



Trainee misconduct procedures

All trainees on ITT programmes receive robust training at the start, and throughout their programme, about professionalism. In addition, trainees are introduced to the expectations set out within the Trainee Agreement which they must sign at the beginning of their programme of study as acknowledgement of their commitment to uphold the expectations.

The Trainee Misconduct Procedure is a staged approach that operates within the NELTA's Fitness to Practise Procedures and alongside the Trainee Agreement.

The procedure takes into account the relevant and current policy and legislative frameworks including the Teachers' Standards in England, 2012.

1. The Trainee Misconduct Procedures are staged, transparent, fit for purpose and documented for every ITT trainee.
2. The Trainee Misconduct procedures form part of the overall tracking and monitoring of trainees' academic and professional progress on their ITT programme.
3. Review meetings will be triggered if trainers wish to meet with a trainee in order to provide a specific level of support; or to clarify/address concerns that may be impeding a trainee's progress and/or development, including possible breaches the Trainee Agreement; these may be linked to:
 - attendance and engagement
 - performance and/or engagement whilst in NELTA or a partnership setting
 - performance through assessment
 - ability to meet the requirements of the Trainee Agreement
4. The procedures should be easily operational, with realistic timescales at all levels, taking into account ethics, confidentiality and safeguarding.
5. Clear, easy to understand documentation will be provided to trainees to enable the procedures to operate smoothly and efficiently.
6. The purpose of a scheduled meeting to review conduct will be communicated prior to the meeting to the trainee. The scheduling of a meeting to review conduct will automatically trigger the Support Plan and Cause for Concern Procedure.
7. The Support Plan and Cause for Concern Procedure has several stages including a preliminary stage. Trainees who fail to meet their targets from the first stage are referred on to a review meeting. If a significant concern emerges, this may trigger a direct move to the second stage of the review procedure, by-passing the first stage. If trainees fail to meet the targets set as part of the Cause for Concern Procedure they move to the final stage of the procedure. Academic staff may exercise academic and professional judgement to undertake a Support Plan and Cause for Concern meeting at any stage outlined in the following procedure depending upon the nature of the first infringement of the Trainee Agreement.

The final stage of the process involves referral. The referral will result in action which is dealt with under the Removing a Trainee from a Placement Procedure and/or under the Fitness for Practice Procedure. If there are serious concerns regarding misconduct then these may be addressed immediately using the Fitness to Practise procedure.
8. These agreed principles will be reviewed and, if necessary, revised on an annual basis by the NELTA Strategic Board.