

## **REGULATIONS FOR PUPILS PARTICIPATING IN SCHOOL TRIPS**

It is the responsibility of all pupils taking part in school trips to contribute to the success and enjoyment of the trip by following these rules so that nothing is done which mars the occasion for other pupils, accompanying staff or members of the general public.

Prior to any trip it will be normal practice for pupils to receive instructions as to standards of behaviour, either in writing or at a briefing meeting. Pupils should pay careful attention to such instructions, and it is assumed that participation in the trip implies that each pupil has accepted the regulations as a condition of his/her place in the party.

Pupils should be aware that members of the teaching staff (and other accompanying adults) are acting 'in loco parentis' during school trips and that their responsibilities may extend beyond those which are usual in the school context. In such circumstances, staff are bound to act according to their own best judgement, in the interests of the individual and of the party as a whole.

In addition to those below, any further rules set down by staff (or other responsible adults) for the purposes of a particular trip must be strictly adhered to.

- a) The College seeks, as part of its Health Education programme, to influence pupils against the use of tobacco, alcohol and illegal substances. It is also bound, of course, by the provisions of the law in relation to their purchase and/or use. When pupils are away from College on school trips, therefore, they are still required to conform to the rules and standards laid down by staff on these matters as they would were they on school premises.
- b) When school parties involve large groups of people, it is especially important that courtesy and consideration should be shown at all times to members of the general public and, in particular, that excessive noise or rowdy behaviour should be avoided. Any behaviour which constitutes a nuisance to other people reflects badly on the individuals and on the College.
- c) At all times, whether as part of a large or small group, the behaviour and language of pupils should be above reproach. For example, pupils should conduct themselves in an appropriate and responsible manner
  - ★ on transport, whether public (plane, ferry, etc.) or private (coach, mini-bus, etc.);
  - ★ in all public places, whether accompanied by staff or not;
  - ★ in hotels, guest houses, hostels and 'host' homes;
  - ★ as spectators (for example, at sports fixtures) or as an audience (for example, at public performances).
- d) When abroad, pupils should be especially sensitive to the different practices, expectations and attitudes of other countries and cultures and avoid causing offence by their behaviour, however unintentionally, or by their language.

- e) Pupils should obey all rules made to ensure their safety and that of the rest of the party. They should
- ★ do nothing on transport which could cause an accident - in particular, they should do nothing which might distract the driver of a coach, minibus or car;
  - ★ in other situations do nothing which would endanger the safety and well-being of members of the party or the general public;
  - ★ observe all safety rules as instructed (for example, the wearing of a seat belt or protective clothing);
  - ★ observe all instructions relating to areas placed out of bounds for their safety;
  - ★ abide by any curfew times which may be imposed for their safety;
  - ★ never leave the party without the knowledge and permission of a member of staff and then, preferably, only in the company of at least one other member of the party.

It is especially important that, when taking part in activities which have some inherent danger (for example, on skiing, field or Duke of Edinburgh Award trips), all safety rules and instructions are followed implicitly.

Pupils on trips should dress in correct school uniform if so instructed. Where school uniform is not required, the manner of dress should be appropriate to the activity or occasion.

Pupils should at all times adhere to the programme laid down by members of staff and be punctual in observing any time schedule which may be given, unless they have specific permission to do otherwise. They should always ensure that parents/guardians are aware of the times at which they are to be delivered to the departure point and collected at the end of the trip.

Pupils should show a proper respect for all property, public and private. They should avoid leaving areas in disorder or creating litter. Any damage caused by a pupil must be reported at once to a member of staff.

Pupils who have a medical condition, require medication or have medical restrictions on their activities should ensure that staff are made aware of their particular circumstances prior to the departure of the party.

On school trips, pupils are expected to accept responsibility for their own belongings, including, where appropriate, their luggage. They should not bring with them valuable property or large sums of cash. (If they do so, the College will accept no liability.)

Any infringement of the Rules above may result, in the first instance, in immediate sanctions at the discretion of the member of staff with primary responsibility for the trip and further action, upon return, by the Headmaster, dependent on the nature and seriousness of the offence.