



National  
Guidance

## Model Code of Conduct for Visits

Visit Leaders should edit this model code of conduct so that it is appropriate for their group(s). It may be useful to have a generic code of conduct for routine visits and a specific one for other visits, such as residentials, which includes details specific to those visits.

It can be good practice to involve young people and their parents in the process of drawing up the code of practice: 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.

### General Expectations

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

- behave responsibly and show consideration for others, including fellow pupils, staff and members of the public.
- comply with instructions.
- 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.
- 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 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.

### 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/bins 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 stations etc.

- follow instructions from staff about where you are allowed go and how long you may spend in the service station.
- be back on the coach/minibus at the given time.

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

- remain in your group at these busy locations.
- 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 all instructions about being on boat decks.
- visit shops in pairs or groups - never alone.
- stay back from the edge of railway platforms.
- be sure you know where the group is based and how to locate staff.

### Staying in a hotel

- read and understand all instructions about fire and safety procedures.
- know the location of duty staff.
- comply with any instructions about permission to leave the hotel.
- comply with any instructions about access to parts of the hotel, e.g. bar, casino, swimming pool.
- understand the dangers of balconies and comply with any instructions about access to them.
- comply with instructions about access to 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, and viewing TV, videos and DVDs, etc.

### 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.

### Sanctions

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 ...**

**I agree to abide by the above Code of Conduct.**

Young Person Signature..... Date .....

Parent/Guardian Signature ..... Date .....

