

This applies to day trips and residential trips, curriculum and extra-curricular trips, including sixth form trips (even for those over the age of 18). This will be shown to all those who are attending any trip. This will also be shown to parents/carers (when the trip is launched). By the student attending this trip, they will be bound by this code of conduct (whether or not they sign). For residential trips, this code should be signed by parents and students.

All trips come under our usual school Behaviour Policy and we expect all students to meet those expectations at all times. The following rules will help us all to have an enjoyable and safe time off-site. Any participant on a trip (even if they are attending post-Y13 exams) is bound by these rules and is deemed a ‘student’ during the trip.

- We need to trust that you will behave responsibly while on a visit. Any antisocial behaviour will reflect on each of us as individuals, the group and the whole school, so think about how you are behaving.
- **Listen to and follow instructions immediately** without question. It may be very important for you to do what you are asked at the time, and you may not always be aware of the reasons.
- Respect and support one another throughout the trip. Look after yourself and watch out for others in your group. Report any concerns to a member of staff.

Your personal safety is very important:

- If you feel unsafe at any point or are concerned about the welfare of anyone on the trip, report this concern to a member of staff immediately.
 - Remain in areas as designated by staff.
 - Be punctual: ensure you are at the right place at the right time.
 - Do not leave accommodation without permission of staff.
 - Stay in groups, as directed by staff.
 - Do not go off with someone you do not know.
 - Do not get into a car or motor vehicle without the permission of a member of staff
 - Keep your wits about you - watch where you are walking and who is around you
 - Although there may be a trip ‘bank’, ultimately you are responsible for the safe keeping of your valuables and money.
 - If you regularly take medication, don’t forget to take it with you.
- No alcohol or smoking/vaping materials are to be consumed/used on the trip (even if you are over the legal age for this). This will be treated as a serious misdemeanour. You are also reminded that the possession or use of controlled substances would usually result in permanent exclusion.
 - Staff will tell you if (and when) you are allowed to take photos on the trip. You are reminded that you are not allowed to take, post or send photographic images of any person without that person’s consent.
 - Any breach of school rules or any aspect of this Code of Conduct will be regarded seriously and, for the most severe cases, you run the risk of being sent home at parental expense and facing serious disciplinary measures on returning to school. This may include suspension/permanent exclusion and/or banning from future trips.

Declarations (to be signed for residential trips):

Student: I have read and understood the Code of Conduct and agree to follow it at all times whilst on the trip.

Student’s signature:..... Date:.....

Parent/carer: I have read the Code of Conduct with my child and have reinforced the key messages about safety, responsibility and good behaviour. I understand that if my child is found to be in serious breach of this Code of Conduct, they run the risk of needing to be collected by parents/sent home at parental expense.

Parent’s signature:..... Date:.....