

## **Residential Trips – Code of Conduct for Pupils.**

When on any visit you will be seen as an ambassador for your school. Your behaviour will influence what other people think of you, your friends and the school. Therefore, you are required to agree to and follow this guidance. If you do not behave as expected you will be subject to appropriate disciplinary action which may include being returned home.

### **Remember**

- You are away from home, in new surroundings - lots of things will be different from what you are used to.
- Behave on out-of-school activities as you are expected to behave in school.
- Listen carefully to instructions and do as you are told.
- If you are worried about something, tell a member of staff.
- If you or any of the group is in danger, tell a member of staff immediately.
- Always follow the school rules - be polite, be sensible, be helpful, be pleasant.
- All Alcohol, tobacco, lighters / matches, non-prescription drugs / medicines / legal highs are not allowed.
- If you are on an overseas visit do not purchase any item that would be illegal in our own country.

### **At the venue**

- Respect all property, both indoors and outdoors.
- Walk sensibly inside the building.
- Stay within the permitted boundaries of the site.
- Share facilities sensibly and fairly.
- Dispose of rubbish carefully and properly.
- If there is any damage, no matter how it was caused, tell a member of staff straight away.

### **Personal Organization**

- Listen carefully to instructions and follow them.
- Always be in the right place and on time.
- If you are not sure of something, ask a member of staff for help / confirmation.
- Look after each other, so that nothing and nobody gets lost.
- Look after your own belongings and those of others.
- Stay clean and healthy.
- If you are on medication ask a member of staff for your medicine at the right times.

### **Bedrooms**

- Most accidents occur in bedrooms and dormitories. Behave sensibly; do not 'mess about'.
- At bedtime, stay in your room - unless you need to go to the toilet or need help.
- Keep your bed and personal area tidy and clean.
- Make sure your clothes and other belongings are stored in a tidy manner.

### **Meals**

- Arrive on time at meal times.
- Help out in any way you are asked by a member off staff.
- Eat politely.
- Clear away carefully, and don't leave a mess.

### **On trips out**

- Listen to instructions; if you do not understand ask.
- Make sure you know when and where to meet up.
- Stay with your partner / group.
- Go to the toilets in pairs or groups as directed.
- Keep your School Contact Card with you.
- Don't talk with strangers.
- Be careful near roads. **Do Not** J-walk. (EU - Possible on the spot fine.)
- **Do Not** drop litter. (Possible on the spot fine.)
- Don't inconvenience any members of the public.

#### **If you get lost**

- Don't panic. Stay calm.
- Stand still, and wait for 5 minutes - you will probably be missed, and a member of staff will come to you.
- If no one arrives, find a policeman, or go into a shop. Tell the shopkeeper that you are lost and show him/her your School Contact Card, ask them if you can use a telephone or if they can make a call for you.
- Stay there until you are collected

#### **Behaviour in a coach/minibus**

##### **Getting in and out**

- Queue on the footpath in a sensible manner, away from the road.
- **Do not** push or rush for the door.
- Find a seat quickly and quietly without pushing.

##### **In the minibus/coach**

- Wear seat belts all the time.
- Touch the doors and windows only if asked by a member of staff.
- Only speak to a driver when he/she is not driving, or in an emergency.
- Remember that excessive noise/loud radios can distract the driver.
- Wait until the vehicle has stopped before getting up to leave.
- **Do not** eat or drink in the minibus
- **Do not** drop litter
- Behave safely and sensibly at all times

##### **If there is an accident**

- Wait for instructions from a member of staff or other adult, and do as you are told.

I understand and agree to the code of conduct above.