

Code of Practice

1. The Association

Aspect is the professional organisation for people who work on a professional basis in educational improvement and children's services. The Association aims to ensure that the professional activity of members makes an effective contribution to education and children's services. To assist its members in the field, the Association will offer:

- Professional representation and legal services
- Information
- Training and development
- Contact networks
- Career support
- A means of influencing educational and children's services policy.

2. Values of the Association

Members of the Association share common ideals about the importance of education and children's services to society at large and believe that:

- Standards and quality of service can be improved through the professional activities of its membership
- Consistently high professional standards among its members can make a positive contribution to better local practice.

3. Purpose of the code

The Association requires its members to accept and abide by its code of practice as a condition of membership. The code sets out the standards of personal and professional conduct required both for members who are employed by local authorities or other organisations and for those who are self-employed. The code is intended to give members clear guidance about how to conduct themselves. It also demonstrates to employers and the public at large the standards which are expected of Association members.

4. Application of the code

The code applies to full- and part-time members of the Association.

5. Compliance with the code

The Association's disciplinary powers and procedures are set out in its rules. These provide for disciplinary action, including suspension and termination of membership, after proper consideration by the Strategy Sub-Committee of the Council. The rules also lay down the rights of members to appeal against any decision of the full Council.

Members who lose their membership of the Association will have their names deleted from the business register and any other register maintained by the Association.

6. Terms of the code

Professional responsibilities

- a. Professionals working at a senior level may encounter circumstances in which various values, principles, rules and interests appear to conflict. It is not always easy to reconcile them in practice. In such circumstances, members' major safeguards rest in adherence to the Association's statement of values and to the terms of the code which follow.
- b. Members should not do, or say, anything which might bring their profession into disrepute, might be inconsistent with the objectives and interests of the Association or cast doubts on their own professional integrity. Nor by omitting to act should they bring the profession into disrepute, fail to be consistent with the objectives and interests of the

Association or cast doubts on their own professional integrity.

c. Members must not be associated with any occupation or business which is likely to prejudice their professional status or the status of the Association.

d. Members should at all times be aware of their responsibilities to their employers or clients and of the need to ensure that any activities which they undertake do not conflict with the interests of their employer or client.

e. Members who make public their personal views on any subject should not claim or give the impression that they are representing the views of the Association unless they have been expressly authorised in writing to do so by or on behalf of the Council.

f. Members should not claim or give the impression that any view expressed in relation to their business activities represents the official view of the Association or has the approval of the Association unless express authorisation has been given in writing by, or on behalf, of the Council.

g. Members should maintain a high level of knowledge and skills and have regard to any Association guidance on professional practice which may be issued.

h. Members should report to the general secretary any breach of the code that comes to their attention. Members should be prepared to assist the Association in its enquiries into any breach of the code.

Personal conduct

a. Members should perform their duties diligently, conscientiously and without favour and at all times have regard to the interests of their employers, professional colleagues, clients and other associates.

b. Members must at all times work within the law.

c. Members should ensure that their private, personal, political and financial interests do not conflict with their professional duties.

They should disclose to their employer, or if self-employed to any relevant clients, any direct or indirect interest which might affect or appear to affect decisions made by their employers and clients and in such cases they must not influence or appear to influence such decisions.

d. The Association is firmly committed to the furtherance of equal opportunities. By their words and actions, members should not give support to activities or policies which encourage unfair discrimination against any individual or group.

e. Members should not disclose to a third party any confidential or privileged information entrusted to them by their employers or clients.

f. Advertising by members should be legal, honest and truthful and must not mislead or cause public offence.

g. Members should not allow their professional judgement or conduct to be influenced or compromised by commercial considerations.

h. Members should not accept any hospitality or inducements which could influence their professional judgement in favour of the donor.

i. Members should not directly or indirectly exert undue influence or pressure on any person for the purpose of securing work or contracts.

j. Self-employed members should have particular regard to the need for adequate professional indemnity insurance to enable them to meet any claims for breach of their professional duty.

k. Self-employed members should not act for any client if there is a conflict of interest between their own professional duty or professional interests and the interests of the client. It is the duty of the member, before accepting a commission, to carry out the necessary checks to ensure that no conflict of interest exists.

2

**Aspect
Freepost NEA 3963
Woolley Hall
Woolley
Wakefield
West Yorkshire
WF4 2BR**

Data protection

This policy is published in compliance with Data Protection Legislation
Purposes of Data Collection.

Purposes of data collection

Aspect collects individual membership data for eight reasons:

1. To identify the member
2. To enable the Association to communicate with the member, both individually and collectively, via mailings and bulletins on matters which the Association believes may be of interest to members
3. To collect membership subscriptions
4. To enable the Association to produce statistics for such purposes as compiling surveys to assist in salary negotiation and training provision
5. To identify members with particular specialisms or interests, to form expert or specialist interest groups
6. To maintain records of casework which may have current or future importance
7. Only where the member has so agreed, to publish details in registers, including in national publications and on the internet
8. Only where the member has so agreed, to provide contact details to third parties other than authorised distributors of Aspect literature, so that they may provide information to members which Aspect considers may be of interest to members.

Maintenance and destruction of data

Membership records are retained until the calendar year following two full years from the cessation of membership. A short record is retained for the purposes of identification of the past member, to record last membership payment history and reason for leaving, for a period not exceeding ten years after termination of membership. The purpose of this record is:

- To form a history, should the member re-join
- To know whether individuals have previously been members
- To know the payment status, should there be a later claim for legal or insurance reasons.

Casework records are normally retained for seven years or longer if there are ongoing related issues or there is cause to believe a related issue may arise, eg pending

Supply of data to third parties

Names and addresses of all members are supplied to:

- Any mailing house which Aspect uses for its mailings
- Only where the member has so agreed, to third parties for direct mailings on matters which the Association believes will be of interest to members.

Names and addresses are not provided to third parties on a commercial basis. Any agreement for use is for one occasion only and for specific content known to the Association.

Individual access to data and updating

Individuals are welcome to view their personal data at no charge and within a time period reasonable to access and, if necessary, copy the information. Copies will be charged at cost, subject to the statutory maximum applicable under the Data Protection Act 1998. The Association regularly sends to members a print-out of their personal data for checking and updating. Members are asked periodically in mailings to send in amendments to their data where circumstances have changed. Some personal data is available in the secure area of the Aspect website and members are able to make changes online.

Other access to data

The main database is held in the Association's head office at Woolley Hall and can be accessed by Aspect professional staff and data processors based at Woolley. Selected data is made available in electronic form, as well as hard copy, for home-based use by regional and other officers and regional representatives. Such data may be sent to private computers by email. A copy of the database may be made available to an agent outside Woolley Hall for the purpose of development of the software. Under such circumstances it will be made clear that the content of the data is confidential and any such copy must be destroyed as soon as the agreed development processes have been completed. Published registers are made available to enquirers, either in electronic form or hard copy, according to the conditions associated with the register. Personal data regarding members will under no circumstances be incorporated within published registers without the prior consent of the relevant member.

Responsibility for data protection matters

Responsibility for data protection matters lies with the general secretary of the Association.

**Association of Professionals in Education and Children's Trusts (Aspect)
Woolley Hall, Woolley, Wakefield, West Yorkshire WF4 2JR**

tel 01226 383428 fax 01226 383427 email info@aspect.org.uk website www.aspect.org.uk



Professionals in partnership

the National Association of Social Workers in Education and the
Association of Professionals in Education and Children's Trusts

Members of NASWE are now eligible for
the benefits of joint membership with Aspect
at the discounted rate of Aspect membership subscription only

Aspect is affiliated to the Trades Union Congress **TUC**



Looking for expert support and advice? Worried about your pay, pension, and future job security?

The Association of Professionals in Education and Children's Trusts (Aspect) is the leading trade union and professional association for professionals working in children's services. Over the past few years, the Association's membership has doubled, and it now represents over 4,000 professionals working in the field.

Aspect provided me with invaluable support and advice ...a listening ear, an objective perspective, and excellent guidance."

Member, south west region

Aspect proactively lobbies government on developments in children's services and education, regularly meets with key government and children's services organisations in England, Scotland, Wales and Northern Ireland.

Our record of achievement speaks for itself and in recent years Aspect has:

- established a team of expert regional trade union officers who have an excellent track record in representing and defending members'
- secured improved pay structures for key groups of professionals working in the field
- lobbied to maintain the values of key pension and retirement benefits available under the Local Government Pension Scheme and won a key seat on the LGPS Policy Review Group.
- played a leading role in realising national standards for groups of professionals working in education and children's services.
- Developed widely-recognised professional development courses and accreditation and individualised career support tailored to meet the needs of a demanding and ever-changing sector.

Your voice matters
Join Aspect today

Representing our members' interests is important to us. Aspect leads the Children's Services Professionals Network, a group of 12 specialist professional organisations, including NASWE, established to track ongoing developments in the children's workforce. Aspect also participates in national-level DCSF consultations on the government's National Children's Plan.

Join Aspect and NASWE today and enjoy these joint benefits

- day-to-day support and trade union representation on salaries, contracts, conditions of service, workloads, pensions and other work-related issues
- access to Aspect's 24-hour legal helpline
- discounted rates on a wide range of Aspect training courses
- specialist advice and career support services
- independent financial advice
- a no-strings attached tax health check
- informative publications, including a quarterly magazine with a regular digest of key reports on recent developments in the children's services sector
- access to competitive professional indemnity, public liability and employer's liability insurance cover
- excellent package of financial services from Unity Trust Bank
- reductions on gas and electricity rates and hotel accommodation.

With so many reforms affecting your job can you really afford not to join?

Subscriptions 2009 for dual membership of Aspect and NASWE

Subscription is per calendar year (January to December) and for 2009 is on the following scale of annual earnings:

Below £30K pa FTE [full-time equivalent] in the preceding calendar year
£129 pa (or £10.75 per month)

Between £30K-£60K pa FTE in the preceding calendar year
£258 pa (or £21.50 per month)

Above £60K pa FTE in the preceding calendar year
£300 per annum (or £25 per month).

Payment in full, either by cheque or direct debit, or on a monthly basis (direct debit only).

Pay annually to enjoy membership until 31 December of the subscription year by paying the pro-rata balance of the annual subscription from the first day of the month following membership approval.

Pay by monthly direct debit and pay the appropriate monthly subscription from the first day of the month following membership approval.

Employed members who furnish head office with official documentary confirmation of working for half, or less than half, of the full time working hours normally applicable to their post pay half of the full subscription.

Before returning this form, have you remembered to?

- ✓ Enclose your cheque or direct debit mandate
- ✓ Sign the application
- ✓ Retain your Direct Debit Guarantee

Aspect NASWE membership application form

Personal details Please complete in BLOCK CAPITALS using a ballpoint pen.

Title	Forename(s)		
Surname			Date of birth
Home address			
			Postcode
Tel			Fax
Email			Mobile

Employment details

Employer			
Address			
			Postcode
Tel			Fax
Email			
Address for correspondence (please tick as appropriate)		Home <input type="checkbox"/>	Work <input type="checkbox"/>
Post held			Date of appointment
Annual salary			NASWE member? Yes <input type="checkbox"/> No <input type="checkbox"/>

Self-employed (please tick as appropriate) Yes No

Qualifications	
----------------	--

Declaration

- 1 I certify that the information given on this application form is true.
- 2 I have read the Aspect code of practice and agree to abide by its principles.
- 3 I have read the Aspect data protection policy concerning members' data and understand that the Association will send me information as part of its activities and services.
- 4 I apply to become a member of Aspect. If accepted I undertake to observe the Association's rules.
- 5 I enclose a cheque for £ payable to Aspect/a completed direct debit mandate (delete as appropriate)
- 6 I understand that if I pay by monthly direct debit and resign during the year, I am liable to complete the total annual subscription for the year.

X

Equal opportunities

Aspect believes in equal opportunities for everyone, please take a few moments to fill out the following information so that we can provide the best possible service to all our members. All information will be treated in the strictest confidence and will not be revealed to any third party.

Do you regard yourself as a person with a disability? (please tick as appropriate) Yes No

Which broad ethnic group do you belong to?

White African Caribbean Asian Irish Other (please specify)

How did you hear about us? Exhibition Website Direct mail Advertising

Publications Regional officer Local representative Recruitment campaign Other

FOR OFFICE USE ONLY

Approved Signature		Membership No		Date	
--------------------	--	---------------	--	------	--



NASWE



Instruction to your bank or building society to pay by direct debit

Please complete in BLOCK CAPITALS using a ballpoint pen and return to:
Aspect, FREEPOST NEA 3963, Woolley Hall, Woolley, Wakefield, West Yorkshire WF4 2BR

Name and full postal address of your bank or building society

To: The Manager

Bank/building society

Address

Postcode

Name(s) of Account Holder(s)

Branch Sort Code

Bank/Building Society account number

Service User Number

8 3 6 0 5 8

Reference No (for Aspect's use only)

Vertical bars for reference number

For Aspect Official Use Only

Please indicate your frequency of payment by ticking the appropriate box

Annual Monthly

This is not part of the instruction to your bank or building society.

Instructions to your bank or building society

Please pay Aspect direct debits from the account detailed in this instruction subject to the safeguards assured by the direct debit guarantee.

I understand that this instruction may remain with Aspect and, if so, details will be passed electronically to my bank or building society.

Signature(s)

X

X

Print name

Date

Banks and building societies may not accept direct debit instructions from some some types of account

The Direct Debit Guarantee

This guarantee should be detached and retained by the payer.

- This guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme.
- The efficiency and security of the scheme is monitored and protected by your bank or building society.
- If the amount to be paid or the payment dates change Aspect will notify you within 30 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Aspect or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a direct debit at any time in writing to your bank or building society. Please also send a copy of your letter to us.

