



**Code of Professional Conduct and  
Practice for Registrants with the  
Education Workforce Council**

## Background

The Education Workforce Council for Wales is the statutory, self-regulating professional body for members of the Education Workforce in Wales. It seeks to raise the status of workers in education and training by maintaining and promoting the highest standards of professional practice and conduct in the interests of registrants, learners and the general public.

## Purpose, scope and status of the Code

The Code sets out the key principles of good conduct and practice for registrants in Wales. It is intended to guide judgements and decisions and inform parents, guardians, learners; and the general public of the standards they can expect from registrants.

The Code is not a definitive or exhaustive guide. However failure to comply with the Code may call a person's registration into question. The Council has legal powers to investigate and hear cases of alleged unacceptable professional conduct, serious professional incompetence and criminal offences involving registrants.

## KEY PRINCIPLES – professionalism and maintaining trust in the education workforce

Registrants:

- base their relationship with learners on mutual trust and respect;
- have regard to the safety and well-being of learners in their care;
- work in a collaborative manner with colleagues and other professionals, and develop and maintain good relationships with parents, guardians and carers
- act with honesty and integrity;
- are sensitive to the need, where appropriate, for confidentiality;
- take responsibility for maintaining the quality of their professional practice;
- uphold public trust and confidence in the education workforce.

## PROFESSIONAL CONDUCT

### ***Registrants base their relationship with learners on mutual trust and respect***

Registrants:

- follow policies, procedures and guidelines\* on matters such as communication with learners, physical contact, behaviour management, inclusion, access and equality of opportunity;
- conduct their relationships with learners professionally and appropriately both in and out of the workplace;
- ensure that any communication with learners is appropriate, including communication via electronic media, such as e-mail, texting and social networking websites;
- are committed to providing equal opportunities for all learners, regardless of their age, gender, sexual orientation, disability, additional learning needs, race, religion or belief.

### ***Registrants have regard to the safety and well-being of learners in their care***

Registrants:

- comply with all policies, procedures and guidelines that safeguard and promote the welfare of learners\*;
- take all reasonable steps to ensure the safety and well-being of learners under their supervision;
- report any incident which may be perceived to breach the established boundaries between registrants and learners;
- contribute to the creation of a fair and inclusive environment by addressing discrimination, stereotyping and bullying;
- identify and address issues at all times that might impact on learners' welfare.

***Registrants work in a collaborative manner with colleagues and other professionals, and develop and maintain good relationships with parents, guardians and carers***

Registrants:

- behave professionally and with respect towards colleagues and professionals;
- support and collaborate with colleagues and other professionals in matters concerning the education of learners;
- follow policies, procedures and guidelines\* on communication with parents, guardians and carers, including those relating to sensitive areas such as attendance and exclusion;
- develop and maintain good relationships between home and learning institution, respecting the role of the parent, guardian or carer in a learner's education.

***Registrants act with honesty and integrity***

Registrants:

- comply with policies, procedures and guidelines\* in respect of the use of workplace property, facilities, finance and ICT;
- handle finances and funds correctly, and use workplace property and facilities appropriately;
- conduct assessment and examination related tasks with integrity;
- take care to ensure the accuracy of information prior to signing documents\*;
- represent themselves, their experience, professional position and qualifications honestly.

***Registrants are sensitive to the need, where appropriate, for confidentiality***

Registrants:

- ensure communications with parents, guardians, colleagues and other professionals comply with policies, procedures and guidelines\*;
- keep learners' personal/educational records secure;
- only disclose confidential information where it is appropriate to do so;
- comply with policies, procedures and guidelines\* regarding the disclosure of learners' information.

**PROFESSIONAL PRACTICE**

***Registrants take responsibility for maintaining the quality of their practice***

Registrants:

- adhere to the relevant standards for their role;
- maintain high standards of practice in relation to learning, classroom and workshop management, planning, monitoring, assessment and reporting;
- keep their professional knowledge and skills up-to-date throughout their career;
- maintain an up-to-date knowledge of relevant guidelines and educational developments in their particular role, and learning in general;
- reflect upon and evaluate their practice as part of their continuing professional development;
- are open to, and respond positively and constructively to feedback regarding their practice;
- seek support, advice and guidance where necessary.

\* policies, procedures and guidelines include those issued nationally, by a school, college, local authority or diocesan authority

## COMPLIANCE WITH THE LAW

### *Registrants uphold public trust and confidence in the education profession*

Registrants:

- adhere to lawful standards of behaviour, in a manner in keeping with their position as a member of the education profession;
- do not engage or incite others to participate in any criminal activity;
- are mindful of their position as role models to learners, acknowledging that criminal behaviour may damage trust and confidence in them personally and the education profession as a whole;
- inform their current employer or agent and the Council of any recordable criminal offence.

Note: Where a registrant receives a conviction or formal caution for a recordable criminal offence, this offence may be referred to the Education Workforce Council for Wales by the police. The Council will consider such offences as to their seriousness and relevance to a registrant's registration.

## Publication and review

The Code of Professional Conduct and Practice for Registrants with the Education Workforce Council is available without charge and is published on the Council's website, [www.ewc.wales](http://www.ewc.wales)

The Code will be kept under review and updated as and when considered appropriate by the Council.

Contacts      Fitness to Practise

Address:      9th Floor, Eastgate House  
35-43 Newport Road  
Cardiff  
CF24 0AB

Telephone: 029 2046 0099

Fax:            029 2047 5850

E-mail:        [fitnesstopractise@ewc.wales](mailto:fitnesstopractise@ewc.wales)