



UTS Teacher Education

**Professional Experience
Code of Ethics & Conduct**

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PROFESSIONAL EXPERIENCE CODE OF ETHICS & CONDUCT

An essential part of the pre-service education of any teacher is contact with students and teachers in schools: contact which calls for the development of particularly important types of professional relationships.

The UTS Professional Experience Code of Ethics is seen as a statement of principle to be discussed, justified and elaborated upon during a Teacher Education Student pre-service education.

1.1 ASSIGNMENTS AND GENERAL CONTACT WITH SCHOOLS

Assignment Approval and Data Collection

Teacher Education Students seeking the help of students or staff as a source of data when preparing assignments associated with professional experience, should approach the School Principal or Head of Department giving them sufficient time to consider the proposal.

Prior to or at this first meeting the Teacher Education Student should provide a written proposal stating:

- a) what information is being sought
- b) the reason for seeking this information
- c) how the information is to be used by the Teacher Education Students.

Once a proposal is approved by the School Principal or Head of Department, it should not be altered without consultation.

Confidentiality

The Teacher Education Student must respect the confidential nature of school data and records.

The Teacher Education Student must disguise the school, names and other identifying features of the persons and places described in an assignment, unless approval for publication has been obtained from all of those concerned. When such alterations have been made this fact should be noted clearly on the assignment. Similarly, names and other identifying features should be obliterated on children's work borrowed or copied for use outside the school.

The Teacher Education Student should not repeat outside the school, information which might harm or embarrass a student, a parent, a member of the staff or the school i.e., *any communication made in confidence should not be communicated further. It is unethical to 'use' other people to your advantage and especially their disadvantage.*

The Teacher Education Student should not name the school, teachers, or students in assignments or in conversations which may arise in university classes.

Cultural Sensitivities

The Teacher Education Student in placements with a known presence of Indigenous Australian students and community members, should:

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- consult with Indigenous Australian UTS academic staff
 - consult with local Indigenous authorities
 - be aware of protocols including customary requirements for visitors
 - observe consultative processes when in community and school settings.

1.2 ASPECTS OF PROFESSIONAL CONDUCT AND RESPONSIBILITY IN SCHOOLS

Interaction with Students

- In accordance with recognised Codes of Conduct and Child Protection requirements, Teacher Education Students are expected to maintain positive and professional interactions with students.
- Consequences, where appropriate, should be applied in accordance with class rules and student welfare policies operational in the School.

Attendance Patterns for Professional Experience

- The Teacher Education Students is required to attend the school according to the attendance patterns indicated for the Professional Experience in which they are enrolled.
- For each of the dates specified for the Professional Experience, The Teacher Education Student is required to be present at their school at least 30 minutes prior to the first scheduled class and may be required to remain at the school for 30 minutes after the conclusion of the final class.
- Unless otherwise specified, the Teacher Education Student is required to remain at the school for the entire school day.
- Variations to attendance patterns for such purposes as outside commitments, travel, or part-time work are not normally approved.
- The Teacher Education Student must advise the PEX Office about any variations to attendance for Professional Experience.

Interactions with Supervising Teachers and Tertiary Supervisors

- The Teacher Education Student is expected to participate in pre and post observation conferences with the Supervising Teacher and Tertiary Supervisor, and other school personnel in a professional and courteous manner.
- The Teacher Education Student has a responsibility to consider feedback on teaching and learning episodes carefully, and to act on such feedback in subsequent lessons.

Interactions with School Personnel

- The Teacher Education Student should recognise their professional responsibilities to teachers and to non-teaching staff of the school.
- This responsibility includes care of school property, participating in normal school routine and constructive use of non-teaching time.
- The Teacher Education Student should make themselves aware of expectations of the non-teaching staff.

Professional Learning [e.g. First Aid] during Professional Experience

- If the school in which you are undertaking your professional experience conducts professional learning you should take the opportunity to participate.

Professional Standing

- The Teacher Education Student has a responsibility to work cooperatively with teachers and in a manner designed to enhance the professional standing and performance of themselves, their colleagues and the university.

Reporting to Parents

- The Teacher Education Students must not report to parents unless directed by the Supervising Teacher.

Child Protection

- In accordance with mandated Child Protection Procedures, if the Teacher Education Student is advised of abuse in any form (sexual, physical or emotional) they must immediately inform the school Principal.
- The matter should not be discussed with any other persons.
- Other forms of harassment or discrimination should also be reported.

Environmental Health and Safety

- The Teacher Education Student should be informed of relevant Environmental Health and Safety policy and procedures operational at the School to which they are appointed for professional experience.
- In relation to environmental health and safety, UTS requires Teacher Education Students to check school-based evacuation and emergency procedures, and complete and submit to school personnel emergency contact details on the pro forma supplied.
- You must notify the school and the Professional Experience Office if you have any symptoms of COVID-19 and/or have been in contact with another person who has COVID19. Once you have had a Covid Test you need to advise the Professional Experience office of your result.

Medication

- The Teacher Education Students must not administer medications to students in any circumstances.

Protection against Infectious Diseases

- In circumstances where the Teacher Education Student is exposed to any body fluids or substances (e.g. blood, vomit, saliva), appropriate hygiene practices must be strictly adhered to as a precaution.

Physical Restraint of School Students

- The Supervising Teachers must ensure that the Teacher Education Student is familiar with specific behaviour management strategies for classroom students with challenging behaviours and general behaviour management strategies employed in the classroom.
- The Teacher Education Student must not restrain a student under any circumstances.
- The Teacher Education Student should be familiar with crisis management plans, the procedures for getting assistance in an emergency and should seek assistance as a priority in emergency situations.

Smoking

- DoE policy prohibits smoking of any substance by any personnel on school grounds or premises.

Use of School Resources

- The Teacher Education Student may use school resources (computers, computer software, printers, photocopiers, stationery, etc) only after informed consent has been granted by appropriate school personnel.

Computer Software

- If the Teacher Education Student uses computer software at the school, they must do so with care to ensure the integrity of the school's computer systems is not threatened by viruses.

Mobile Telephones

- Teacher Education Students must not use mobile phones in the classroom or on the school playground without prior permission from the school principal.

Dress and Personal Presentation

- The Teacher Education Students has a responsibility to affirm the professionalism of the school and of the University they represent.
- 'Smart casual' attire should be used as a guide to minimum dress standards.

Refreshments

- Where the Teacher Education Student partakes of staffroom refreshments, they must ensure they make an appropriate contribution to meet associated costs where required.

Non-attendance at School for Professional Experience

- In cases where the Teacher Education Student is unable to attend the school for Professional Experience for any reason at all, e.g., withdrawing from the professional experience, illness or misadventure, etc, they must advise the Supervising Teacher, or school support staff as soon as possible (in most cases, in advance of the absence) and the Professional Experience Office.
- Arrangements for making up any missed days should be negotiated with the Supervising Teacher.
- If a Teacher Education student is injured or has an accident en route to/from school or on school premises, immediately contact the Professional Experience Office who will complete an Incident Report.

Emergency Situations

- In the case of any emergency that affects the operation of or access to a school, the safety and welfare of school students and staff, e.g. bushfires or lockdown, students on a professional experience placement should follow the advice of the Principal.
- The Teacher Education Student should not be asked to put their own safety or welfare at risk in travelling to a school for professional experience.

Industrial Action in Schools

- Where industrial action is being undertaken by the sector, i.e. Government or NonGovernment the Teacher Education student must stay away from the school during the action.

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- Non- attendance by the Teacher Education Student is to occur irrespective of whether individual Supervising Teachers or Mentoring Supervising Teachers with whom the Teacher Education student is working choose to strike or not.
 - Under no circumstances will the Teacher Education Student take charge of students during industrial action.
 - The Teacher Education Student is not required to make up any time lost due to industrial action.

School Excursions during Professional Experience

- In cases where the Teacher Education Student attends school excursions as part of the Professional Experience, the excursion day (or days) will count as part of the Professional Experience.
- In cases where overnight excursions are undertaken, there will be no reduction of Professional Experience days to compensate for overnight attendance.

Borrowing Resources

- Where the Teacher Education Student borrows school and/or Supervising Teacher resources they are required to return those resources promptly, and by the conclusion of the Professional Experience

Guidelines for UTS Teacher Education Students' use of Social Media on Professional Experience

The Teacher Education Student should read these guidelines carefully before using social media such as blog posts, tweets, Facebook, Instagram, YouTube, Pinterest, Snapchat, etc. as part of UTS School of International Studies & Education activities.

These guidelines should be read after consulting [UTS Provision and Acceptable Use of Information Technology Resources Policy](#)

Professional Experience specific

When using social media:

- Avoid identifying your Professional Experience school. e.g. use 'Brightville PS' nb. Avoid showing a photo or logo that identifies your school.
- Avoid identifying any staff or children at your school. Use pseudonyms.
- Do not use photos of children or staff at your school without formal permission nb. If you wish to record media at your school (not to be placed on the web), you need to seek written permission from principal, teacher and parents - see UTS Professional Experience Office for consent form.

Other UTS School of International Studies & Education activities

When using social media:

- Carefully consider content that may be offensive to others before posting. Your 'digital footprint' may be read by prospective employers in the future!
- Avoid identifying UTS e.g. use a pseudonym or "an Australian University".
- Ask UTS staff for permission to use their real names. Otherwise, use pseudonyms.
- Ask UTS student peers for permission to use their real names. Otherwise, use pseudonyms.

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- Be sure to use any copyrighted material (ie. text, images, music, video, etc. created by others) according to the terms and conditions attached to those works. You are entitled to use certain amounts of copyright material for your own research and study ([read more here](#)) but those conditions do not apply when sharing your work with others. Record your own media or use [creative commons](#) for your media. nb. No UTS logos.
 - Do not use any media (e.g. images, video, sound recordings) containing UTS staff or students without their permission. nb. You must seek permission from your lecturer to record any media in class.

Further reading

- [NSW DoE Social Media Guidelines 2020](#)
- [UTS Copyright Policy](#)

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[Visit the Professional Experience Website](#)

