

# BA Early Years

## Code of Professional Conduct

### Introduction

This Code of Professional Conduct identifies the typical forms of conduct expected from an Early Years student who is following a programme of study leading to BA H Early years with the Graduate practitioner award. The Code takes full account of expectations for the BA H Early Years programmes learning outcomes. As a student studying on a programme leading to the recommendation a professional status you are expected to always conduct yourself in an appropriate professional manner.

## Code of Professional Conduct

The university has high expectations of personal and professional conduct from the students who are placed in partnership settings.

- You are expected to meet with the setting prior to beginning the placement to ensure that both parties (yourself and the setting) are happy with the expectations of the student whilst in the placement.
- Once the placement has been agreed, you must confirm this with the University placement team and your tutor. Please note, once the placement has been confirmed, this is the placement in which you will remain for your practice. This will not be changed without the prior agreement from the university and only under very exceptional circumstances. Any unnotified change in placement could result in your programme being suspended.
- For the duration of the placement, for your own professional development and employability skills you should demonstrate a professional approach and ensure your own conduct is appropriate at all times.
- Upon starting the placement, you should ensure that you read, understand and apply the setting policies at all times, e.g. health and safety, risk assessments before activities.
- You should ensure that you are punctual for placement sessions, meetings etc.
- If for any reason you are going to be late or unable to attend on a particular day you must always inform the setting of any lateness/non-attendance in line with setting policy.
- You should ensure that your language and dress are highly professional and in line with setting policy at all times.

- You will be expected to have at least one placement visit from one of the early years team whilst in the setting.
- You will be considerate of all stakeholders to the setting that you come into contact with, treating children and their families with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your position.

## **Responsibility**

Students are reminded that all aspects of their training, including university-based training, contribute to the evidence base for the recommendation for Graduate Practitioner award.

This means that students:

- Demonstrate in their personal conduct on campus, in work settings and through social networking and media the same positive values and qualities required of an early years practitioner
- Show due regard for the ethos and values of the university and any other setting.
- Act with honesty and integrity and ensure that any activity in one's personal life does not risk bringing the early years profession or the programme into disrepute.
- Do not engage in deception by, for example, falsifying qualifications / medical / criminal declarations or by any form of cheating or plagiarism in assignments / examinations.
- Recognise the importance of punctuality and regular attendance on all aspects of their professional programme (i.e. both university and school-based elements of training) and follow the published procedures for notifying absence (\*See Note).
- Actively engage in all seminars, complete all directed learning tasks and recognise their responsibilities for working collaboratively and constructively as part of a team alongside fellow students, teachers / lecturers, support staff and other colleagues both on and off the university campus
- Show respect for the rights of others including individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Will ensure that the school is aware of any disabilities, specific learning difficulties, ongoing health issues including a mental health condition where reasonable adjustments may need to be taken into account during the practice and will work with both the setting and the university on an agreed action plan, prior to the placement.

- If medical needs change during the term of the placement i.e. through pregnancy or other new condition, that they inform the school and the university tutor as soon as possible so an action plan can be put in place.

## **Understand**

In the event of conduct being deemed to be unprofessional during the period of training, the following steps may be taken:

- The placement in a setting might be withdrawn and there might be no opportunity for re-assessment
- The student might be suspended temporarily from the programme
- The case might be referred to the University Fitness to Practise Panel where further action might be taken, including termination of a student's studies
- Persistent absence and / or lateness during university-based training can be reported to the Progression and Assessment Panel who may deem that the course requirements have not been met and that the student is required to repeat the course with attendance the following year.

### **Note:**

In the case of unavoidable absence e.g. hospital appointment, family funeral, religious holiday etc. during university-based training, students are expected, as a matter of courtesy, to alert the tutor taking the session via email to their absence. In the event of a missed session, students should be pro-active in securing the relevant hand-outs/notes and reading the recommended texts. If a student anticipates being absent from the University for five University working days or more for a justified medical or educational reason, they are expected to discuss this with their personal tutor first. If an absence is unavoidable, the student should ensure that their programme leader, the year co-ordinator and their personal tutor are aware of the expected dates of absence and the reason for the absence. Absences which extend for more than five University working days should be reported to the programme leader by the sixth working day. A medical certificate should be supplied to the programme leader when the absence is due to medical reasons. In cases of extended absence, students might be advised to seek exceptional circumstances or interrupt. Absence through illness or other unavoidable reasons during period of practiced- based training should be reported using the procedures outlined in the Placement Experience guides.

Students should note that absence because of childcare issues is not considered a valid reason for absence and that requests for absence for a personal holiday during term time will not be agreed.

Trainees are required to adhere to the policies and guidelines of both the setting and the university regarding health and safety precautions and should ensure they read and understand procedures whilst on placement and during taught sessions at the university.

Students should note that the university reserves the right to share any declared medical conditions as appropriated with settings where it is felt that reasonable adjustments need to be made; this is to ensure the health and wellbeing of the student and support progress. By signing this code of conduct you are agreeing to these notes.

## **Memorandum of Understanding**

The following forms part of your contract with the University of Greenwich. If you accept the offer for the programme to which you have applied to you must understand and agree to the following conditions:

- You are required to have a minimum of 90% attendance and punctuality. If either falls below this, your progress on the programme may be at risk and/or your placement delayed.
- It is not possible to guarantee that your placement will be within your immediate area of residence as some subjects/areas are more difficult to place.
- You may have to travel to placement settings up to 1.5 hours distance by either car or public transport from the University address SE9 2UG.
- Placements are arranged by our placement team and not by trainees. All placements will meet the 1.5 hours travel time from the University address if it is not possible to place you nearer your term time address.
- This is a full-time course, and you must be available five days a week between approximately 09:00 and 17:00 hours to attend timetabled University taught sessions. It is your responsibility to check your timetable regularly.
- You must attend your agreed placement as per the guidance given in the placement guide and ensure you are in and prepared at least 30mins before learners arrive.

You cannot start placement until:

- Occupational Health have cleared you.

- The Placements Team have received notification by Occupational Health that you are fit to attend placement.
- The Placements Team have received confirmation from Student Services that they have received your DBS and that there are not any holds or restrictions on the DBS that need to be referred to the Programme Leader.
- That you have been checked and cleared against the Children's Barred List.