University of Worcester Primary ITE Partnership Code of Professional Conduct (2025/26 version)

**Name of trainee**…………………… (please print)  **Primary Route** …………… (PITE/PGCE/RTH) **Student Number**……………..

It is expected that all trainees who are on a programme leading to a recommendation of Qualified Teacher Status (QTS) at the University of Worcester conduct themselves in a professional manner. The Teachers’ Standards (2013) clearly reflect the expectations that must be met by those in the teaching profession both in terms of teaching competence and behaviour. This code has been drawn up taking account of these and professional values as stated in the handbook for your course.

**Your professionalism will be commented on in your university reference.**

Professionalism will be demonstrated by:

* **Professional behaviour and respect for others** including all university and school staff, other trainees, children and parents.
* **Regular attendance** including adherence to the procedures for notification of absence from both university sessions and school placements. Your overall attendance will be monitored closely. See additional guidance in the course handbook.
* **Providing feedback on the course** through completing module evaluations and surveys.
* **Punctuality** for lectures and tutorials at university and as required by placement schools. Whilst on placement, you are expected to adhere to the times required by the school. This means you should arrive at school at an appropriate time and be available after lessons have finished for meetings or extra-curricular activities.
* **Appropriate use of internet facilities** including email and social networking sites. Please refer to your Course Handbook for further details.
* **Not taking personal telephone calls, texting, emailing or using the internet,** unless directed, during university sessions or during teaching sessions whilst on school placements.
* **Not turning up to school or university sessions under the influence of drugs or alcohol.**
* **Maintaining an appropriate standard of dress and appearance when on school placement –** this will vary from school to school, and it is the student’s responsibility to ensure they are fully informed of the school’s expectations/policy and dress accordingly.
* **Not taking photographs, videos and other images of children** without prior consent and adhering to school policy when on placement.
* **Taking responsibility for your own learning including the ability to listen to and act on advice from** **others.** This includes being available for feedback and weekly reviews, engaging in modules, completing tasks (including audits), attending tutorials and taking responsibility for addressing areas of improvement by discussing concerns with university tutors and school mentors.
* **Maintain your electronic reflective portfolio (ERP through PebblePad) to a professional standard.** You should regularly engage with and complete all sections of PebblePad (including weekly reviews). An additional school file should be available for inspection by mentors, tutors, external examiners, moderators and potentially Ofsted.
* **GDPR: respecting the confidentiality** of school resources, staff and children (see appendix 1).
* **Know who is responsible for safeguarding in your school and follow school procedures**, in accordance with statutory provisions.
* **Understand your responsibilities** under the [Equality Act](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) 2010.

In the same way that teachers are vigilant about signs of possible physical or emotional abuse in any of their pupils, if you have a concern for the safety of a specific young person at risk of radicalisation, you should follow your school’s safeguarding procedures, including discussing with your school’s designated safeguarding lead, and where deemed necessary, with children’s social care.

A breach of one or more terms of the Code of Conduct may have implications for your continued professional development and award of Qualified Teacher Status.

***It is also your responsibility to notify the course leader of any cautions, warnings or convictions gained whilst on the course*.**

## Information to Trainees Concerning School Experience Placement

School Experience forms a significant and demanding element of all courses in Initial Teacher Education. As an Institute, we are committed to doing our best to meet the needs and expectations of all trainee teachers in regard to the schools they are placed in.  We are aware that for some prospective trainees the location of school placements is a crucial factor in deciding whether to accept a place on a particular course. However, it is not possible for us to make final allocations of trainees to placements until the course has started and no guarantees about school placements can be made at interview.  In order to be fair to all trainee teachers, staff allocating trainee teacher placements work under a set of school placement guidelines.

The current set of guidelines is set out below.

### Guidelines for School Experience Placements

1. The University’s relationship with schools is based upon the understanding that contact with schools is made by primary partnership and not individual trainees.  School Experience placements are the responsibility of the University (for RTH trainees, it is the responsibility of the Lead School).  **No trainee, their relatives or friends should contact any school or member of its staff concerning a School Experience placement**. If a trainee has a school contact this should be emailed to Primary partnership who will contact the school on their behalf.
2. During periods of School Experience, the University and Schools expect trainees to attend as if they were full time members of staff.  Practice varies from school to school but a reasonable guidance is to arrange to be on site, early enough to prepare for the day and to expect not to leave until at least 4.30 pm.  Such an expectation is based upon the assumptions, for example, that much planning for teaching is collaborative rather than individual, that trainees should acquire a realistic view of the teacher’s role and have time for evaluating their teaching with the class teacher.
3. **Under no circumstances should trainees arrange holidays during school placement**. There may be occasions when school placements extend beyond the advertised dates. We strongly advise trainees not to arrange holidays during term time.
4. Schools are situated some distance away from the University so **journey times must be added to the length of the school day.**  You should expect to make arrangements which allow you to leave home in time to travel to the school and arrive early enough to prepare for the day and to remain in school until at least 4.30pm.
5. The University of Worcester and/or the placement school reserves the right to withdraw a trainee from a placement if deemed unfit for practice. In such circumstances a meeting will be arranged between the necessary parties to discuss ways forward. Should a trainee withdraw themselves from placement, or the University/placement school withdraws the placement due to health reasons, then evidence will be required. An occupational health check may be instigated by the Head of Department to ascertain suitability for returning to practice.
6. Where University transport is provided, students who choose to make their own way to school will not be reimbursed. Where students are eligible for travel expenses, the University will make a contribution towards the cost but this is not intended to cover the full costs.
7. School Experience is a requirement of the course. **If a trainee does not go to the school allocated to them without a valid reason, they are effectively withdrawing themselves from the module.** UW regulations state, “Failure of the attendance requirements will be marked with an NA (non-attendance), with the module being failed overall. The student will be required to retake the module, which will incur payment of the module fee.”
8. Throughout the course trainees are expected to establish and maintain appropriate and effective professional relationships with supervisory tutors, teachers, students, pupils and all those other persons with whom they come into contact.

### Part 2 of the Teachers’ Standards for professional and personal conduct state that:

* ‘A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.
* ‘Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
* ‘Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
* ‘Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.’

This is particularly important during School Experience. Failure to maintain any of the above professional standards or maintain appropriate and effective professional relationships may result in the school placement being withdrawn and may result in the placement being assessed as a fail. In these circumstances the Partnership cannot guarantee to find an alternative placement and the Board of Examiners may decide that you have failed the placement.

Further reference can be found in the Course Handbook ‘Professionalism and Attendance’ section.

I agree to adhere to the requirements this document contains.

Signature of trainee ……………………………………………………………………………….Date………………………………

I agree that the university can share the date and number of my DBS clearance.

Signature of trainee ……………………………………………………………………………….Date………………………………

Signed on behalf of the University of Worcester Primary ITE Partnership

### Personal data and OfSTED

Ofsted inspects and reports on all providers of programmes leading to qualified teacher status. To help them carry out this work, they hold and process some information about trainees and their performance. It is necessary for them to use this information, the views of trainees, trainers, mentors, leaders, managers and employers and our inspectors’ observations to help them make judgements and report on the quality of initial teacher education (ITE) partnerships. You can find more information including Types of personal data that they might hold here

<https://www.gov.uk/government/publications/ofsted-privacy-notices/initial-teacher-education-ite-partnerships-ofsted-privacy-notice>

# Policy on the Management of Placement and Work-Based Learning

## **Student Placement Conduct and Health and Safety Agreement**

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| --- | --- |
| **Name** |  |
| **Student Number** |  |
| **Programme/Course** |  |

This agreement outlines the expectations of the University and the responsibilities of the Student in respect of the provision of placement learning, work shadowing or visits that are required as part of your University of Worcester course/programme of study.

**The Student, as a representative of the University (and its collaborative partners), will behave in a professional and responsible manner and in accordance with University Regulations. The Student will attend any pre-placement briefing, induction and/or health and safety training offered by the Placement/WBL Learning Provider or the University (or its collaborative partners).**

If the Student has to be withdrawn from the Placement for disciplinary reasons, action may be taken in accordance with the University’s Academic Regulations and Procedures: [Student Disciplinary Procedures](https://www.worcester.ac.uk/registryservices/documents/StudentDisciplinaryProcedures.pdf).

Where placements form part of academic qualifications leading to a professional qualification, admission to a professional body and/or statutory registration, the University must be satisfied that the student will be a safe and suitable entrant to the given profession. The ‘Principles relating to Student Behaviour’ in the [University’s Fitness to Practise Procedures](http://www.worcester.ac.uk/registryservices/documents/FitnesstoPractiseProcedures.pdf) are relevant here and these procedures will apply in investigating cases where there are grounds for concern regarding a student's fitness to practise.

### The Student on Placement agrees:

* To not act in any way that brings the University of Worcester (and its collaborative partners) into disrepute and to actively work to promote a good reputation for the University (and its collaborative partners) and their fellow students.
* To inform the University (and its collaborative partner) of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require reasonable adjustments to be made whilst on placement, work shadowing or visits.
* To attend/complete any health, safety or other briefing provided prior to and as part of their placement, visit or work shadowing and familiarise themselves with all information provided.
* To abide by all rules regarding health and safety requirements, and other practices and procedures of the host placement organisation, including those arising from Government and Public Health guidance on Covid-19 secure practices.
* To recognise and accept their personal responsibilities for health, safety and welfare (of self and others) related to the placement(s).
* To carry out the work specified by the Placement Provider under the supervision of the specified Supervisor/Mentor(s)/Contact(s), agreed to be appropriate to the learning experience.
* To provide feedback on the placement to the University (and its collaborative partner) and evaluate their placement learning experience as required.
* When on placement, to report to the University’s (or collaborative partner’s) Placement/WBL Coordinator if any incidents or issues occur or if they have any concerns about health and safety at their host organisation, that may jeopardise their welfare and/or the success of the learning experience.
* To allow personal data which is reasonably believed to be relevant to the host organisation to be shared by the University (and/or collaborative partner) and the Placement Learning Provider, as appropriate.
* To confirm that any personal vehicle insurance covers travel to/from work and business use if requested to travel during the placement (if driving to the placement by private vehicle).
* To consult with the University (or collaborative partner) prior to seeking any changes in the terms and duration of the placement.
* To share next of kin information with the placement host if required.

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| **Use this space to state any information that the Placement/WBL Coordinator should be aware of in relation to your personal circumstances while on placement:** |

I have read and agree to the above.

**Student name (print in CAPITALS):**

**Signature:**

Please upload the completed form to your PebblePad ERP for the duration of the course and make available when requested . You must do this before the placement is due to commence.

Thank you for your cooperation.

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| *UW office use only* |
| **Approved by University (or partner) Placement Tutor/Co-ordinator for and on behalf of the University** |
| Signed: J.Delorenzo |
| Print name: Janinne Delorenzo |
| Job title: Primary Partnership Lead |

## Appendix 1

### General Data Protection Regulations (GDPR)

As the University holds personal information about you, we have the responsibility to ensure your personal data will be: -

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| --- | --- |
| 1. Processed fairly and in a transparent manner. | You will have access to any data that is shared between schools and university, such as reports or action plans. |
| 1. Collected for specified, explicit and legitimate purposes. | The reason that any data is collected from you will be explained and will not be used for other purposes. |
| 1. Adequate, relevant and limited. | We only collect the minimum amount of data required for you to progress through the course. The only data we collect is that which is provided by you on our standard forms. |
| 1. Accurate and up to date. | If your circumstances change (such as your address or name) you will be able to update your data with the course administrator. |
| 1. Kept for no longer than is necessary. | Some of your data will be kept to help us to write references. |
| 1. Kept secure. | Your data will be securely stored on university systems which are encrypted, and password protected.  The government requires us to keep data on the career destinations of our students, but your data will not be shared with commercial third parties. |

We recognise the importance of protecting the personal data of all individuals and the particular concerns relating to children’s data. Partnership Schools are required to ensure that trainees understand the school’s processes in relation to data protection, including the transfer of personal data off site. In addition, Partnership Schools are required to ensure that their Privacy Notices include specific reference to children’s personal data being shared with trainees as necessary.

In the event of a data breach, you must inform the school and the university immediately. In the event of the University suffering a data breach in relation to data relating to trainees the Partnership School will be informed as soon as is practicable after the breach is identified.