



**National
Guidance**
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Model Code of Conduct for Visits

You should edit this model code of conduct so that it is appropriate for your establishment, groups and visits. It may be useful to have a generic code of conduct for routine visits and then to adapt this for specific visits, such as residential.

It can be good practice to involve participants and (if appropriate) their parents in the process of drawing up the code of conduct: this is a useful way of getting them to think through the issues and to understand the reasons behind the requirements, and is itself a process of risk assessment.

For many groups or visits, it may not be necessary to have such a detailed list of expectations and requirements, or even to have a written code of conduct at all. You should judge what is appropriate in your circumstances.

General Expectations

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

- behave responsibly and show consideration for others, including fellow participants, staff and members of the public;
- comply with instructions from staff;
- look after your own possessions and anything you borrow;
- keep all facilities clean, tidy and undamaged;
- abide by any rules and regulations of the places we visit;
- in the event of an emergency, follow emergency procedure instructions;
- inform staff if you have any 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;
- comply with any restrictions on the use of phones, cameras, music players and other devices.
- 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.

Smoking, Alcohol and Drugs

Smoking, vaping and the possession or use of tobacco, alcohol and non-prescribed or illegal drugs or other substances is forbidden.

Travelling

On a coach, minibus, train or plane you must:

- remain in your seat, unless given permission to do otherwise;
- wear your seat belt if one is provided;
- stow luggage on the luggage rack or under the seat - luggage should not block the aisle;
- put litter in the bags/bins provided;
- 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.

In motorway service stations etc. you must:

- follow instructions from staff about where you are allowed go;
- be back on the coach/minibus at the given time.

On a ferry, or at an airport, railway station or bus station, you must:

- remain with your group unless given permission to do otherwise;
- visit shops in pairs or groups - never alone;
- be aware of and comply with all timings and meeting places;
- understand and comply with security arrangements and limitations;
- follow instructions from transport operator staff;
- follow instructions about being on boat decks;
- stay back from the edge of railway platforms;
- be sure you know where the group is based and how to locate staff.

Accommodation

When staying in a hotel, hostel, residential centre or campsite, you must:

- understand and follow all instructions about fire and safety procedures;
- know how to locate or contact staff;
- comply with any instructions about permission to leave the accommodation;
- comply with any instructions about access to parts of the accommodation, such as a bar, casino or swimming pool;
- understand the dangers of balconies and comply with any instructions about access to them;
- comply with instructions about visiting other people's bedrooms;
- arrive on time for meals and meetings;
- comply with any restrictions on the use of mobile phones, smartphones, tablets, cameras, music players, etc.
- comply with any restrictions on internet access, viewing TV and videos, etc.

Coronavirus

You must comply with any coronavirus requirements, including wearing a face covering, social distancing, personal hygiene and testing. You must also understand that you might be required to self-isolate or return home in some circumstances.

Sanctions

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

Insert possible sanctions, including expectations of parental involvement.

I agree to abide by the above Code of Conduct

Participant's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

