

Appendix twelve

Code of Conduct for Pupils on Educational Visits

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It is good practice for schools to agree a code of conduct with parents and pupils before pupils participate in educational visits. Acceptance of a code will provide party leaders with the necessary authority to carry out their responsibilities. The agreed code of conduct should be formalised and sent to parents, with the consent and medical forms, for them and their child to sign. Suggested items for inclusion in the code of conduct are listed below.

All pupils should:

- a. observe normal school rules
- b. cooperate fully with leaders at all times
- c. fulfil any tasks or duties set prior to and during the visit
- d. participate fully in all activities and sessions during the visit
- e. be punctual at all times
- f. not leave group sessions or accommodation without permission
- g. always return to the meeting point or accommodation at agreed times
- h. be in groups of not less than three pupils if granted indirectly supervised time
- i. avoid behaviour which may inconvenience others
- j. be considerate to others at all times
- k. respect all requests made by school staff and accompanying adults
- l. behave at all times in a manner that reflects positively on themselves, the party and the school
- m. abide by the laws, rules and regulations of the countries and places visited
- n. comply with customs and duty-free regulations
- o. not purchase or consume alcohol, tobacco products or purchase dangerous articles such as explosives and knives
- p. consult with school staff if in doubt about any issues
- q. accept that a full written report of any misconduct will be forwarded to the educational visits coordinator/head teacher and their parents.