



THE SHEFFIELD SCITT

DISCIPLINARY PROCEDURE



National Teaching School
designated by



National College for
Teaching & Leadership

The Sheffield SCITT is owned and operated by Notre Dame High School, Sheffield, a National Teaching School

1. Purpose

- To ensure the highest standards of professional behaviour are upheld by Sheffield SCITT trainees.
- To ensure that the consequences of unprofessional behaviour are understood by all those involved with The Sheffield SCITT.
- To safeguard pupils in partnership schools.
- To avoid bringing The Sheffield SCITT into disrepute.

2. Applies to

All staff employed directly or indirectly to deliver services for the Sheffield SCITT. This includes staff in all partnership schools involved in delivery of the Sheffield SCITT course.

All SCITT trainees. This includes those who have accepted a place on the Sheffield SCITT course.

3. This Policy must be read in conjunction with:

Referral, Deferral, Suspension and Withdrawal Policy

E-safety Policy

Complaints and Appeals Policy

4. Definitions

For the purpose of this policy, “behaving in an unprofessional manner” or “unprofessional conduct” includes:

- any breach of Part Two of the Teaching Standards;
- behaving in a way that would not normally be acceptable in a school environment;
- any conduct that brings the name of the SCITT into disrepute, including 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, any illegal behaviour or any form of violent behaviour.

5. The Sheffield SCITT will achieve its stated aims through the following procedures.

If a trainee is found to behaving in an unprofessional manner whilst on placement, the placement school should notify the appropriate School Direct or Core Lead immediately.

If a trainee is found to be behaving in an unprofessional manner whilst attending centrally based training, the trainer should notify the appropriate School Direct or Core Lead immediately.

If any member of the SCITT staff becomes aware that a trainee has behaved in an unprofessional manner they should notify the appropriate School Direct or Core Lead immediately.

On becoming aware of a concern raised about unprofessional behaviour through the above or any other means, the School Direct or Core Lead will decide the actions to be taken should any trainee be found to be behaving in an inappropriate or unprofessional manner. In coming to a decision as to the action that should be taken, the School Direct or Core Lead may take advice from other colleagues, including the SCITT Phase Leads. The action taken will depend on the nature of the unprofessional behaviour along with any previous action taken as a result of previous unprofessional behaviour.

The action taken may include:

- Discussing the behaviour or complaint with the trainee and their school mentor/trainer;
- Developing a support plan for the trainee around an aspect or aspects of their professional behaviour;
- Requiring the trainee to undertake certain specific actions, eg writing a letter of apology to an injured party;
- Issuing a written warning;
- In exceptional circumstances, withdrawing the trainee to leave the course

Trainees should note that in the event of unprofessional behaviour, the placement school may request the removal of the trainee from that placement. In these circumstances, and that The Sheffield SCITT will consider all such requests. In the event that a placement is terminated early due to unprofessional behaviour, the Sheffield SCITT is under no obligation to find an alternative school in which to complete the placement. This may result in the trainee being unable to complete the requirements of the course.

Trainees have the right to appeal against any disciplinary action taken.

Review Date: July 2019 **Next Review:** July 2020

Review Mechanism: Management Board