

Code of Conduct for Student Teachers

All our student teachers sign and hand in a copy of the Code of Conduct. On signing the Code of Conduct, student teachers are agreeing to professional expectations that they must adhere to. A breach of this code could lead to disciplinary proceedings.

Expectations of our student teachers

You must ensure that:

1. you read and comply with the policies and practices of the University and school and follow the advice and guidance of your mentor, tutor and school staff;
2. you are punctual and prepared for all University sessions and arrive at your placement school in good time every day, attending meetings and discussions after hours as required; you attend and are punctual for all University timetabled sessions. You should be aware that attendance and punctuality both at University and at school form part of the QTS standards and are commented on in your reference;
3. you inform your placement school and the Faculty Office of any absences due to illness or other exceptional circumstances according to your school/ University policy. In the case of illness you will need to provide a self-certification note if absent for more than three days and a doctor's certificate to the Faculty Office if absent for more than five working days;
4. your demeanour and appearance are suitable (including maintaining appropriate dress codes and hair styles in line with your placement's policy and expectations);
5. body adornments such as tattoos or body piercing jewellery (other than modest earrings) are removed or obscured when on Professional Teaching Experience in line with policy;
6. you understand and are aware of the potential dangers of being in a one-to-one situation with a pupil at any time but especially outside the school setting. You are strongly advised not to give lifts to pupils, visit their homes or contact them in a social context;

7. any photographing/videoing of pupils complies with school/college/Local Authority/University guidelines and consent from the Head teacher has been obtained;
8. in the course of carrying out any pastoral role, you conduct conversations with a pupil about sensitive issues professionally. If you have the slightest concerns regarding a potential safeguarding issue you must inform a relevant member of staff in line with school and University Child Protection Policies;
9. you have due regard to the safety and welfare of pupils, colleagues and yourself;
10. you must ensure you have no inappropriate physical contact with pupils;
11. you do not engage in personal contact with pupils via any media such as mobile phones, (texting), the internet including e-mail, chat rooms, social networks;
12. you are aware of the dangers of using social websites (e.g. My Space, Bebo, Facebook, Twitter, You Tube) that are accessible to pupils, parents, colleagues and avoid publishing, or allowing to be published, any pictures or comments that could damage your professional reputation or the reputation of the University (see guidance on next page);
13. you do not discuss your own personal relationships with pupils;
14. you do not swear at pupils, employ sarcasm in the classroom, use offensive names nor make inappropriate remarks about gender, race, religion and belief, sexual orientation, appearance, age, disability, language or special needs at any time;
15. you treat confidential information related to the school/ University, colleagues and pupils appropriately;
16. you are courteous and considerate to fellow student teachers and all members of school and University staff at all times. This includes any verbal, written or electronic communications. Any concerns or complaints must be addressed in a professional manner;

17. you do not bring to school/University any materials that may cause offence or harassment;
18. you follow school/University internet policy, guidance and procedures;
19. you take responsibility for your own learning by accessing Moodle and the University email account on a daily basis;
20. you are aware of the dangers of airing your views about schools/University and individuals in public. This may be perceived as 'gossiping' or even slanderous allegations. Any issues, concerns or potential complaints you might have are to be progressed through the appropriate channels;
21. you demonstrate a high level of professional responsibility, engagement and courtesy in all educational settings; this is especially important where guest speakers or visitors to your classroom/lecture theatre are concerned.

