

Model Code of Conduct for Group Members during Offsite Visits

Visit Leaders should adapt and edit the model below so that it suits the needs of each visit before it is discussed with parents or young people. Where the text is inappropriate it should be deleted. If there is a need for inserting extra bullet points, they should be added. It can be useful to involve young people in the drafting process.

General Expectations

For the visit to be both beneficial and enjoyable for all, you will be expected to:

- behave responsibly and show consideration for others.
- comply with instructions.
- take responsibility for your own possessions.
- keep all facilities clean, tidy and undamaged.
- abide by any host facility rules and regulations.
- be aware of all emergency procedures.
- in the event of an emergency, follow emergency procedure instructions.
- understand and follow the rules about the purchase, possession and consumption of alcohol.
- understand and follow the rules about the purchase, possession and use of tobacco.
- understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden.
- inform staff of any relevant medical conditions or injuries.
- inform a member of staff if you have any concerns about safety or security.
- report any damaged or unsafe equipment.
- wear appropriate clothing.
- return all borrowed equipment in the same condition in which you received it.
- safeguard personal belongings and borrowed equipment.

On a coach or minibus

- remain in your seat, unless given permission to do otherwise.
- wear your seat belt.
- stow luggage on the luggage rack or under the seat. Luggage should not block the aisle
- put litter in the bags provided.
- do not distract the driver – no shouting out, no flash photography etc.
- if you begin to feel travel sick, inform a member of staff.
- when disembarking, be aware of traffic movement and direction.

Motorway service stops

- follow instructions from staff about where you are allowed go and how long you may spend in the service station.
- stay inside the service area for the duration of the stop.
- be back on the coach at the given time.

On a ferry, at an airport and at a railway station

- understand the importance of remaining in your group at these busy locations.
- understand that timings are vital.
- understand security arrangements and limitations.
- follow instructions from transport operator staff.
- follow all instructions about being on boat decks.
- visit shops in groups - never alone.
- stay back from the edge of railway platforms.
- remember where the group is based and how to locate staff.

Staying in overnight accommodation

- read all notices and understand all instructions about fire and safety procedures.
- understand the location of duty staff.
- understand and comply with any instructions about permission to leave the hotel.
- understand any instructions which limit your access to parts of the hotel, e.g. bar, casino, swimming pool.
- understand the dangers of balconies and any instructions about access to them.
- understand all instructions about access to other people's bedrooms.
- arrive on time for meals and meetings.
- understand any restrictions on the use of mobile telephones, taking pictures, internet access, social media, and viewing DVDs.

Excursions

- remain in your designated group.
- know which member of staff is your nominated leader.
- when unaccompanied by staff, ensure that you understand any instructions and limitations.
- always carry your emergency contact card.

Failure to comply with this Code of Conduct may result in the implementation of the following sanctions:

Insert possible sanctions, including expectations of parental involvement ...