



# YORKSHIRE WOLDS TEACHER TRAINING

## Expectations & Code of Conduct

Version 1.5

<p><b>Important:</b> This document can only be considered valid when viewed on the YWTT website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p><b>Name and Title of Author:</b></p>	
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<p><b>Target Audience:</b></p>	This policy will be monitored and reviewed by the relevant body in conjunction with trade union local secretaries.
<p><b>Related Documents</b></p>	All YWTT trainee teachers
<p><b>References</b></p>	<ul style="list-style-type: none"> <li>TeacherStandards (<a href="https://www.gov.uk/government/publications/s/school-teachers-pay-and-conditions">https://www.gov.uk/government/publications/s/school-teachers-pay-and-conditions</a>)</li> <li>Keeping Children Safe in Education (KCSIE)</li> <li>ICT Acceptable Use Policy</li> <li>Whistleblowing Policy</li> <li>Complaints Policy and Procedure</li> <li>Equality and Diversity Policy</li> <li>Disciplinary Policy and Procedure</li> <li>Whistleblowing Policy</li> <li>ICT Acceptable Use Policy</li> <li>Dignity and Respect Policy and Procedure</li> </ul>

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## **POLICY STATEMENT**

Our **vision** is to develop the next generation of great teachers, ethical school leaders and advocates for the teaching profession who will ensure our schools and young people thrive.

Our **core purpose** is simply to develop great new teachers. We do this by exemplifying excellent practice and through observation, mentoring, coaching, practice, reflection and sharing with peers. We will equip our trainees with a wide range of teaching and learning strategies and support them to motivate and inspire young people.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

This Code of Conduct is based on key principles arising from the work of the Nolan Committee on standards in public life; it outlines the minimum standards for all Yorkshire Wolds Teacher Trainees.

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

### **1. 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 and come first, are a requirement for all Yorkshire Wolds Teacher Training (YWTT) trainees. The 7 principles of public life (the Nolan principles) are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Holders of public office must:

- Act solely in terms of the public interest
- Avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work
- Not act or take decisions in order to gain financial or other material benefit for themselves, their family or their friends
- Act and take decisions impartially, fairly and on merit
- Be accountable to the public for their decisions and actions and submit themselves to scrutiny
- Act and take decisions in an open and transparent manner
- Be truthful
- Exhibit these principles in their own behaviour, actively promoting and robustly supporting the principles, challenging poor behaviour wherever it occurs

All YWTT trainees working with children are required to adhere to this code. YWTT recognises the right of all trainees to have a private life outside work and this Policy is not intended to limit or restrict trainee's choices outside working time. However, trainees are reminded not to engage in behaviour in or outside YWTT which might bring the YWTT 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 YWTT programme.

The Code is compatible with the conventions contained in the Human Rights Act.

The Teacher Standards 2016 clearly set out the expectations of teachers, both in relation to their teaching and their personal conduct. These standards apply to all YWTT trainee teachers and should be read in conjunction with this policy. The Declaration of Interests and Potential Conflicts of Interest Policy should be read in conjunction with this code.

## 2. ROLES AND RESPONSIBILITIES

The **YWTT Executive Board** will review this code annually, ensuring that it reflects the national and local requirements (e.g. Teacher Standards and the vision and values of the school).

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

**The Director of YWTT** is responsible for overseeing the introduction, implementation, monitoring and review of this document and will report to the Executive Board as required. The Human Resources Department will provide advice, guidance and support in the implementation and application of this document.

**YWTT 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 The Education Alliance and YWTT.

**All YWTT trainees** are expected to familiarise themselves with this code, aligning their behaviours with the code and the values of YWTT and the school, whilst also ensuring they don't place their own reputation and that of the school or YWTT at risk outside of work. All trainees are expected to aspire to perform at their best and adhere to the Expectations and Code of Conduct. The Executive Board believes that staff are responsible for their actions. It is the responsibility of trainee teachers to read the Code. The Director of YWTT 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 YWTT.

## 3. EQUALITY AND DIVERSITY

YWTT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. 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.

## 4. PRINCIPLES

YWTT 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:

- Treating others with dignity and respect, building positive working relationships within appropriate parameters.
- Adhering to the YWTT and placement schools's 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, 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 enquiry, 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 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.

## **5. CONFIDENTIALITY**

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

## **6. PUBLIC DUTY, PRIVATE INTEREST**

### **6.1 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. YWTT's Prevent 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 YWTT and school's Health and Safety Policies, acting in accordance with safe systems of work and codes of practice.

### **6.2 FRAUD & THEFT**

YWTT 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. YWTT trainees must not use their position to obtain gain for themselves, business associates, friends or family either directly or indirectly. The Scheme of Delegation specifies the decision-making powers each level of leadership has within YWTT and this must be followed at all times.

Trainees must use public funds responsibly and lawfully. They must work to ensure that YWTT 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 YWTT, a partner school or any person / organisation, in any way, will not be tolerated.

YWTT's Executive Board requires trainees to report genuine concerns relating to potential fraud, theft or unethical behaviour to the Director of YWTT, HR, YWTT Executive Board or 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 YWTT Executive Board members will give them full support in raising such concerns. Every effort

will be made to respect a trainee's request for anonymity. However, trainees are expected to demonstrate accountability and to co-operate fully with any scrutiny appropriate to their position.

### **6.3 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 YWTT trainee in the course of their training programme (for example, speaking at a conference) this should be treated as a payment to YWTT, not to 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 YWTT or CEO (on behalf of the Chair of the Executive Board).

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

### **6.4 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 YWTT. Private interests preclude trainees from participation in any such activities. All trainees must abide by these regulations. Trainees with such a conflict of interest must notify The Director of YWTT 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 influence 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 personal 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 YWTT or the CEO as to the course of action they should take.

The Director of YWTT and the CEO are responsible for the 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 relevant legislation such as the Regulatory and Investigatory Powers Act, the Data Protection Act and the Human Rights Act.

## **7. ADDITIONAL WORK**

Any additional work (including voluntary work) undertaken must not conflict with YWTT or partnership school's 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 YWTT.

While it is appreciated and understood that much good practice within education comes from sharing experiences and expertise, YWTT 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 YWTT.

## **8. COMMUNICATIONS WITH THE MEDIA**

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

Where a trainee is writing material for publication, which refers specifically to YWTT, or a partner school (e.g. articles in professional journals) the trainee should notify his or her Head of School, Director of YWTT, 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 YWTT, their school, or their work and training in general would constitute communications with the media.

## **9. BALANCED APPROACH**

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

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

## **10. THE COMMUNITY**

Trainees must always remember their responsibilities to the users of YWTT 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 YWTT and its partner schools, notwithstanding the needs of confidentiality.

Trainees must always act in a way that preserves public confidence in YWTT 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 the YWTT and school staff.

The YWTT Executive Board 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 YWTT training programmes. Trainees must comply at all times with any additional policies issued by YWTT or individual schools in relation to dignity at work (including harassment, discrimination, victimisation and bullying).

## **11. 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 YWTT 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 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.

## **12. PHYSICAL CONTACT WITH CHILDREN**



There are occasions where it may be appropriate for 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 role and responsibilities.

Trainees must ensure that they never touch a child in a way which may be considered indecent. Trainees should also be prepared to report and explain actions and accept that all physical contact is open to scrutiny.

### **13. 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.

### **14. PROFESSIONAL BEHAVIOUR AND RELATIONSHIPS**

Trainees must ensure that their behaviours do not breach the YWTT Trainee 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. All trainees must contribute to and share responsibility for the corporate life of the school. Trainees must not publically 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 YWTT and its partner schools as a community, recognising that even outside of work they should not publicly criticise YWTT 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. YWTT's policies and procedures provide trainees with additional guidance, advice and clarity.

### **15. SOCIAL MEDIA**

Trainees should ensure their Facebook 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 YWTT partnership. The exceptions to this are as follows:

- if a trainee's own child(ren) attend a YWTT partnership school
- if close friends have children at a YWTT partnership school or are employed by a YWTT 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 that 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, discuss with to the Director of YWTT. Images must not be posted in relation to the school.

Trainees must not make disparaging remarks about YWTT, 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 they may wish to 'untag' themselves from a photo. 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 profile and could, if they find the information and/or images it contains offensive, complain to the partner school or YWTT.

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

- make defamatory statements about YWTT, its schools or its employees
- post messages that are unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- post content copied from elsewhere, for which the user does not own the copyright
- post the same message, or very similar messages, 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

## **16. DRESS AND PERSONAL APPEARANCE**

All trainees are ambassadors for YWTT and its partner schools, and 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.

## **17. HEALTH & SAFETY**

Trainees are required at all times to observe and work to relevant Health and Safety law, YWTT and partner school Health and Safety Policies and safe systems of work, regulations and codes of practice.

## **18. 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 the YWTT Recruitment and Selection Policy further detail YWTT's approach to dealing with criminal convictions.

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

## **19. GENERAL CONDUCT**

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

YWTT Executive Board 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 their training.

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

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.

## **20. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY**

Effectiveness and compliance of this Policy will be monitored by the Director of YWTT. The YWTT Executive Board will monitor the outcomes and impact of this policy on a regular basis.

## **21. REVIEW**

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