



**The Sixth Form College  
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**Policy Documents  
Trips and Visits  
Code of Conduct**



## STUDENT CODE OF CONDUCT FOR ALL OFF-SITE TRIPS AND VISITS

College must be confident that students taking part in offsite activities/educational visits understand their responsibilities on these visits and that they will always act in a mature and responsible way in order to bring credit to themselves and to The Sixth Form College, Colchester.

Off-site trips and visits involve College staff giving up their personal time and assuming significant responsibilities. College will therefore only provide trips and visits opportunities to those students who are willing to adhere to the code of conduct.

### During the Course/Visit/Activity

- You are an ambassador for the College and are therefore expected to behave in a manner which respects fellow students, staff and members of the public, and maintains the good image of the College.
- Avoid placing yourself or others at risk. You have self-responsibility and a responsibility to others and therefore should behave in a manner which ensures individuals' safety.
- You are required to comply with the law of the UK and the laws of the country that you are visiting.
- You must respect, listen to, follow and abide by advice, rules and instructions supplied by accompanying College staff, staff members of educational centres, and officials of the UK or the country being visited.
- Sexual contact and other intimate behaviour is not permitted on any College trip. Students must adhere to the arrangements set out by staff regarding sleeping accommodation and bathroom arrangements.
- You must ensure that staff are aware of your whereabouts at all times or that you adhere to guidelines and protocols when not being directly supervised. You should adhere to times given for meetings, activities, liaising with staff and organised transport.
- You are responsible for presenting yourself at the appropriate time and place for the start of the visit. It will not be possible to significantly delay departure, especially where a flight needs to be caught or other deadlines need to be met.
- When trips return to College out of College hours parents/guardians are responsible for arranging the students' onward journey.
- You are responsible for your valuables and personal documentation whilst on trips, unless such items have been placed with staff or hotels for safe keeping.
- There is a no smoking policy on all trips when travelling, during the day's activities and in residential accommodation. You should also abide by any no smoking requirements operating in facilities used or visited.
- **You are not allowed to purchase, consume, carry or supply alcohol or drugs** of any kind (with the exception of over-the-counter painkillers and other personal medication which has been discussed in advance with the trip leader). Disregarding this may result in subsequent or immediate disciplinary action by staff and the College. In addition, you may find yourself in breach of the laws of a particular country and may be subject to their legal procedures. NB There may be situations when the consumption of alcohol is allowed with meals in countries where this is a cultural norm and where you are above the legal age for consumption. This will be made clear by members of staff before and during a residential visit abroad. Parents should inform the trip leader in writing should you have any objection to this legal consumption of alcohol.

### Before the Course/Visit/Activity

- During the period leading up to the visit you should read and act upon all documentation provided by the course organiser, attend preliminary meetings, complete and provide any necessary documentation and payments within the appropriate time frame.
- It is your responsibility and that of your parents/guardians to ensure that you have the correct documents for overseas visits; these will include passport (with at least 6 months remaining), necessary Visas, EHIC card and any additional insurance above that provided through the College. Non-UK students should ensure that they can travel freely in and out of the UK on the documentation they have.
- It is your responsibility and that of your parents/guardians to ensure that the College is informed in writing of any medical condition (including allergies) and dietary requirements (for residential courses) when applying for a place on a trip. Please ensure that this information is kept up to date throughout the individual's time at College. As changes or concerns about health, both physical and mental, the trip leader or Personal Tutor should be informed.

### Failure to Comply with the Code of Conduct

**Students who fail to comply with the above Code of Conduct will be disciplined, at the discretion of the trip leader and senior College staff. Depending on the nature of the breach this could involve measures including close supervision; restriction of activities that can be undertaken; restriction regarding the use of personal time; being sent home at the student's/parent's expense; referral to senior staff for disciplinary action upon return.**