



School of Health, Sport and Food except for PGCE/ITT and Health & Social Care programmes

CODE OF PROFESSIONAL CONDUCT AND FITNESS TO PRACTISE 2020-21

1 INTRODUCTION

This Code applies to the following programmes:

- NCFE CACHE (Level 2) Early Years Practitioner
- NCFE CACHE (Level 3) Award/Certificate/Diploma in Childcare and Education (Early Years Educator)
- NCFE CACHE Level 2 Certificate in Supporting Teaching and Learning
- NCFE CACHE Level 3 Certificate in Supporting Teaching and Learning
- NCFE CACHE (Level 3) Diploma for the Children's Workforce (Early Years Educator)
- CACHE (Level 3) Diploma Supporting Teaching and Learning in Schools Children, Young People and Families Practitioner (Level 4)
- Children, Young people and Families Manager (Level 5)
- FdA/BA (Hons) Youth, Community and Families
- BA (Hons) Childhood Studies
- BA (Hons) Early Childhood Studies (with Practitioner Status)
- MA/PGDip Education and Learning
- MA/PG Cert/Dip Learning and Teaching (all pathways)
- MA/PG Cert/Dip Teaching and Learning in Vocational Subjects
- MA/PGDip Youth Work and Community Development (with JNC)

(A separate Code applies to PGCE and Health & Social Care)

I understand that successful completion of the academic qualification or programme for which I am registered is relevant to employment within a sector that is concerned to safeguard children, young and vulnerable people and families, and has high expectations of standards of behaviour of people working in it. I also understand that I am required, during my studies, to adhere to professional requirements for conduct as exemplified by the Common Core of Skills and Knowledge for the Children's Workforce. I recognise that this Code of Professional Conduct and Fitness to Practise identifies the behaviour required of me, and that it is supplemented by the provisions of the Common Core of Skills and Knowledge for the Children's Workforce. I understand that breaches of this Code may lead to disciplinary action including withdrawal from the programme or my exclusion from the University. The University is required, from time to time, to provide references to employers and others and I understand that breaches of this Code may result in a note being made on my disciplinary record, which may be disclosed to those requesting references in appropriate circumstances. In the event of any breach of this Code, I understand that I may be treated differently to other students of University College Birmingham who are not subject to this Code.

2 PERSONAL BEHAVIOUR

- 2.1 I will at all times behave in a manner appropriate to my position as a student of the University studying for a qualification, the successful completion of which leads to entry to employment within a sector that is concerned to safeguard children, young and vulnerable people, and families. **Note: More guidance on behaviour is provided in the University's Disciplinary Code under section C of the General Student Regulations, given in the Students' Handbook issued each year to all students, and the Common Core of Skills and Knowledge for the Children's Workforce.** I understand that any breach of the Disciplinary Code may have adverse implications for the assessment of my Fitness to Practise.
- 2.2 I understand that behaviour that contravenes the values outlined in this Code including, for example, dishonesty, indecency, harassment, bullying, violence, inappropriate use of social networking sites, abuse of drugs or alcohol will lead to disciplinary action under this Code and may lead to my withdrawal from the programme or my exclusion from the University. I recognise that, in addition to disciplinary action that may be taken against me under this Code and the University's Disciplinary Code, disciplinary action may be taken against me as a result of any information that may come to light (such as a criminal conviction (including cautions) incurred by me) as a result of conduct unrelated to my programme, the University and/or my placement. I understand that, where relevant, consideration will also be given to any actions by me outside of the University that may give rise to concerns over my fitness to practise, such as disciplinary action by a current employer or placement provider, or information provided by the Police or other agency, or information contained in my application.
- 2.3 I undertake to notify the Executive Dean of School (or nominee) for my programme
- (i) Of all unspent convictions incurred prior to attending the programme, as well as convictions incurred subsequently;
 - (ii) Whether I have been the subject of any disciplinary action by an employer or placement provider, prior to and during the course of my studies.

I understand that I will be subject to enhanced Disclosure and Barring Service (DBS) checks and that if these raise questions about my suitability for fitness to practise then I will be subject to the University's disciplinary process, which may lead to my being required to withdraw from my programme. I undertake to assist the University in the timely provision of any documents needed, and that failure to do so could lead to disciplinary action being taken against me.

2.4 I understand that a criminal conviction or caution, or other relevant information (such as that disclosed as a result of a DBS Enhanced check), arising prior to or during my programme, may make it difficult for the University to arrange a placement or other learning activities until the relevant provider's duty of care can be assured. I understand that this may lead to the need for me to extend my studies where it has not been possible to arrange replacement activities. In some cases, it may mean that I will not be able to satisfy the academic requirements of my programme, which will mean that the Board of Examiners or awarding body for my programme may judge that I will not be able to progress or to complete the programme, or fulfil the requirements to be awarded a particular qualification.

Professional Unsuitability

2.5 I understand that sometimes, even where professional misconduct is not involved and/or child/vulnerable adult safety is not at risk, it may become apparent that a student is unsuitable for the profession for which s/he is studying. The student, his/her tutors or a placement provider may be the first to notice this. Any student who has doubts about his/her suitability for the profession for which s/he is training should discuss the situation informally with a tutor as soon as possible. Where a member of staff or placement provider feels that a student may be unsuitable the matter should be reported to the relevant member of staff responsible for supporting students during the placement period, who should discuss matters informally with the student. In some cases, the issues of concern may be resolved by appropriate informal support and guidance, or by withdrawal from the programme on the part of the student. If the unsuitability is felt to be of a temporary nature a deferral of study may be the most appropriate course of action.

2.6 Professional unsuitability may be demonstrated in various ways; the following are common indicative examples and not a definitive list:

- Persistent lack of motivation or interest and/or non-participation in learning activities (e.g. direct client care, engagement in small group/problem-based learning, portfolio development, practice placements, presentations, timetabled academic sessions, academic or pastoral tutorials, practical skills sessions, supervision sessions);
- Inconsistent, unreliable and inappropriate behaviour that may fall short of professional misconduct in the workplace or learning context;
- Emotional and/or inter-personal problems that impinge upon the workplace and/or learning context;
- Unsociable behaviour that adversely affects the proper operation of the workplace and/or learning context.

3 BEHAVIOUR TOWARDS OTHERS

3.1 I will at all times respect the dignity of those with whom I come into contact with during the course of my studies both in placement and in University, I will use language and behaviour appropriate to the situation and people involved.

- .3.2 I understand that important attributes for working in the profession for which my programme prepares me include the ability to work effectively in a team, confidentiality, punctuality, good attendance and a willingness to follow instructions and act safely. Should I fail to demonstrate these attributes, I understand that action may be taken against me under this Code.

4 **APPEARANCE**

I will ensure that I follow the programme guidelines on standard of dress as outlined in the placement handbook and I will ensure that my personal appearance is appropriate for my placement environment and hence complies with the providers' relevant policies.

5 **LEARNING**

- 5.1 The content of my programme of study is designed to meet the requirements of a professional and/or statutory body. I will pursue my studies with reasonable diligence (in accordance with the University's General Student Regulations) ensuring that I avail myself of the educational opportunities made available in order that I acquire the range of skills and knowledge identified in the **Common Core of Skills and Knowledge for the Children's Workforce** and provided to all students by the University.
- 5.2 I understand that I must take responsibility for my own learning through attendance at lectures, tutorials, seminars, placement and any other learning endeavour through being suitably prepared for them. I will notify my Programme Manager, in accordance with instructions given to me at induction, if I am to be absent from any part of the programme, due to sickness or other reasons, and I will make up the lost learning opportunity, making appropriate use of University support structures. I understand that if I persistently fail to follow my programme of study with reasonable diligence that I will be subject to disciplinary action under this Code.
- 5.3 I will not disrupt the delivery of teaching or the learning experience of fellow students, and will not jeopardise the health and safety of those involved, during attendance at lectures, tutorials, seminars and placement.
- 5.4 I understand that if I behave dishonestly during the assessment process (including plagiarism or other forms of cheating) I will be subject to disciplinary action in accordance with the Disciplinary Code in the University's General Student Regulations and may be excluded from my programme of study.
- 5.5 I understand that if I behave dishonestly in relation to my attendance or the attendance of others by falsifying signatures or other means I will be subject to disciplinary action under this Code

6 BARRIERS TO LEARNING OR PROFESSIONAL PRACTISE

- 6.1 I have reported to the Executive Dean of School (or nominee) any specific requirements I may have to enable me to follow my programme of study (including any physical, health or learning requirements) and I undertake to work with the programme team or support services provided to address these requirements. I understand that if I do not report such specific requirements, then the University cannot make such adjustments as are reasonable to enable me to undertake my study.
- 6.2 I undertake to report to the Executive Dean of School (or nominee) any pre-existing or new condition, which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads, as soon as I become aware of it. In the event of any pre-existing or new condition arising I undertake to work with the University or support services provided.
- 6.3 I understand that failure to report any condition, which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads, may lead to my exclusion or transfer from my programme of study.
- 6.4 I have reported on the UCB Medical Form any health issue / infection that could have a potential or actual impact on the health, safety or well-being of colleagues / staff, service users and other members of the University and partner institution.

7 DUTY OF CARE

- 7.1 I will at all times act in the best University service users and conduct myself in a professional manner in all aspects related to them, as reflected in the Common Core of Skills and Knowledge for the Children's Workforce. I understand that at times this may mean recognising the limits of my professional competence, requiring that I refer those with whom I work, including colleagues/ staff and other members of the University and partner institutions to another appropriate professional person.
- 7.2 I will undertake to familiarise myself with all University and partner institution guidelines, including health and safety guidelines, codes of conduct and, where relevant, employment contracts, in advance of and during service users/colleagues/ staff and other members of the University and partner institutions contact and will apply these guidelines in all dealings with them. I understand that breaching any University and/or partner guidelines will lead to disciplinary action under this Code, and may include expulsion from my programme of study.
- 7.3 I understand that dishonesty, including the withholding of information or the falsification of records, may lead to exclusion from my programme of study.

- 7.4 I recognise that in the course of my studies I may be placed in a position of trust and that as such I am subject to the requirements of the Sexual Offences (Amendment) Act 2003. This legislation makes it a criminal offence for a person aged 18 or over to have a sexual relationship with a person under that age where they are in a position of trust, which may include the student/service user relationship. I understand that failure to comply with the Sexual Offences (Amendment) Act 2003 will lead to disciplinary action under this Code and may result in my exclusion from the programme of study.

8 DUTY TO REPORT

- 8.1 I undertake to report to the appropriate authority and to the University any action by others which may put at risk those with whom I work, including colleagues/ staff and other members of the University and partner institutions. I understand that failure to do so may lead to disciplinary action being taken against me.
- 8.2 I undertake to report in writing any change in my circumstances relevant to 2.3, above, to the Executive Dean of School (or nominee) for my programme.
- 8.3 I undertake to report in writing to the Executive Dean of School (or nominee) of my programme any material information in my possession (including allegations, convictions, cautions, disciplinary action, letters or similar of concern, etc.) that may give rise to concerns over my fitness to practise.

9 CONFIDENTIALITY

- 9.1 I understand that the principle of professional confidentiality means I should not disclose information related to people with whom I work to any third party, with the exception of my programme tutors and placement provider where such information will assist them in ensuring my safety, progress and assessment, or that of the people with whom I work.
- 9.2 I understand that I may have access to confidential personal information whilst on the programme 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 (except, where relevant programme tutors and placement providers), in accordance with the relevant professional code or in accordance with the law. I understand that failure to comply with this requirement will lead to disciplinary action under this Code.

I understand that the contents of this document do not absolve me from complying with other University regulations currently in force. The requirements of the Code or University Regulations may be revised from time to time and I will comply with any revision. I understand that the University has undertaken to provide me with reasonable notice of any changes in any of the documents noted in this Code.

I (FULL NAME)

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HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE
CODE OF PROFESSIONAL CONDUCT AND FITNESS TO PRACTISE.

(SIGNATURE)

(DATE).....