discriminatory language or behaviour.
- Show respect for the rights of other trainees, colleagues at EAST SCITT, pupils and staff at your placement schools, by following the protected characteristics in the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).
- Maintain professional boundaries and never share personal contact details with pupils.
- Use appropriate language and maintain respectful relationships in all contexts, including digital communication.

- Understand that behaviour such as dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol will lead to disciplinary action.

3.2 Professional Responsibilities

Trainee teachers will:

- Take responsibility to access, read, fully understand and engage with the school/setting's and SCITT's policies, procedures and practices across your training programme and placement school/setting; and ensure all safeguarding procedures are fully adhered to.
- Follow school/setting policies and act in accordance with the professional standards expected of a teacher as laid out in the Teachers' Standards and school/setting policies.
- Notify the SCITT immediately of any concerns regarding their placement or supervision.
- Inform EAST SCITT and the placement school/setting of anything that is likely to require support during the course, including significant health or medical requirements.
- Maintain a professional standard of dress and appearance (see Dress Code Policy).

3.3 Prohibited Behaviours

Examples of prohibited behaviours that could breach the Code of Conduct include, but are not limited to:

- Dishonesty, including falsifying attendance or assessments
- Harassment, bullying, or intimidation (physical, verbal, or sexual)
- Use of foul or abusive language
- Misuse of position, qualifications, or experience
- Bringing the SCITT or placement school into disrepute
- Use of school resources for political purposes
- Abuse of drugs or alcohol.

3.4 Placement Expectations

Trainee teachers will:

- Show due regard for the ethos and values of the placement school and follow the policies, procedures and codes of practice and conduct within every placement, promoting equality, valuing diversity and safeguarding.
- Demonstrate professional behaviour and maintain respectful relationships with all staff, pupils/learners, and trainees in both formal and informal contexts (including interactions via social media and messaging platforms).
- Promote equality with an understanding of working in particular with regard to the 9 protected characteristics as defined by the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) in

order to work with children, staff and parents appropriately. Be mindful of some groups' difficulties and ensure personal prejudices and stereotypical views do not influence your judgements, comments or actions.

- Use language appropriate to the situation, in all contexts and to the people involved, understanding that everybody has the right to be treated with respect and safety, including digital communication.
- Observe professional boundaries in line with a teacher's professional position and responsibilities.
- Any behaviour that leads to a trainee's placement being removed by a school/setting will result in an investigation and possible disciplinary procedures (see SCITT Fitness to Practice procedure).

3.5 Commitment to Learning and Development

Trainee teachers will:

- Take responsibility for your own learning, ensuring a professional and accountable approach to all aspects of the programme.
- Take responsibility for managing the profession's demands by looking after your personal well-being (well-being support is available on request) and actively developing resilience strategies.
- Actively reflect on your learning and teaching experiences to set targets, implement the weekly plan, progress consistently, and continually develop against the course curriculum.
- Actively engage with, listen to, and act on feedback and advice from mentors, senior tutors and trainers.

3.6 Attendance, Engagement and Punctuality

Trainees should endeavour to have 100% attendance at all EAST SCITT centre-based training sessions and school placements and actively / positively engage in all aspects of the training programme, including:

- Centre-based training sessions
- Weekly mentor meetings
- Subject assignments
- Completion of training tasks and reflections.

Trainees must arrive at placements punctually and demonstrate consistent reliability.

Unplanned absences must be reported by 8:30 a.m. to the SCITT Co-ordinator (see Attendance & Absence Policy). Placement school/setting absence procedures must also be followed. Failure to report an absence and not being in contact may be treated as a safeguarding concern and escalated to SCITT leadership.

Planned absences must be approved by the SCITT Director/Phase Lead at least two working days in advance.

Missed sessions must be followed up with relevant catch-up work. Repeated or significant absence may result in a formal meeting with the SCITT Director/Phase Lead and could lead to an extension of the training programme.

Trainees must immediately notify the SCITT of any issues/concerns that they have with their placement and the supervision of that placement.

Online training:

- Trainees must be present for the full session
- Cameras should be kept on
- Tasks must be completed
- Trainees are expected to participate in breakout rooms

In-person training:

- Trainees must be punctual
- Appropriate clothing should be worn
- Phones must be away and silence maintained during training
- Trainers and peers should be treated respectfully

Attendance records will contribute to final references provided by the SCITT Partnership.

3.7 Completion of Training Activities

Trainee teachers will complete all training activities and assignments by the specified deadlines, including:

- PGCE assignments (if enrolled on this element of the course)
- Weekly reflections
- Subject tasks (secondary trainees)
- Participate in additional training opportunities arranged by EAST SCITT e.g. Special School visit

3.8 Evidence Management

Trainee teachers will:

- Use the Mosaic platform to record weekly targets and reflections and upload two written lesson observations per week
- File evidence consistently and clearly to allow for effective monitoring and review by the SCITT training team.

3.8 Communication

Trainee teachers will:

- Communicate with all stakeholders professionally. All communication—email, messaging apps (e.g. WhatsApp, Teams), and social media—must be professional, respectful, and appropriate, ensuring that comments made do not express or share discriminatory, offensive, or harmful content and do not cause upset or bring yourself, your colleagues, the EAST SCITT, or placement school/settings into disrepute.
- Not share or express discriminatory, offensive, or harmful content.
- Regularly check Mosaic and the email address provided to stay informed and responsive.
- Use appropriate channels to raise concerns about training or wellbeing in a timely manner with either the SCITT Director/Phase Lead, SCITT tutor, or mentor.

- Notify the SCITT Co-ordinator of any changes to personal details.
- Handle confidential personal information in accordance with Data Protection law, Child Protection legislation and GDPR.
- Under no circumstances, divulge their private details and contact numbers to pupils. Any communication with pupils and parents should always be conducted through the correct professional channels.

4. Health and Safety

Trainee teachers are expected to uphold the highest standards of health, safety, and professional responsibility while on placement and during all school-related activities.

To ensure a safe and supportive environment for all, trainee teachers must:

- Inform the SCITT and placement school of any health or personal matters that may require support.
- A health assessment form must be completed and may be referred to Occupational Health if necessary.

4.1 Compliance

Trainee teachers will:

- Comply with Section 7 of the Health and Safety at Work Act (1974) and the 1994 extension to trainee teachers, taking reasonable care for their own safety and that of others.
- Be familiar with, and adhere to, their Placement school's Health and Safety Policy.
- Take all reasonable steps to ensure their own safety and the safety of pupils, colleagues, and visitors within the school environment.
- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, and cooperate with school leaders and colleagues on matters relating to health and safety.
- Use appropriate tools, equipment and any protective equipment or personal protective equipment (PPE) provided in accordance with training and guidance.

4.2 Working Time Regulations

Trainee teachers will:

- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

4.3 Duty of Care

Trainee teachers will:

- Adhere to their common law duty of care by acting as a prudent parent would when responsible for pupils, ensuring their welfare, safety, and appropriate supervision at all times.

4.4 DBS

Trainee teachers will:

- Obtain DBS clearance through EAST SCITT and it applies only to the duration of the training programme and does not guarantee future employment suitability.

5. Maintaining Professional Relationships with Pupils

EAST SCITT and its partner schools are committed to safeguarding pupils and maintaining the highest standards of professional conduct. Trainee teachers are expected to always uphold appropriate boundaries and act with integrity.

5.1 Professional Conduct and Boundaries

Trainee teachers will:

- Always maintain clear professional boundaries with pupils.
- Ensure all interactions are warranted, proportionate, safe, and necessary.
- Conduct themselves in an open and transparent manner that avoids any perception of impropriety.
- Avoid forming personal or social relationships with pupils, including attempts to establish friendships or strengthen personal connections.
- Never engage in or pursue personal or sexual relationships with pupils. This includes making sexual remarks or discussing personal sexual matters in the presence of pupils.
- Only communicate with pupils through school-approved channels. Personal phone numbers, email addresses, or social media accounts must not be used.
- Ensure that any photographs or digital images that are acquired are used under the terms of the relevant school/setting's policy.

5.2 Communication and Contact

Trainee teachers must not:

- Share personal information (e.g. lifestyle, marital status) unless directly relevant to the curriculum.
- Engage in personal correspondence with pupils through any medium unless it is part of their professional role and conducted via approved school systems.
- Take on a support role beyond their professional remit.
- Use personal devices (e.g. phones, cameras) for school-related activities without written approval from the Senior Leadership Team (SLT).
- Allow pupils to access staff members' personal devices
- Record, store, or share images, videos, or audio of pupils without prior authorisation from the SLT and parental consent.
- Discuss or share confidential information about pupils or staff in public or unsecured settings.

5.3 Physical and Social Boundaries

Trainee teachers must not:

- Invite pupils to their home or attend pupils' homes or social events without SLT approval.
- Allow pupils access to their personal devices.
- Be alone with a pupil outside of teaching responsibilities unless authorised by the SLT.
- Enter pupil-designated changing rooms or toilets unless supervision is required and appropriate.
- Use pupil toilet facilities or undress in areas designated for pupil use.
- Transport pupils unless in accordance with the school's Driving at Work Policy.
- Provide one-to-one tutoring, mentoring, or coaching without headteacher or SLT approval.
- Give personal gifts or show favouritism to individual pupils.
- Offer overnight, weekend, or holiday care without headteacher and SCITT approval.

5.4 Legal and Safeguarding Responsibilities

- Under the Sexual Offences Act 2003, it is a criminal offence for an adult in a position of trust to engage in a sexual relationship with a pupil under 18, even if the relationship is consensual.
- Any inappropriate contact or behaviour will be reported to the headteacher and managed in line with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct.
- If a pupil attempts to initiate contact via social media, the trainee must report this to the headteacher immediately.

5.5 Relationships with Former Pupils and Parents

- Trainees are strongly discouraged from forming personal relationships with former pupils, particularly via social media.
- Relationships with parents of current pupils on social media should also be avoided.
- If a close relationship with a former pupil raises concerns, the headteacher will consult the Local Authority Designated Officer (LADO) for guidance.

5.6 Appropriate Language and Behaviour

Trainee teachers must not:

- Use inappropriate names or terms of endearment.
- Allow or engage in conversations of a sexual nature.
- Comment on a pupil's appearance in a personal or inappropriate way.
- Treat pupils in a discriminatory or disrespectful manner.
- Use humiliating, profane, or derogatory language.
- Engage in suggestive humour, banter, or innuendo.

- Use obscene gestures or language.
- Conduct personal conversations in the presence of pupils where they may be overheard.
- Ignore instances of sexual harassment and inappropriate behaviour amongst pupils.

6. Acceptable use of Technology

Trainee teachers are expected to use technology responsibly, professionally, and in accordance with the policies of EAST SCITT and their placement schools. Technology plays a vital role in education, and its use must always support a safe, respectful, and effective learning environment.

Trainee teachers must handle all personal and confidential information in accordance with:

- UK GDPR
- Data Protection Act
- Child Protection legislation
- Read, sign, and comply with the any placement school's technology acceptable use policies relating to technology use, including but not limited to the Placement School IT and Online Safety Policies

6.1 Professional Conduct

- Trainee teachers must maintain a high standard of professional behaviour in both their personal and professional use of technology.
- Trainee teachers must ensure that their use of digital tools and platforms reflects the values and expectations of the school and SCITT.
- Use AI tools responsibly, avoiding the generation of false, harmful, or plagiarised content.
- Maintain transparency about AI use and respect intellectual property rights.
- Uphold academic honesty at all times.

6.2 Safeguarding and Online Safety

- Trainee teachers must be aware of the safeguarding implications of technology use, including risks such as online abuse, cyberbullying, and inappropriate content.
- Trainee teachers are expected to remain vigilant and proactive in ensuring that pupils use technology safely and appropriately under their supervision.

6.3 Monitoring and Responsibility

- Trainee teachers are responsible for modelling respectful and appropriate digital behaviour.
- Any concerns regarding misuse of technology—by themselves or others—must be reported in line with the school's safeguarding procedures.

6.4 Use of Personal Devices for Work

- If a trainee teacher needs to use a personal device for school purposes (e.g. when working from home), the device must first be brought into school to ensure appropriate software and encryption measures are installed.
- Trainee teachers must use personal electronic devices in accordance with the school's guidelines
- Any personal device brought onto school premises is the sole responsibility of the user.
- Personal devices must not be used during lesson time unless there is an emergency.
- Trainees are not permitted to use their personal devices to take photos or videos of pupils.
- Personal devices must not be used in the following locations:
    - ⇒ Classrooms (except in emergencies)
    - ⇒ Toilets
    - ⇒ Changing rooms.

6.5 Social Media

Trainee teachers must exercise discretion and professionalism in their use of social media. Inappropriate or irresponsible use of social networking platforms that could bring the trainee, the school, EAST SCITT, or the wider educational community into disrepute is not acceptable and may result in disciplinary action.

The following standards apply:

Professionalism

All online activity, including posts, comments, videos, and images, must reflect a professional standard and must not bring the trainee, the school, or the wider school community into disrepute.

Privacy Settings

Trainees are required to apply the highest privacy and security settings on all personal social media accounts.

Boundaries with Pupils and Families:

- Trainees must not contact, follow, or accept friend requests from pupils or their family members on any social media platform.
- Communication with pupils must only occur through approved school channels and for educational purposes only.

Appropriate Use

Inappropriate use of social networking sites, including sharing content that could be deemed offensive, discriminatory, or unprofessional, is strictly prohibited and may result in disciplinary action.

7. Data Protection and Confidentiality

EAST SCITT is committed to ensuring that all trainee teachers understand and uphold their responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. All data must be handled with integrity, confidentiality, and in accordance with the SCITT's and Placement school's Data Protection Policies.

7.1 Confidentiality and Information Sharing

- Trainee teachers must not disclose sensitive or confidential information about the school, its staff, pupils, or the Trust or the Local Authority (LA) to unauthorised individuals.
- The only exception is where disclosure is necessary to raise concerns about the safety or welfare of a pupil, in line with safeguarding procedures.

7.2 Access to Personal Data

- Trainee teachers have the right to request access to personal data held about them. Requests must be made in writing to the SCITT Director and will be processed in accordance with the SCITT's Data Protection Policy.

7.3 Data Handling and Security

Trainee teachers will make sure:

- Confidential paper records are stored securely in locked cabinets, drawers, or safes, and are not left unattended or visible in shared areas.
- Clear desk policy is followed to prevent unauthorised access to sensitive information.
- Memory sticks are only used if they are password-protected and fully encrypted.
- Personal laptops or computers are not used for school-related work unless authorised and appropriately secured.
- Confidential information is double-checked before being sent to ensure it reaches the correct recipient.
- The Data Protection Officer (DPO) is consulted promptly on any data protection concerns or incidents.

7.4 Data Sharing Protocols

Before sharing any data, trainee teachers must ensure:

- They have the legal authority to share the data.
- Adequate security measures are in place to protect the data.
- The recipient of the data is clearly identified in the relevant privacy notice.

7.5 Off-Site Data Use

- When taking personal or confidential information off-site (in paper or electronic form), trainees must follow the same security protocols as on-site.
- The individual is fully responsible for the security of the data while it is in their possession.

7.6 Breach of Policy

- Any breach of this policy, including mishandling or unauthorised disclosure of data, may result in disciplinary action in accordance with the SCITT's procedures.

- Serious breaches may also be reported to the Information Commissioner's Office (ICO) and could result in legal consequences.

8. Activities Outside of School

Trainee teachers are permitted to engage in work or voluntary activities outside of their school placement, provided that such activities do not conflict with the interests of the school or EAST SCITT.

8.1 Professional Standards and Reputation

Trainee teachers must not undertake any external work or activities that could:

- Compromise the reputation or standing of the school, EAST SCITT, or the wider school community.
- Damage their own professional reputation or that of colleagues.
- Interfere with their ability to meet the expectations and responsibilities of their training placement.

All external commitments must comply with the provisions of the Working Time Regulations 1998, ensuring that they do not negatively impact the trainee's performance, wellbeing, or capacity to fulfil their professional duties.

8.2 Criminal Conduct

Engagement in criminal activities is strictly prohibited. Such conduct will be treated as a serious breach of professional standards and will be addressed in accordance with the SCITT Fitness to Practice procedure and a placement school's Disciplinary Policy and Procedure.

Trainees have a duty to disclose if they come under criminal investigation whilst on the training course.

9. Academic Integrity

EAST SCITT maintains the highest standards of integrity and accuracy in all documentation and recordkeeping. All trainee teachers and staff are expected to uphold these standards in every aspect of their professional conduct.

- The deliberate falsification of any document—whether physical or electronic—is strictly prohibited. This includes, but is not limited to, references, academic qualifications, attendance records, assessment data, and legal documentation.
- Any instance of falsifying records will be treated as a serious disciplinary offence and may also constitute a criminal act.
- Any form of dishonesty during the assessment process, including plagiarism, cheating or falsifying documents, attendance records or signatures is strictly prohibited.
- Follow the British Educational Research Association (BERA) 'Ethical guidelines for Educational research' whilst conducting any research.
- Utilise AI tools ethically by avoiding generating false, harmful, or plagiarised content, maintaining transparency about AI assistance, respecting intellectual property rights, and being aware of plagiarism and any other forms of cheating.

Behaviour outside of the expected Standard will be investigated in accordance with the SCITT's Disciplinary Policy (SCITT Fitness to Practice), and may result in formal disciplinary action, including dismissal and referral to external authorities where appropriate.

10. Dress Code

The way trainee teachers present themselves is a key component of their professional identity, often forms the first impression and significantly influences how professionalism is perceived by pupils, colleagues, and the wider school community.

This dress code is designed to support a professional learning environment and ensure that all trainees represent themselves, their placement schools, and EAST SCITT with integrity and professionalism.

While we aim to maintain a flexible and inclusive approach, all trainee teachers are expected to adhere to the following standards of professional dress.

10.1 General Expectations

- Trainee teachers must dress in a manner that reflects the professional image of EAST SCITT and aligns with the expectations of their placement school.
- Clothing should be smart, business-like, and appropriate for a professional educational setting.
- All attire must be clean, tidy, and well-maintained.
- High standards of personal hygiene and grooming must be upheld at all times.

10.2 Health, Safety, and Professional Conduct

- Clothing and accessories must not pose any risk to the health and safety of the trainee or others.
- Items that could bring the school or SCITT into disrepute—such as clothing with offensive logos, slogans, or imagery—are not permitted.
- Trainees should avoid wearing clothing that may be deemed inappropriate or distracting in a school environment.

10.3 Specific Guidelines

- Facial piercings and tongue studs are not considered suitable for the professional environment and should not be worn during the working day.
- It is recommended that visible tattoos be covered while on placement or attending SCITT-related activities.

11. Breaches of Professional Behaviour

EAST SCITT expects all trainee teachers to uphold the highest standards of professional behaviour at all times. Any breach of the Trainee Code of Conduct will be taken seriously and addressed in a fair, consistent, and proportionate manner.

11.1 Minor Breaches

Some examples of minor breaches include, but are not limited to:

- Minor breaches of the Trainee Code of Conduct
- Unauthorised absence
- Inappropriate standard of dress
- Poor timekeeping.

These will be addressed initially by the placement mentor and/or the Phase Lead.

In such cases:

- A Support Plan will be implemented to outline the concerns, set clear targets, and provide strategies for improvement.
- If the trainee teacher meets the agreed targets and complies with the Trainee Code of Conduct, no further action will be taken.
- Failure to meet the targets may escalate the matter and be considered a serious breach, potentially triggering the SCITT Fitness to Practice procedures.

11.2 Repeated or Serious Breaches

If a trainee teacher:

- Repeatedly breaches the Trainee Code of Conduct
- Displays unacceptable professional conduct
- Displays conduct that may bring the profession into disrepute

They will be required to attend an informal investigative meeting with the SCITT Director/Phase Lead.

Following this meeting:

- A decision is taken to move to formal Fitness to Practice procedures depending on the severity of the breach and the outcome of the discussion.
- The trainee teacher will be suspended from the course for the period of the investigation.
- Depending on the severity of the breach, a support plan will be implemented to outline the concerns, set clear targets, and provide strategies for improvement.

11.3 Serious Misconduct

Behaviour considered a serious breach of the Trainee Code of Conduct may include, but are not limited to:

- Gross misconduct (dishonesty, fraud, theft, assault, drug misuse, criminal activity, harassment, confidentiality breach, serious insubordination, violence)
- Behaviour that compromises pupil safety or school reputation
- Trainee has been convicted, at any time during the course, of a relevant offence

In such cases:

- The trainee teacher may be immediately removed from their placement school.
- The matter will be referred to the SCITT Fitness to Practice committee, which may result in serious disciplinary action, including potential removal from the training programme.

12. Suspension or Termination of Placement

EAST SCITT is committed to supporting all trainee teachers in successfully meeting the Teachers' Standards by the end of their training programme.

12.1 Identification of Insufficient Progress

If a trainee teacher is identified as not making sufficient progress against the EAST SCITT curriculum and is therefore at risk of not meeting the required standards for the award of QTS, an individualised support package will be implemented.

This may take the form of a:

- Support Plan, or
- Cause for concern plan

These plans are designed to provide targeted guidance, clear expectations, and structured support to help the trainee teacher improve their performance.

12.2 Trainee Teacher Responsibilities

Trainer teachers that are placed on a support or cause for concern plan must:

- Fully engage with the support process.
- Complete all assigned targets and actions by the agreed deadlines.
- Understand that failure to meet the expectations outlined in the plan may result in not meeting the Teachers' Standards and, consequently, not being awarded QTS.

12.3 Consequences of Continued Underperformance

If, despite the additional support:

- The trainee teacher does not make sufficient progress to meet the required standards by the end of the course, or
- The placement school or setting is no longer willing to host the trainee due to ongoing concerns,

Then the trainee teacher's placement may be terminated, and further action may be taken in line with the SCITT's Fitness to Practice procedures.

13. EAST SCITT Teacher Trainee Code of Conduct 2025-2026 Declaration

Successful completion of an Initial Teacher Training programme leads to admission to a professional body. Whilst training as a teacher I am required to adhere to the expectations of conduct endorsed by the teaching

profession. I understand that breaches of these expectations may lead to disciplinary action including my exclusion from the programme and/or the inability of EAST SCITT to provide me with a supportive professional reference.

Trainee teachers must behave in an appropriate manner and understand that behaviour including, for example, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol will lead to disciplinary action, which may include consideration of any criminal conviction, whether or not the offence(s) are directly related to their studies.

As a trainee teacher I undertake to inform the course leader without delay, should I be subject to a criminal conviction or caution after the submission of my application for DBS Enhanced Disclosure. I understand that a criminal conviction or caution may lead to my suspension or expulsion from some or all aspects of the course and that this may lead to the need for my studies to be extended. I understand that I am placed in a position of trust and am subject to the requirements of the Sexual Offences (Amendment) Act 2000. I will not undertake any inappropriate online activities that could cause embarrassment to myself and the SCITT programme.

I will at all times treat pupils, colleagues, staff and any other members of the SCITT Partnership with due respect and conduct myself in a professional, honest, decent and courteous manner, using language appropriate to the situation and people involved. I will accept responsibility to ensure that pupils are treated with respect and free from abuse. In schools I will always work in a place which is accessible to others and in which I can be observed working. I will not take or agree to meet, pupils outside school premises without another responsible adult present. I will not make unnecessary physical contact with pupils. I will report any suspicion that a child is being abused to the school's named DSL (Designated Safeguarding Lead - usually a member of the Senior Management Team). I will acquire an understanding of working with diversity, including gender, race and culture, in order to work with pupils, staff and parents appropriately. I will be mindful of the difficulties some groups may face and ensure personal prejudices and stereotypical views do not influence my judgements or actions. I understand that I will have access to confidential personal information and that I am required to comply with the Data Protection Act. I understand that I may not disclose this 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. I understand that I must not hold confidential information relating to pupils and the school on USB sticks, personal laptops or other portable devices.

As a trainee teacher I will ensure that at Centre-based training and whilst in placement in I will wear a standard of dress that will be perceived as professional by such persons as I may encounter in the pursuit of my studies.

I will pursue my studies with due diligence and take responsibility for my own learning through attendance at Centre-based training sessions, school experience and teaching practices and through being suitably prepared for them. I will notify the SCITT administrator and placement school of any absence, in accordance with the guidelines issued and I will make up the lost learning opportunities in order to meet the requirements of QTS. I will immediately inform the SCITT administrator if I am suffering from an infectious disease such as chicken pox, German measles (rubella), impetigo, measles, and scarlet fever and slapped cheek disease, (Parvovirus), swine flu or any other condition that might be deemed to affect my ability to take responsibility for the health and welfare of pupils and colleagues.

I will not disrupt the delivery of teaching or the learning experience of fellow trainees and will not jeopardise the health and safety of those involved both in the training sessions and in schools. I will read and adhere to at all times the school policy on behaviour management, recognising that it is illegal to use physical means of punishment.

I understand that if I behave dishonestly during the assessment process (including plagiarism or other forms of cheating) or in relation to my attendance or the attendance of others by falsifying signatures or other means I will be subject to SCITT Fitness to Practice procedures.

Please also read the EAST SCITT's

- Attendance & Absence Policy
- Fitness to Practice Procedure
- Inclusion, Equality and Dversity Policy
- Safeguarding Policy
- Removal of trainee from school placement Policy

14. Publishing policy

This procedure will be available through the EAST SCITT website and our documentation. A copy is available from the SCITT office.

15. Review date for the policy

This policy will be reviewed and agreed by the Strategic committee on an annual basis.