



CTT

DISCIPLINE POLICY

2020/2021

<i>At the time of publishing the following roles were held:</i>	
SCITT LEAD	MRS. W. KENDALL
CHAIR OF THE CTT BOARD	MRS. V. HEPBURN-FISH

Approved by ¹	
Name:	Mrs. V. Hepburn-Fish
Position:	Chair of the Board of Directors of CTT
Signed:	<i>V. Hepburn-Fish</i>
Name:	Mrs. W. Kendall
Position:	SCITT Lead
Signed:	<i>Wendy Kendall</i>
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Context

Any course will have rules and regulations designed to protect the learning communities involved and to ensure quality and probity. The professional demands of QTS courses make it inevitable that there are more regulations. The demands of QTS also place greater gravity on these rules and trainees must realise that they are now in a much stricter environment than typical degree courses. They must also realise that they cannot be awarded QTS unless they are in good standing with CTT (see CTT Code of Conduct on website.)

It is rare for things to go wrong in such respects but trainees should know that there are procedures in place to address such breaches and they should understand how they operate.

Disciplinary procedures and references

Trainees should not think that once they have become the subject of a formal disciplinary procedure that this must be declared on any reference provided for them by a CTT member of staff. This includes CTT staff who are school-based such as mentors.

What happens if a trainee breaches the code of conduct?

If a trainee breaches the code of conduct the following steps will be taken.

These steps are hierarchical but do not necessarily progress in order. For example, should a trainee make a serious breach, such as in a matter of safeguarding, they would progress straight to Stage Three.

Informal meeting and target

In the event of a minor breach, such as a first instance of lateness, the error will be pointed out to the trainee by the SCITT Lead, or, if in school, the support or lead mentor. They will ensure that:

- the trainee understands the error;
- and that they are aware of what must be done to avoid breaching the Code of Conduct in future.

If the breach has taken place in school, school staff will inform the SCITT Lead who will ensure the trainee's external mentor is also informed.

Formal stage one disciplinary meeting

This will be convened in the event of repeated minor breaches, or in the case of a more serious breach, for example unauthorised absence.

In this case, the SCITT Lead will convene a meeting with the trainee and a member of CTT staff to minute the outcomes.

At this stage, and in all further formal disciplinary stages, trainees should be aware that they may:

- seek support, as per the CTT Support and Capability Plan;
- ask for a trusted representative to also attend the meeting, e.g. a family member;
- seek advice from a union.

The stage one meeting will ensure:

- that all parties understand the nature of the breach of the code and the circumstances surrounding it;
- and the trainee is aware of what must be done to avoid breaching the Code of Conduct in future;
- that a formal target re the above is set and that all parties have a shared understanding of the consequences of this not being met;
- that, if necessary, a support and capability plan is put in place re the relevant policy;
- that the trainee's external mentor is informed along with any necessary school-based CTT staff.

Formal stage two disciplinary meeting

This will be convened in the event of the targets of a Stage One meeting not being adhered to.

The SCITT Lead will convene a meeting with the trainee and a member of CTT staff to minute the outcomes and a representative of CTT Board, normally the Chair of CTT Board. The trainee's external mentor will also be invited to attend.

The stage two meeting will ensure:

- that all parties understand the nature of the breach of the code and the circumstances surrounding it;
- and the trainee is aware of what must be done to avoid breaching the Code of Conduct in future;

- that a formal target re the above is set and that all parties have a shared understanding of the consequences of this not being met;
- that, if necessary, a support and capability plan is put in place re the relevant policy;
- that the trainee's external mentor is informed along with any necessary school-based CTT staff.

Formal stage three disciplinary meeting

Such a meeting will be preceded by the trainee being suspended from the course.

This will result from either:

- the targets of a Stage Two meeting not being adhered to;
- or, a very serious breach of The Code of Conduct, for example one involving safeguarding issues, racist/bigoted behaviour or violent/abusive behaviour.

The SCITT Lead will convene a meeting with the trainee, a member of CTT staff to minute the outcomes and representatives of CTT Board, normally the Chair of CTT Board and the trainee's external mentor.

The stage three meeting will ensure:

- that all parties understand the nature of the breach of the code and the circumstances surrounding it;
- and the trainee is aware of the consequences of their actions;
- that a clear statement of the events is drawn up to be presented to CTT Quality Assurance committee.

Then:

- CTT Quality Assurance committee will meet, consider the case and make recommendation to CTT Board as to whether the trainee should be re-instated on the course, or not.
- CTT Board will consider the recommendation and decide if the trainee should be permanently excluded from the course or re-instated.
- In the event of the trainee being reinstated on the course this will resume with a further Stage Two meeting, as per above.