



# LETTA SCITT and Apprenticeships

## Code of Conduct for Learners

<b>Approved &amp; adopted on:</b>	September 2022	<b>To be reviewed:</b>	Autumn 2023
-----------------------------------	----------------	------------------------	-------------

# Code of Conduct for Learners

## Contents

1. Aim, scope and principles
2. Key behaviours and general obligations
  - (i) Professionalism
  - (ii) Accountability
  - (iii) Tolerance and respect
  - (iv) Commitment
  - (v) Presentation
3. Attendance and punctuality
4. Safeguarding
5. Confidentiality
6. Honesty and integrity
7. Policy review
8. Declaration

## 1. Aim, scope and principles

This policy aims to set and maintain standards of conducts that we expect all LETTA learners to follow. This policy will compliment but not replace the code of conduct in your workplace.

Through this policy we aim to ensure that we work and learn together in an environment where everyone is safe, happy and treated with respect, and that our learners represent LETTA with personal and professional integrity.

You must act as role models for pupils, parents, staff and other stakeholders by consistently demonstrating high standards of behaviour.

We expect that all learners will act in accordance with the personal and professional behaviours set out in their qualification standard. We also expect learners to act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

## 2. Key behaviours and general obligations

### Professionalism

Having proper and professional regard for the ethos, policies and practices of the workplace in which they work as professional members of staff. Lead by example, considering one's approach and responses in conversations with colleagues, parents and pupils. Be respectful of the rights of others, implementing and maintaining boundaries.

### **Accountability**

- (i) Learners should maintain good levels of communication with the LETTA team and exhibit self-direction and organisational skills to complete required tasks by given deadlines and to a high standard.
- (ii) Learners should familiarise themselves with schools procedures and policies, as well as those of LETTA.
- (iii) Working in education opens one up to the scrutiny of pupils, parents and colleagues. This means that any social media or public profiles are likely to be accessed. Be mindful of images, conversations and behaviours that are available to the public and consider your privacy settings to minimise this. Also, be aware of your behaviour out in public and how this may be perceived in the local community, keeping in mind your standing as a role model in the school.
- (iv) Take initiative to learn and understand theories around education. Access articles, books and resources to provide a theoretical base to your understanding of education.

### **Tolerance and respect**

Promote positive values, attitudes and behaviours of the community, staff and pupils. Show mutual respect and tolerance of different cultures, faiths and beliefs. Do not impose one's own views and beliefs from a position of influence.

### **Commitment**

Consistency in approach and practice will show trustworthy attributes, vital to building relationships with staff and pupils. Reflection, learning and self-evaluation will demonstrate and enhance development and improving practice, while role modelling motivation and aspirations to pupils.

### **Presentation**

Dress appropriately for the workplace in line with your organisation's dress code. Monitor language and demeanour. Remember that you are a role model.

## **3. Attendance and punctuality**

- (i) Full-time employment is a condition of your qualification, unless otherwise agreed.
- (ii) All absences due to illness should be reported to your employer in line with workplace procedures. If absence due to illness occurs on a training day, learners must phone the Programme Leader for their qualification after 7.30am and prior to the session commencing.
- (iii) Attendance at central training sessions is compulsory. Nonattendance may impact award of qualifications.
- (iv) Learners are expected to attend any relevant training, meetings and CPD sessions in their workplace.

## **4. Safeguarding**

Staff working with children and vulnerable adults have a statutory duty to safeguard those individuals from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Learners must understand one's responsibility to safeguard pupils and familiarise oneself with statutory guidance (including Keeping Children Safe in Education and Prevent), workplace policies and procedures. Follow procedures in reporting on disclosures to named staff in a

timely and professional manner. Maintain clear boundaries with pupils and parents. Do not share any personal contact details or social media accounts under any circumstances and only formally correspond through school emails/ phones with parents.

## 5. Confidentiality

In the course of their role, members of school staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## 6. Honesty and integrity

Learners should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Learners should ensure that all information given to the school about their qualifications and professional experience is correct.

## 7. Policy review

This policy will be reviewed annually, taking into account developments in the programme and relevant procedures.

## 8. Declaration

LETTA ask that all learners acknowledge and agree to adhere to the Code of Conduct for Learners prior to commencing their training. Signing this declaration acknowledges your agreement and commitment to its contents.

<b>Print name:</b>	
<b>Signature:</b>	
<b>Date:</b>	