

CHELTENHAM BOURNSIDE SCHOOL AND SIXTH FORM CENTRE

CODE OF CONDUCT FOR EDUCATIONAL VISITS

All students are expected to follow these guidelines in order to ensure the health and safety of all and to help to make sure that visits are successful and enjoyable.

General

Students are expected to:

- treat each other and members of staff with courtesy, consideration and kindness
- co-operate fully at all times with members of staff, listening carefully to instructions and briefings, obeying rules and always doing as requested
- obey any rules given about mobile phones and electronic equipment
- behave sensibly and appropriately and do nothing to place themselves or others at risk
- obey the law. This includes laws about tobacco, alcohol, illegal substances, offensive weapons, fireworks and passing through customs
- show consideration towards any members of the public
- complete any tasks given to the best of their ability
- look after their belongings and those of others
- be punctual, including at bedtime
- dress appropriately at all times, following any guidelines given

Personal Safety

- Students must tell a member of staff immediately if they think there is anything that places anyone in the party at risk of harm.
- Students must never be on their own - members of staff will decide the minimum group size. Students must never leave their group and should take care of each other.
- If given free time, students stay within the boundaries given and know how to find or contact members of staff.
- Students are expected to act on advice about specific or local risks

Travel

- Instructions given about conduct on coaches, minibuses, trains, ferries and aeroplanes and any other form of transport, must be followed
- Students must pay attention to any safety briefings
- Seat belts must be worn if available and students may not move around in moving vehicles

Students who do not abide by this Code of Conduct may be excluded from future trips or visits for a fixed period or permanently. If there is a serious violation of the code the school reserves the right to ask parents to collect the student or, in the case of foreign trips, to send the student home at the expense of parents.