



# Trainee Agreement, Professional Code of Conduct & Fitness to Practice Version 2

**Note:** This policy can only be considered current and valid when viewed on the VNHTT portal and website. If this document has been printed or saved from another location, you must check the version number matches that of the online copy.

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## Contents

Part A – Trainee agreement .....	3
Introduction .....	3
We each agree to comply with the obligations and duties set out below .....	3
Changes to your Programme.....	5
Termination.....	5
Liability .....	6
Intellectual Property .....	7
Immigration requirements.....	7
Distance selling regulations .....	7
Data protection .....	7
General.....	8
Part B - Code of Professional Conduct and Fitness to Practice (Initial Teacher Education)	9
<b>1.</b> Introduction.....	9
<b>2.</b> Personal Behaviour.....	9
<b>3.</b> Behaviour towards others. ....	11
<b>4.</b> Appearance.....	11
Signed by Trainee .....	18

## Part A – Trainee agreement

### Definitions:

- **We/us/our** means **Vantage North Humber Teacher Training (VNHTT)**, c/o St Mary's College, Cranbrook Avenue, Hull, HU6 7NT
- **You/your** means a **registered student of Vantage North Humber Teacher Training**

Programme means your programme of study

### Introduction

- a. This document forms the basis of the contractual relationship between you and us, which starts when you accept our offer of a place on your Programme. This includes acceptance through DfE Apply or other agencies where applicable. Your ability to take up your place may depend on you meeting certain conditions.
- b. In this agreement we refer to other documents. They also form part of this Agreement. In particular we refer you to :
  1. Tuition Fee Policy (attached)
  2. GDPR policy (attached)
  3. Any handbook or policy prescribed by any other organisation contributing to the delivery of the Programme, as notified to you from time to time
  4. Student Complaints Procedure

We each agree to comply with the obligations and duties set out below

PROGRAMME OF STUDY AND LEARNING ENVIRONMENT	
What you can expect from us	What we will expect of you
Provide you with the tuition and learning support associated with your Programme with reasonable care and skill	Take responsibility for your own learning, working in partnership with staff to become a self-reliant, independent learner
Make a reasonable effort to deliver your Programme as described in the relevant prospectus for the appropriate academic year	Pursue your studies diligently, contributing effectively to your Programme and not to hinder the studies of others
Let you know as soon as possible if we need to alter anything related to your Programme, such as a change in	Attend formal teaching and learning events (lectures, seminars, tutorials, meetings, placements) associated with your

timetabling, location, type of class, assessment or syllabus	Programme, subject to absence for medical or other agreed reasons
Provide any formal policies within which your Programme will be delivered	Familiarise yourself and comply with our rules and those of the University who contributes to the Programme from time to time, and the award for which you are registered
Make available infrastructure to support your learning, including teaching and learning space	Make appropriate use of the resources available, including staff other students and facilities
Provide clear information about your Programme and units and about our expectations of what you need to achieve to complete your Programme successfully	Be aware of any information provided to you about your Programme
Communicate with you by post or via your email address as appropriate, or via the Mosaic platform	Check your email account regularly both during and outside term time
Return marked work by the required deadlines as directed by the VNHTT nominated tutors for assessment, progression and the award of qualifications , or equivalent	Complete and submit by the required deadlines any work to be assessed as part of your Programme, including any assignments, or project work related to individual units
Encourage a professional and responsible learning environment and suitably support you, academically and pastorally	Play an effective part in the Programme community and respond to requests to give your opinion about your learning and other experiences through being part of the Programme
Carry out regular monitoring of the quality of learning and teaching offered as part of your Programme	Contribute to internal and external procedures for assuring the quality of teaching, learning and assessment, provided for you and other students.
In accordance with the procedures contained in the Student Complaints Procedure, allow you to make a complaint about matters that affect you and allow you the right to appeal against decisions made about you; and, operate a fair and transparent disciplinary procedure.	Be aware of the Student Complaints Procedure and other policies and documents notified to you from time to time including the rules relating to submission of extenuating circumstances, complying with deadlines by which representations have to be made, and noting that, wherever possible, complaints are best resolved at school level, or through liaison with your VNHTT Professional Tutor.
Take reasonable care to keep your personal details secure at all times, and to comply with our obligations under GDPR.	Ensure that the personal details VNHTT holds about you, including your current term time and home address and personal email address are accurate and updated as soon as they change.

Conduct fair procedures for dealing with students who disclose criminal convictions either before or after registration	Disclose any spent and, where appropriate, unspent criminal convictions and cautions when applying to us and during your studies. "Unspent convictions" are defined in the Rehabilitation of Offenders Act 1974. Please note that you will be required to obtain a criminal records check.
Make publicly available (and annually update if required) details of the tuition fees and any other expenses relating to the Programme	Make sure all tuition fees and other expenses relating to your Programme are paid in time and agree to be bound by our regulations on the payment of fees.
Provide you with a fair, equitable and supportive environment	Comply with the rules and regulations of VNHTT and University of Hull and any school in which you may be placed

## Changes to your Programme

- a) We have the right to alter the timetable, location, number of classes, method of delivery, content, assessment, and syllabus of your Programme, provided such alterations are reasonable. We also have the right to withdraw Programmes before they have started.
- b) We will make arrangements for you to complete your Programme. Such arrangements might include enabling you to complete your Programme at another institution
- c) In the event of any discontinuance of or fundamental changes to your Programme we will give you reasonable notice and you will be entitled to withdraw your application or withdraw from your Programme by telling us in writing. You may make a claim for a refund of any tuition fees and deposits you have paid, in accordance with the Student Fees Regulations

## Termination

- a) The relationship between you and us will end
  - i. If you withdraw from the Programme or
  - ii. If you are required to withdraw in accordance with our disciplinary procedures
  - iii. For non-payment of fees in accordance with the Student Fees Regulations
- b) We may terminate our relationship with you in writing with immediate effect if

- i. You are expelled or refused admission or membership by any organisation which you are expected to attend or be a member of as part of your Programme, or
- ii. Between accepting an offer and starting your Programme there is a change of your circumstances which, in our reasonable opinion, makes it inappropriate for you to study on your Programme; or
- iii. We become aware of information about you that we did not know before and which, in our reasonable opinion, makes it inappropriate for you to study on your Programme; or
- iv. In our reasonable opinion you have failed to provide us with all relevant information, or have supplied false or misleading information, relating to your application for your Programme; or
- v. Where your behaviour represents a significant risk to the health, safety or welfare of yourself or others or
- vi. If your continuing registration on the Programme puts us in breach of any of our legal obligations to comply with UK immigration requirements

You will have the right to submit a complaint under the Student Complaint Procedure should the relationship between you and us be terminated under this sub-section (b)

- c) If you fail to meet the conditions of our offer or if you have not already registered at the time of termination, we shall be entitled to refuse to register you on your Programme. If, at the time of termination you have registered, we shall be entitled to require you to leave the Programme
- d) On termination, you may be required to reimburse the VNHTT for any outstanding tuition fees in accordance with the Tuition Fee Policy (attached)
- e) Any action we take under the above provisions will not restrict our ability to take any other action against you that we have the right to take.

## Liability

a) Subject to paragraph 5b) we will be liable to you for any direct loss or damage you suffer if we either fail to carry out our obligations under this agreement to a reasonable standard; or breach any relevant duties that we owe to you that are imposed on us by law (including if we cause death or personal injury to you by our negligence), but not to the extent that such failure is attributable to

- i your own fault
- ii the fault of a third-party

b) Our liability to you is limited to the sum of £ 1,000,000 for any one occurrence.

- d) We will not be liable to you for events outside our control that we could not have foreseen or prevented even if we had taken reasonable care. Events outside our control include but are not limited to, industrial action, over or under-demand from students, staff illness, significant changes to our funding, severe weather, fire, civil disorder, political unrest, government restrictions, and concern with regard to the transmission of serious illness. In such circumstances, we reserve the right to change or cancel parts, or all, of your Programme.

## Intellectual Property

We may be regarded as owning all intellectual property generated by you during your studies.

We own or have licensed to us the intellectual property in all course materials produced by us or on our behalf and such materials should only be used for your own personal study purposes.

## Immigration requirements

We have legal obligations to comply with UK immigration requirements including engagement monitoring.

## Distance selling regulations

For the purposes of the Consumer Protection (Distance selling) Regulations 2000, if this contract has been made between us by means of distance communication (i.e. if up to the point when the contract is concluded, there has been no face-to-face contact between you and us or our representative, or any visit to VNHTT) once you have accepted the offer of a place on a Programme you may cancel such acceptance by informing us in writing as soon as possible and normally within seven days after you have completed the registration process. Any fees paid to us under this Agreement prior to cancellation will be refunded to you.

## Data protection

When you enter into the relationship with us, you are giving us the right to hold and process your personal data including sensitive personal data. We will process and share your personal data in accordance with the Data Protection Act 2018 (GDPR) and in accordance with the attached GDPR Policy

## 8. Notices

- a) Any notice given under this Agreement will be in writing. We will send any notice to your term time or your home address as appropriate. Service may also be by email to the email address as given to us on your registration form, or as amended by you in writing. Notice to the VNHTT should be addressed to VNHTT, c/o St Mary's College, Cranbrook Avenue, Hull, HU6 7NT
- b) Notice shall be properly served when delivered by hand or 48 hours after being posted if sent by pre-paid first-class post or by email.
- c) Please note your obligation to keep your contact details up to date.

## General

- a) Nothing in this Agreement is intended to exclude our liability for death or personal injury or for fraudulent misrepresentation
- b) If any provision of this Agreement is or becomes void, illegal, invalid, or unenforceable, that shall not affect the legality, validity or enforceability of the other provisions
- c) These terms and conditions and documents referred to in this document override any other communication, document, or representation made by us, either in writing or orally. These terms and conditions are the entire understanding between you and us about your Programme and replace any other undertakings or representations.
- d) This Agreement is personal to you; you are prohibited from assigning or transferring it or any rights and obligations under it to a third party.
- e) Neither party intends that any of the terms of this agreement will be enforceable by any third party by virtue of the Contracts (Rights of Third Parties) Act 1999
- f) Failure to enforce any of the provisions of this agreement will not constitute a waiver of any provision and will not affect our right to enforce that or any other provision.
- g) A reference to a statute or a regulation shall include any amendments made from time to time under that statute or regulation.
- h) The relationship between us shall be governed by and in accordance with the laws of England and Wales and both parties agree to submit to the non-exclusive jurisdiction of the Courts of England and Wales.



# Part B - Code of Professional Conduct and Fitness to Practice (Initial Teacher Education)

For those students undertaking a programme which leads to a professional qualification there is a *Code of Professional Conduct and Fitness to Practise*. For Initial Teacher Education this code is cross-referenced to the Teachers' Standards (DfE, May 2012. Please note, this is the current Code of Conduct and is subject to change on an annual basis).

## 1. Introduction.

1.1. I understand that successful completion of the academic qualification I am seeking leads to admission to the teaching profession and that I am required, during my studies, to adhere to the requirements of that professional body and any related statutory body (currently the Department for Education (DfE)) and associated organisations). I recognise that this Code of Professional Conduct and Fitness to Practice identifies the behaviour required of me, and that it is supplemented by the Teachers' Standards (DfE, May 2012) and Keeping Children Safe in Education (DfE, September 2024).

1.2. I understand that breaches of this Code may lead to disciplinary action under Vantage North Humber Teacher Training (VNHTT)'s Cause for Concern policy which might result in my removal from the VNHTT ITT Programme or the inability of the SCITT to provide me with a supportive professional or character reference.

## 2. Personal Behaviour.

2.1. I will at all times behave in a manner appropriate to my position as a student of VNHTT studying for a qualification, the successful completion of which leads to entry to the teaching profession (VNHTT reserves the right to review your social media posts).

2.2. I understand that allegations of behaviour including but not limited to, for example, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol will lead to investigation and possible disciplinary action as detailed in the VNHTT Cause for Concern Policy. It may also lead to my removal from the programme of study. I recognise that such disciplinary action will include consideration of any criminal convictions, including those for offences that are not connected with my studies and for offences committed prior to my registration as a student of the VNHTT. I understand that, where relevant, consideration will also be given to any disciplinary action by a current or previous employer.

2.3. I undertake to notify the appropriate person in VNHTT should I be subject to a criminal conviction or caution subsequent to my application to the Programme. I understand that a criminal conviction, caution, Fixed Penalty Notice, Community Resolution Order and/or any other penalties or orders imposed by the police, may lead to my suspension from

certain aspects of my study 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. I understand that the Offenders Rehabilitation Act (2014) will not apply to the professional body to which I am seeking membership. This Act sets out the circumstances in which an individual can be asked about spent convictions and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment, which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties." Therefore, teaching applicants would still be required to disclose spent convictions. You would not, however, be required to disclose protected convictions and protected cautions.

2.4. I understand that if there is reasonable suspicion that I may have committed a disciplinary offence or have otherwise behaved in such a way that a placement provider is not willing to continue to provide the placement I may be suspended from attending my placement and, ultimately may be asked to leave the programme following the enacting of VNHTT Cause for Concern Policy.

2.5. I understand that if at any time during my programme my behaviour results in safeguarding concerns being raised, or if there is an allegation that my behaviour is inappropriate, suspension from the programme will be considered pending investigation as detailed in the VNHTT's Cause for Concerns Policy. If, as a consequence of this investigation there is evidence to call into question my suitability to work with children and young people, I can expect to be excluded from the programme and the evidence related to my behaviour passed to the relevant authorities (including the Police) for further consideration.

2.6. I recognise that in the course of my studies and training I may be placed in a 'position of trust' within the meaning of the Sexual Offences Act 2003 ('the Act'). I further understand that committing an abuse of a position of trust under the Act has serious implications as it will lead to investigation and possible disciplinary action and may result in my exclusion from the programme of study as well as criminal prosecution.

2.7 I acknowledge the duty on me in the course of my placements to report to the relevant authorities (including as appropriate the host school or if deemed appropriate Children's Social Work Services) any reasonable concern I may have about the possible abuse of a child or children with whom I may come into contact.

### 3. Behaviour towards others.

3.1. I will at all times treat my pupils, colleagues, staff and other members of VNHTT or partner institutions with due respect and conduct myself in a professional, honest, decent and courteous manner. During the course of my studies, I will use language appropriate to the situation and people involved.

3.2. I will acquire an understanding of working with diversity, including gender, ethnicity, cultural heritage, sexual orientation, disability and other forms of difference, in order to work appropriately with pupils, staff and peers.

### 4. Appearance.

4.1. I will ensure that I maintain a standard of appearance that will be perceived as professional by such persons as I may encounter in the pursuit of my studies, and follow any VNHTT guidance I am given on this.

4.1.2 I will follow any guidelines or requirements of any partnership school in which I am to undertake a placement and I will familiarise myself with any such guidelines or requirements before commencing the placement; and

### 5. Learning.

5.1. The content of my programme of study is designed to meet the requirements of a professional and/or statutory body (currently Teachers' Standards, DfE May 2012). I will pursue my studies with reasonable diligence ensuring that I avail myself of the educational opportunities made available and I will seek to acquire the range of skills and knowledge identified in the relevant professional and/or statutory body guidance (Teachers' Standards, DfE May 2012).

5.2. On each placement, and at intervals throughout the year, judgements will be made about my progress through VNHTT assessment processes. My progress against VNHTT's curriculum is recorded at key Review Points and, ultimately, is used as evidence toward achieving the Teachers' Standards.

5.3. I understand that I cannot pass the course without achieving all the Teachers' Standards.

5.4. I understand that if there are significant concerns about my progress while on school placement, the school or my mentor(s) may request that the Cause for Concern policy is enacted.

5.5. I understand that all professional judgements are made on the basis of programme leads', professional tutors' and mentors' experience and that I should listen to and act on advice given throughout my course.

5.6. I understand that I must take responsibility for my own learning through attendance at lectures, tutorials, seminars and other training events and through being suitably prepared for them. I will notify the appropriate person or department, in accordance with VNHTT guidelines, if I am to be absent from any part of the course, due to sickness or other reasons, and I will make up the lost learning opportunity, making appropriate use of VNHTT 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.

5.7. I further acknowledge that full engagement with designated learning activities of programmes and modules is required and that:

5.7.1. Notification of illness and requests for leave of absence should be submitted in accordance with published VNHTT procedures;

5.7.2. I must meet the high expectations for attendance as set out in the VNHTT attendance policy to meet the award or qualification requirements.

5.7.3. Individual modules may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module;

5.7.4. Following a four working week period of continuous lack of engagement with designated learning activities of the programme, trainees who do not respond to communications from VNHTT regarding this, may be deemed to have withdrawn from their programme of study. The date of withdrawal will be recorded as the last day of attendance.

5.8. I understand that my attendance is expected at all training sessions unless due to sickness absence or an agreed absence which has been authorised in advance. Training sessions are not recorded and although it is important to read through the slides and information shared from any sessions missed, this cannot replicate the entirety of the training experience.

5.9 I understand that my training sessions are designed to be interactive and include collaborative tasks. I will uphold the professional behaviours expected during training by constructive participation in discussions and activities. Unacceptable behaviours during training include using my mobile phone, taking phonecalls during the training session, or using my laptop / device for any non-related tasks to the focus of the training session.

5.10 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 other training events.

5.11 I agree to abide by the academic regulations of The University of Hull in relation to the completion of assignments for the PGCE. 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 Academic Regulations of The University of Hull and may be excluded from my PGCE programme of study. I also understand that in the event of any such disciplinary action I may also be subject to further disciplinary action by VNHTT under section 2 of this Code.

5.12 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 Practice, including health and physical capacity to teach.**

6.1. I understand that I must meet the Secretary of State for Education's requirements for physical and mental fitness to teach.

6.2. Health issues developing during the course can be identified via multiple sources, for example teaching staff or school partners, and should be brought to the attention of VNHTT leaders.

6.3. In the event of health issues occurring I will follow advice and instructions from my medical advisor regarding my programme of study. I understand that any serious concerns identified should be referred to the ITT Programme Director for advice.

6.4. I have reported to the appropriate authority within VNHTT 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 VNHTT or support services provided to address these requirements.

6.5. I undertake to report to the appropriate authority within VNHTT 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 VNHTT or support services provided.

6.6. 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 removal from my programme of study.

## **7. Duty of care.**

7.1. I will at all times act in the best interests of my pupils and conduct myself in a professional manner in all aspects related to pupil care.

7.2. I will undertake to familiarise myself with all VNHTT and partner institution guidelines, including health and safety guidelines or any guidelines or requirements in relation to standards of dress, professional codes of conduct (including Teachers' Standards, DfE May 2012 and Keeping Children Safe in Education, DfE, September 2021) and will apply

these guidelines. I understand that breaching these guidelines and codes of practice, may lead to disciplinary action under this Code, which may result in exclusion from my programme of study.

7.3. I understand that dishonesty, involving the falsification of pupil records, will lead to disciplinary action which may lead to exclusion from my programme of study.

7.4. I recognise that in the course of my studies and training I may be placed in a 'position of trust' within the meaning of the Sexual Offences Act 2003 ('the Act'). I further understand that committing an abuse of a position of trust under the Act has serious implications as it will lead to disciplinary action under this Code and may result in my exclusion from the programme of study as well as criminal prosecution.

## **8. Safeguarding and Duty to report.**

8.1. I acknowledge that I have read the Vantage North Humber Teacher Training Safeguarding Policy.

8.2. I understand that as part of my induction at all placement schools I will receive a suite of Safeguarding policies detailed in the Vantage North Humber Safeguarding Policy and be provided with the name and contact details of the Designated Safeguarding Lead.

8.3. I understand the duty placed upon me to report to the Head of Vantage North Humber Teacher Training as soon as is practicably possible and prior to commencing any activities with children if I am not provided with the suite of Safeguarding policies during my induction at placement schools.

8.4. I undertake to report to the appropriate authority in my placement schools any action by others which may put pupils at risk. I understand that failure to do so may lead to disciplinary action being taken against me.

8.5. I acknowledge the duty on me in the course of my placements to report to the relevant authorities (including as appropriate the host school or if deemed appropriate Children's Social Care Services) any reasonable concern I may have about the possible abuse of a child or children with whom I may come into contact.

## **9. Confidentiality.**

9.1. I understand that I may have access to confidential personal information and that I am required to comply with the Data Protection Act 1998 (superseded by the General Data Protection Regulation 2018). I understand that I may not disclose this information to any third party, other than 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.

## **10. Ethics.**

10.1 I understand that The University of Hull has a code of conduct for research. I will be informed of the BERA guidelines on educational research and agree to consider ethics within my own research for assignments and within the ITE course as a whole.

## **11. Information Sharing.**

11.1 I consent to VNHTT sharing with a partnership school:

11.1.1 Information contained in my DBS check prior to and as a pre-condition of undertaking a placement; and

11.1.2 Information or documentation in connection with or arising from fitness to practice proceedings taken by VNHTT against me.

11.2 I consent to VNHTT and any relevant partnership school sharing information in relation to any allegation or concern relating to my fitness to practise.

## **12. Payment of Fees.**

12.1 I acknowledge my personal liability to pay the fees as set by VNHTT for participation in the programme and that failure to pay the course fees may result in my participation in the Programme being terminated. I also acknowledge that in the event of non-payment of fees by the published dates will result in arrangements for collection of any outstanding debt being initiated by VNHTT against me.

12.2 I understand that the payments of course fees will be due at intervals during the programme in accordance with a schedule published annually by the VNHTT. Also:

12.2.1 If I withdraw from the Programme part way through, I will still remain liable for payment of fees according to a schedule of fee liability published by VNHTT;

12.2.2 In the event of withdrawal from the Programme no refund of fees paid will be made.

12.3 I understand that the SCITT Programme constitutes a course of study that is recognised by the Student Loans Company (SLC) as being eligible for a Student Loan, but that any arrangements I may make with the SLC are between me and the SLC. I understand that the SLC will release tuition fees direct to VNHTT at intervals during the academic year of my Programme. However, I acknowledge that having a Student Loan that releases tuition fees to the VNHTT does not remove my liability for the payment of the course fees and that any requirement to pursue non-payment of fees will be initiated against me and not the SLC.

12.4 If I am eligible for receipt of a bursary from the DfE in respect of this Programme, I understand that the payment of this bursary will be made direct to the nominated bank account details I provide. I also acknowledge that possession of a bursary does not

remove my liability for the payment of the course fees and that any requirement to pursue non-payment of fees will be initiated against me and not the DfE.

12.5 Similarly, if I am eligible for receipt of a scholarship from any relevant Subject Association in respect of this Programme, I understand that the payment of this scholarship will be made directly to the nominated bank account details I provide. I also acknowledge that possession of a scholarship does not remove my liability for the payment of the course fees and that any requirement to pursue non-payment of fees will be initiated against me and not the relevant subject association.

### **13. Acceptable Use of ICT placement school ICT / VNHTT laptop**

When using my placement school's ICT facilities and accessing the internet in school, or outside school on a school or SCITT device, I will not:

13.1 Access, or attempt to access, inappropriate material, including but not limited to material of a violent, criminal, or pornographic nature (or create, share, link to, or send such material)

13.2 Use them in any way that could harm the school's reputation

13.3 Use any improper language when communicating online, including in emails or other messaging services

13.4 Install any unauthorised software, or connect unauthorised hardware or devices to the school's network

13.5 Share my password with others or log in to the school's network using someone else's details

13.6 Share confidential information about the school, its pupils or staff, or other members of the community

13.7 Access, modify or share data I'm not authorised to access, modify or share

13.8 Promote private businesses, unless that business is directly related to the school

13.9 I understand that the school / SCITT will monitor the websites I visit and my use of the school / SCITT facilities and systems.

13.10 I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the placement school's data protection policy.

13.11 I will let the school's designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material. I will not share, screen shot or take a copy of such material.



13.12 I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

13.13 I understand that the VNHTT laptop that I have been provided with is on loan and needs to be returned in the same good working condition that I received it.

## 14. Trainee use of Artificial Intelligence (AI)

14.1 I confirm that I have read and understood the DfE's most recent guidance (June 2025) which is summarised below on the responsible use of generative AI in education. I agree to adhere to these principles during my training placement and teaching duties. I understand any misuse may result in review and corrective action. I understand that if at any point I am unsure about whether use of AI is acceptable, I will check this with a member of the Vantage team.

**14.2 Purpose & Oversight** - AI may support administrative tasks, lesson planning, feedback, and resource creation—but **must not replace** teacher judgment, subject expertise, or direct pupil interaction. Final responsibility always lies with the trainee and their school.

### 14.3 Accuracy & Professional Standards

Use AI outputs only with critical evaluation. Trainees must verify factual accuracy, check for bias, and ensure materials align with curriculum and safeguarding expectations.

**14.4 Safeguarding & Data Protection** - Follow school policies under *Keeping Children Safe in Education*. Don't input personal or pupil data into AI without explicit consent; respect age restrictions and GDPR compliance. Use only school-approved AI tools that meet filtering, monitoring, and generative AI safety standards.

### 14.5 Transparency & Accountability

Disclose AI use in documents, communications, and resource creation. Be transparent with parents/carers, especially if pupil data or outputs are involved.

**14.6 Intellectual Property Compliance** - Do not use copyrighted material to train AI unless licensed or exempt. Do not publish AI-generated outputs derived from unlicensed sources. [gov.uk](https://www.gov.uk)

**14.7 Continuous Reflection & Training** – AI is a rapidly developing technology. I will stay up to date with training on its use in teaching practice and regularly review its impact

**14.8 Use Only Approved Tools** - Only use AI platforms that have passed school risk assessment and vetting. Never use external AI tools without formal approval.

**14.9 Risk Awareness** - Understand and report risks such as misinformation, bias, data breaches, IP infringement, and safeguarding concerns. Cooperate with school leaders in assessments and mitigation.

## Signed by Trainee

**Programme of Study**

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**Start Date:**

**1<sup>st</sup> September 2025**

**Signed By:**

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**Name (block capitals):**

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**Date:**

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**Signed on behalf of VNHTT**

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**Name (block capitals):**

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**Date:**

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