**College of Education and Social Work**

**Associate Teacher Learning Agreement and Code of Conduct 2023 24**

**Agreement between the College of Education and Social Work and** *[insert Associate Teacher’s name].*

**ITT Equal Opportunities and Race Equality Policies**

* BCU is committed to equal opportunities and the fair and consistent treatment for all regardless of their age, disability, gender, race, ethnic or national origins, colour, marital status, sexual orientation, age (subject to entry requirements), parental status, political belief, socio-economic background or religious beliefs.
* BCU is committed to an equal opportunities and diversity policy which ensures that all applicants / students are treated fairly and on their merits and are given opportunity to succeed. There is equal commitment to the personal and professional development of its entire staff.
* **As an associate teacher you** will be expected to abide by the regulations and requirements detailed in the Course Handbook and by the following Code of Conduct:

CODE OF PROFESSIONAL CONDUCT AND FITNESS TO TEACH INCLUDING REGARD TO CHILD PROTECTION & SAFEGUARDING

1. Statutory professional expectations

* I understand that, as successful completion of this course leads to admission to a professional body, I am required, during my studies, to adhere to the expectations of conduct endorsed by the teaching profession, as set out in Part 2 of The Teachers’ Standards. I understand that breaches of these expectations may lead to early termination of school placements, referral to Placement Review Panel, referral to Student Governance and/or Fitness to Practice, this could lead to my exclusion from the course and/or the inability of the BCU ITE Partnership to provide me with a supportive professional reference.
* I understand that by signing the Teaching Regulation Agency’s ‘Suitability to Teach’ document that I am registering with the Teaching Regulation Agency and will therefore be subject not only to BCU policies and procedures but also to those of the Teaching Agency.
* I understand that if I need reasonable adjustments to be made to enable me to fulfil the expectations of the teaching profession, I will make these needs known to the course team and if appropriate I will meet a Disability Support Advisor to create a Disability Support Plan, and when applicable a **Placement Action Plan** will be created which **must be** approved by the course leadership team and **I will** then share with mentors in school.

1. **Conduct**

* I undertake to behave in a manner appropriate to my position as an associate teacher and understand that behaviour including, for example, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol will lead to referral to a Placement Review Panel and/or referral to Student Governance and/or Fitness to Practice, this could lead to my exclusion from the course and/or the inability of the BCU ITE Partnership to provide me with a supportive professional reference and may include consideration of any criminal conviction, where the offence(s) are directly related to my studies.
* I understand that if I behave dishonestly during the assessment process (including plagiarism or other forms of cheating, including when applying for extenuating circumstances), or in relation to my attendance or the attendance of others by falsifying signatures or other means I will be subject to the Fitness to Practice procedure and may be removed as an associate teacher from my course. For further information see <https://icity.bcu.ac.uk/Student-Affairs/Appeals-and-Resolutions/Fitness-to-Practise>
* I will follow the appropriate university processes for raising concerns.

1. **Disclosure of Criminal Convictions and Cautions**

* I am not disqualified under the terms of the 2018 Childcare Disqualification requirements.
* I undertake to inform my Course Leader, without delay, should I be subject to a criminal investigation, conviction, or caution after the submission of my application for *DBS Enhanced Disclosure -* which in effect includes any time during my training. I understand that a criminal investigation, 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 or terminated.
* I also understand that the *Rehabilitation of Offenders Act (1975)* does not apply to the teaching profession and that should I be subject to a criminal conviction or caution it will never be considered “spent”.
* I recognise that during my studies I will be placed in a position of trust and that as such I am subject to the requirements of the *Sexual Offences (Amendment) Act 2000.*

1. **Child Protection and Safeguarding**

* I will always treat pupils, colleagues, staff, and any other members of the BCU ITE Partnership with due respect and conduct myself in a professional, honest, decent, and courteous manner. I will use language appropriate to the situation and people involved. I will accept my responsibility to ensure that pupils are treated with respect and are 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 a pupil outside school premises without another responsible adult present. I will not make unnecessary physical contact with a pupil. I undertake to ensure that my communication with pupils, including electronic communication, is appropriate and through partnership school approved systems. I will report any suspicion that a pupil is being abused to the school’s named safeguarding lead. I will acquire an understanding of working with diversity, including gender, race, and culture, 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 will ensure that I investigate and note my responsibilities as an associate teacher in training at each of my placement schools regarding safeguarding.
* I will ensure I know and adhere to the school behaviour management policy and consistently apply rewards and sanctions, recognising that it is illegal to use physical means of punishment.

1. **Health and Safety**

* All associate teachers have responsibilities for safety at their place of study under Health and Safety legislation. I will follow the Health and Safety at Work Act, which requires me to take care for your own safety and health and that of others, including a responsibility in loco parentis for the safety of pupils in my care. I will follow the Health and Safety Policy of each school/setting in which I am placed.
* I will have due regard to the safety of pupils at all times as outlined by Section 7 of the Health and Safety at Work Act (1974) and the extension of the regulations to trainee teachers for employment (1994) which place a duty on me to take reasonable care for the health and safety of myself and anyone else who may be affected by my acts or omissions, and to co-operate as much as necessary in full compliance with the obligations imposed on my employer by health and safety legislation.

1. **Personal information and Data Protection**

* 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.

1. **Dress Code**

* I will ensure that I maintain, both in training environments and in schools, a standard of dress that will be perceived as professional by such persons as I may encounter in the pursuit of my studies.

1. **Absence from the Course**

* The content of the course meets the requirements of Qualified Teacher Status accreditation, and I will pursue my studies with due diligence, ensuring that I avail myself of the educational opportunities made available.
* I will take responsibility for my own learning through 100% attendance at all sessions, workshops, including self-directed learning and periods of school-based training and through being suitably prepared for them.
* I will only be absent from university teaching sessions or school-based training due to ill health, or an absence authorised by the course team. I will notify my UT/PDT, the tutor leading the session and notify MySRS. For further guidance see Student Engagement Policy.
* If I am absent from any part of the course, due to ill health or authorised absence, e.g. medical appointment. I will make up the lost learning opportunities. I understand my attendance will be monitored.
* If I am absent from my school placement due to ill health or authorised absence, I will contact the school in accordance with school policy for staff. I will notify my absence to MySRS by 08:30am at the very latest on each day of absence, stating my name, school, stage of course and reason for absence. I will keep the school and university including UT and PDT, informed about continuing absence daily.
* I understand that taking holidays during term time is prohibited and could jeopardise my completion of the course in line with my peers. I understand that this could result in returning in the following academic year to complete any missed component of the course.
* I understand that I will need to follow the Extenuating Circumstances policy and procedure. This is with reference to absence from the course or in anticipation of failing to meet deadlines. I understand that I must **meet ALL deadlines**. For more detailed guidance visit [Extenuating Circumstances Procedure: Birmingham City University (bcu.ac.uk)](https://icity.bcu.ac.uk/Student-Affairs/Appeals-and-Resolutions/Extenuating-Circumstances-Procedure)

1. **IT / Internet / Telephone usage**

* Use of the placement school telephone, the school monitors IT equipment, email, and internet systems, and you therefore do not have any expectation of privacy. Such monitoring will be for legitimate purposes in accordance with the Data Protection Act 1998 and the Telecommunications (lawful Business Practice) (Interception of Communications) Regulations Act 2000.
* My on-line presence will maintain proper and professional regard for the ethos and high standards of the profession, including of social media.
* Use of university and placement school internet: I understand that the internet is to be used to support my studies as a teacher in training. I will ensure that I do not infringe any copyright restrictions on materials accessed or transmitted via the internet.
* I understand that all use of the internet is logged and that these logs are periodically inspected.
* I will avoid deliberately accessing any material that might be considered offensive or inappropriate. This includes all racist and sexist information, together with any material that might be pornographic. It also includes sites promoting violence, offensive language, and unlawful conduct.
* I will report any accidental accessing of such material to the BCU IT Help Desk or my mentor in school so that it may be noted, and the fact recorded.
* I will ensure that files downloaded from the internet are checked for viruses before being used and ensure that appropriate action is taken if a virus is detected.
* I will ensure that any use I make of email facilities will not contain illegal, lewd, or offensive materials or language, or be used to send bulk emails apart from those which may be considered to be necessary to support my work as a teacher in training.
* I will ensure that I do not send emails that are defamatory or libellous in nature and acknowledge that could result in legal action being taken against me.
* I will not allow access to the internet facility to external users.
* I understand that abuse of the internet facilities available to teachers in training will be managed under the provisions of Fitness to Practice procedure and the circumstances encountered will be fully investigated by senior BCU staff. Such abuse is viewed as a very serious violation of the BCU disciplinary code which may, subject to the circumstances, be categorised as acts of gross misconduct, i.e., the misconduct is deemed to be of such a nature that it fundamentally breaches the contractual relationship between the teacher in training and BCU and in such situations the teacher in training will be dismissed without notice. Some circumstances could further lead to criminal proceedings being taken against the associate teacher.
* I will not misuse the use of personal e-mails and/or e-mail attachments by down-loading information onto BCU or school owned equipment.

1. **Partnership School Property**

* I will take due care and attention to look after any equipment and resources loaned to me and report any damage to the equipment or software issues immediately to the relevant IT support team. No attempt to repair the equipment should be attempted, and any damage deemed to be caused by negligence or miss use will be charged to the associate teacher. I will return ALL loaned equipment and resources as provided by the partnership school.
* On termination of my course/placement for any reason (or earlier if requested) I acknowledge that I must immediately return to the school or BCU:
  + All originals and copies of any documents or information, however recorded and whether retained electronically or on paper or otherwise.
  + All other property in my possession or control which belongs to, or relates to the BCU ITE Partnership, including, but not limited to, identity/security passes, keys, safety equipment, protective clothing, uniform, credit/charge cards, documents, tapes, laptops/computers and other computer hardware, memory sticks and similar, computer software, mobile phones, vehicle related documents/passes.

1. **Filming and Recording**

* I understand that I am **NOT** allowed to record, using any mobile device, school lessons or BCU lectures/sessions without permission.

**College of Education and Social Work**

**Student Learning Agreement and Code of Conduct**

**I have read, understood, and agree to abide by the BCU Associate Teacher Learning Agreement and Code of Conduct and will upload this signed agreement to Moodle submission point:**

|  |  |
| --- | --- |
| Signed: [Associate Teacher] |  |
| Date: |  |
| Print name: |  |

Please mark with an X to indicate the course you are following:

|  |  |
| --- | --- |
| BA (Hons) Primary Education with QTS |  |
| BA (Hons) Secondary Physical Education with QTS |  |
| BSc (Hons) Secondary Science (Biology) with QTS |  |
| PGCE Primary and Early Years – Core and School Direct |  |
| PGCE Secondary – Core and School Direct |  |
| PGCE Post-Compulsory Education and Training (PCET) |  |

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| --- | --- |
| Signed: [staff] |  |
| Date: |  |
| Print name: |  |
| On behalf of the College of Education and Social Work | |