



# **Unprofessional Conduct and Disciplinary Policy**

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**Next review date – June 2019**

**Reviewed by – The Laurus Trust**

## **Unprofessional conduct and disciplinary policy**

### **Aims and Values**

Altius Alliance SCITT expects professional conduct from Associate Teachers, staff and trainers at all times. The strength of the SCITT lies in good partnerships between the SCITT and partner institutions and any unprofessional conduct or behaviour that brings the name of the SCITT into disrepute will undermine this strength and jeopardise future partnership arrangements. We expect all our Associate Teachers, staff and trainers to demonstrate and model high levels of professionalism.

We will not accept unprofessional conduct from our Associate Teachers. Any Associate Teacher found to be behaving in an unprofessional manner will be subject to disciplinary procedures.

### **Leadership and Management**

We are committed to ensuring that all Associate Teachers behave in a professional manner whilst training.

The Altius Alliance SCITT Strategic Board is responsible for:

- Monitoring the success of the policy
- Identifying and remedying failures of the policy
- Reviewing the policy on a bi-annual basis
- Ensuring the policy is working in practice

The Programme Leadership Board is responsible for:

- Reviewing the policy on an annual basis initially
- Ensuring the policy is working in practice

The Head of Programme is responsible for:

- Ensuring all staff and trainers are aware of the policy and its contents
- Ensuring all Associate Teachers are aware of the policy and its contents
- The implementation of the policy
- Recording and reporting failures of the policy to Strategic Board

The Independent Appeals Panel is responsible for:

- Scrutinising evidence in case of an appeal against disciplinary action
- Recommending subsequent actions

## Procedures

All Associate Teachers must uphold the professional code of conduct outlined in Part Two of the Teaching Standards as part of meeting the Standards for Qualified Teacher Status.

For the purpose of this policy, “behaving in an unprofessional manner” or “unprofessional conduct” means any breach of Part Two of the Teaching Standards, or behaving in a way that would not normally be acceptable in a school environment, or any conduct that brings the name of the SCITT into disrepute. This includes persistent lateness to a placement school or centrally based training, poor work ethic, the use of inappropriate language, rudeness to students, staff or trainers, aggression towards students, staff or trainers, inappropriate use of IT (see E Safety policy) any illegal behaviour or any form of violent behaviour.

If an Associate Teacher is found to behaving in an unprofessional manner whilst on placement, the school should notify the Head of Programme immediately. If an Associate Teacher is found to be behaving in an unprofessional manner whilst attending centrally based training, the trainer should notify the Head of Programme immediately.

In the first instance, the Head of Programme will decide the actions to be taken should any Associate Teacher be found to be behaving in an inappropriate or unprofessional manner. The Head of Programme will either:

- Discuss the behaviour or complaint with the Associate Teacher.

and/or

- Where appropriate, discuss the case with the Subject Mentor and/or the School Lead

and/or

- Where necessary discuss the case and any evidence presented with a member of Strategic Board. At this point, the Associate Teachers have the right to state their case to the member of Strategic Board.

If the complaint is found to be justified, the Head of Programme may either:

- Provide written advice and guidance

Or

- Issue a first written warning

Or

- In exceptional circumstances, ask the Associate Teacher to leave the course

Where an Associate Teacher has been found to behaving in an unprofessional manner, the placement school has the right to request removal of the Associate Teacher from that placement. In these circumstances, the SCITT is under no obligation to find the Associate Teacher an alternative institution in which to complete the placement. This may result in the Associate Teacher being unable to complete the requirements of the course.

If an Associate Teacher has already been provided with written advice and guidance as a result of a previous complaint and a second complaint is found to be justified, the Head of Programme may either:

- Issue a first written warning
- Or
- In exceptional circumstances, ask the Associate Teacher to leave the course

If an Associate Teacher has already been issued with a first written warning and a further complaint is made and upheld, the Associate Teacher may be issued with a second written warning or asked to leave the course.

If an Associate Teacher has received 2 written warnings and a further complaint is found to be justified, the Associate Teacher will be asked to leave the course.

Associate Teachers have the right to appeal against any disciplinary action taken.

Any appeal will be dealt with in a professional manner. Associate Teachers who wish to appeal against action taken should write to the Head of Programme within 15 working days of notification of the disciplinary action. The Head of Programme will make arrangements for the Independent Appeals Panel to convene and to consider the Appeal. Please see Appeals Policy.

## **Monitoring**

- Documentation will be scrutinised by the Quality Assurance Board for evidence of Equal Opportunities and to ensure that each case is considered without prejudice
- Feedback from monitoring and reports to Strategic Board will be published in minutes of its meetings.

## **Training and Development**

Tutors and Associate Teachers will be trained in the procedures relating to this policy and other related policies. The SCITT will raise awareness of the policy through its training programme and documentation.

## **Publishing Policy**

This Policy will be available through the Altius Alliance SCITT website and our documentation. A copy is available from the SCITT office.

## **Review date for the Policy**

This policy will be reviewed by the Policy Review Group and presented to the Quality Assurance Board as part of the 2017-18 meetings cycle.