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**Newman University**

**Code of Professional Conduct and Fitness to Practise**

This Code of Professional Conduct and Fitness to Practise is a supplement to, and should be read alongside, the University’s General Academic Regulations, and the University Terms and Conditions <https://www.newman.ac.uk/intranet/article-categories/procedures-policies-for-students/> which govern student conduct and the relevant professional body requirements.

1. **Scope**
2. The Code covers the range of expected and acceptable behaviours within the framework of the programme being undertaken.
3. The Code applies to student’s conduct on and off the University’s premises and during all university related activities.
4. The Code includes the student’s responsibilities to ensure they are deemed fit, within the definitions of the relevant professional body, to undertake the practical/work based elements of their programmes.
5. Under the Code, members of the University staff have the authority to investigate and take action over instances of alleged student misconduct. Final responsibility on decisions relating to Fitness to Practise rest with suitably qualified staff within the University who may consult other relevant professionals before making a decision.
6. The Code also covers any complaints or concerns regarding students from placement settings/clients as considered appropriate to the code.
7. The University may also, if deemed necessary, inform any relevant professional body of the outcomes of any investigations

1. **Rationale**

The Code is designed to respond to the need to ensure that public trust can be placed in students as professionals being educated and trained by the University.

1. **Introduction**

Newman University offers a range of programmes which include both academic study and work placement for specific professional training. All students on such programmes are expected to conduct themselves at all times, in both university and work-based programme elements, in an appropriate professional manner and, where relevant, in accordance with the requirements and Code of Conduct of any relevant professional body (e.g. DfE for Initial Teacher Education and Joint Negotiating Committee for Youth and Community Workers (JNC).) and other professional bodies including those programmes within the school of Nursing and Allied Health.

1. **Personal and professional behaviour**
2. Students will behave, at all times, in a manner appropriate to their position as students at Newman University, particularly where studying for a qualification which leads to a professional body and statutory registration.
3. Students will develop effective working relationships with staff, their peers, other students, children, clients and anyone they encounter within their professional areas, in university and work related settings/work placements, behaving with professional courtesy and respect in line with Newman University policies for discipline, the Single Equality Duty, other relevant codes (see Section 7) and its mission and ethos. This includes all forms of communication and in particular electronic communication; all communication made using electronic means (including social media) should be both professional and appropriate.
4. Students will follow guidelines on standards of dress and presentation produced by their programmes, staff or the University and any guidelines provided by settings in which they complete placements.
5. Students will take responsibility for their own professional development, responding positively to constructive criticism and feedback.
6. Students will draw on appropriate support systems within their programmes for dealing with difficulties or issues they may encounter in their placements, and in university settings.
7. Students will attend all university and placement-based sessions as outlined in programme handbooks and in Moodle pages. There is an expectation for this professional qualification of 100% attendance and students are expected to be punctual for all sessions.  We expect all students to keep us informed when there are genuine reasons for absence.  Where attendance falls below an acceptable level and without extenuating circumstances, there may be an impact on the student’s ability to undertake placement.  Each case will be considered on an individual basis and appropriate support/action will be put in place.
8. Students are required to notify the University and the placement setting of any absence in line with programme and university requirements.
9. Students agree, by signing this code, to have reported honestly to the university on any specific requirements relevant to entry to their programmes of study and undertake to notify the university should there be any change in their circumstances which may relate to such requirements, (including changes to their DBS; students are expected to apply for, and maintain, Portability Status on their DBS). This will be subject to the relevant Single Equality Duty requirements.
10. Students should inform the University of any Behaviour or circumstances they believe may affect these regulations, and in they believe the behaviour of fellow students is contravening these regulations.

1. **Duty of care**
2. Students will at all times act professionally in the best interests of any children/young people/vulnerable adults/all those in their care in the context of their professional placements. Students must make themselves aware of the University's Safeguarding Policyhttps://www.newman.ac.uk/knowledge-base/safeguarding-children-vulnerable-adults-policy/ Students will ensure that they are familiar with the policies and practice in settings (e.g school experience and work placements) in which they are placed, and that they work within these guidelines at all times.
3. Students recognise that during their programme of studies they will be placed in work placement settings in a position of trust and that as such they are subject to the requirements of relevant legislation.
4. **Confidentiality**

Students understand that they may have access to confidential information pertaining to placement settings and to individuals and that they may not disclose this information to any third party, other than in accordance with the relevant professional code or in accordance with the law.

1. **Other Codes/Policies/Procedures**

Students are required to read, in conjunction with this code, and ensure they keep up to date with any changes during the year, the relevant University documents and codes including:

Safeguarding Policy

Ethics policies and processes

IT User Code

General Academic Regulations

Single Equality Duty

Whistleblowing Policy

DBS Policy

Student Complaints Procedure

Alcohol, Misuse of /Drugs and Substances Student Policy

Academic Appeals Procedure

Academic Misconduct Procedures

Student Disciplinary Procedures

Fitness to Practise Procedures

Terms and Conditions

1. **Breaches of the Code**

Breaches of the Code will be dealt with in accordance with the relevant University

procedure that will apply. Cases of alleged breach of the Code vary in their nature

and complexity, but each case has five distinct procedural elements that will be

triggered when the relevant procedure is applied:

* Initial notification: the reporting of a complaint or allegation of misconduct;
* Investigation process: gathering of relevant evidence and information;
* Decision: determining whether or not there is a case to answer and if so,

what penalties and/or sanctions be applied;

* Appeal: considering of any legitimate appeal (if made) by the student against

the decision;

* Recording: the maintenance of formal records of student discipline cases

and their outcomes.

1. **Privacy notice**

The privacy notice for students in the Faculty of education can be found <https://www.newman.ac.uk/knowledge-base/privacy-notice-for-students-in-the-faculty-of-education/>

1. **Formal agreement to the Code**

I (Full name) …………………………………………………………………………………………… have read, understood and agreed to abide by the contents of this Code of Conduct and Fitness to Practise. I understand that failure to comply with any requirement within this Code of Practise may lead to action being taken under the Fitness to Practise Procedures or Disciplinary Regulations. This may include removal from the programme/suspension and/or removal from the placement, and failure to be able to complete the professional programme.

I also recognise that I am responsible for having read the other polices relevant to this Code of Practise as noted above and will ensure that I keep up to date with any changes notified by the University.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | | |
| **Student Number** |  | **Date** |  |

1. **Requirement and Record**

Where a student is on a work placement or on a work related programme, or where specifically required by the programme, the student must give a copy of the signed code to their supervisor/employer.