



## Code of Conduct for Students on an Educational Visit

### (Categories 3, 4 and 5)

Students on an educational visit (Categories 3, 4 and 5) are at all times bound by the normal College Rules for Students and Positive Behaviour Policy of Our Lady and St Patrick's College, Knock. In addition, students are expected to adhere to the Code of Conduct for Students on an Educational Visit as outlined below.

1. Students must advise a Leader\* immediately of any problems or concerns during the educational visit.
2. Students are expected to behave in a safe and appropriate manner to ensure their safety and the safety of all members of the group.
3. Students must cooperate with Leaders, accommodation staff and other supervisory staff at all times.
4. Students must pack their own bags and never carry items for anyone else. They are responsible for their own property (passports, money, etc.) and must respect the property of others.
5. Students must be respectful and show good manners towards all members of the group, as well as members of the public. They must be sensitive to local cultures, customs, and the environment.
6. Language must be appropriate at all times.
7. Students must not have cigarettes, tobacco or nicotine containing products (e-cigarettes) in their possession at any time.
8. Students must not have alcohol, solvents, illegal drugs or new psychoactive substances (NPS) in their possession at any time.
9. Students must adhere to College rules regarding appropriate use of cameras, mobile phones and social media.
10. Students must report punctually for all meetings and designated mealtimes.
11. Students must keep any facilities (accommodation, transport, etc.) they use clean and tidy.
12. Students must dress appropriately at all times.
13. Male students must not enter the bedroom(s) or sleeping accommodation of female students.
14. Female students must not enter the bedroom(s) or sleeping accommodation of male students.
15. At bedtime students must remain in their own bedroom/sleeping accommodation until called by a Leader the next morning.
16. At bedtime/night-time students must be aware of and considerate towards other students/Leaders/hotel guests at all times.
17. Any damage found or caused in the accommodation/hotel must be reported to a Leader at once. Students/Parents will have to pay for any necessary repairs.

#### **Additional Rules for Ski Trips**

18. Students may only ski with their instructors during timetabled lessons. Free skiing is not permitted.
19. Common sense, courtesy and discipline are to be exercised at all times, especially when skiing.
20. Students are responsible for returning their items to the hire company in good condition.

\*Leader is the collective term for the adults who have responsibility for the young people, for the duration of the visit. This includes the Group Leader, accompanying staff and volunteer supervisors.

## Sanctions

Students and parents should be aware that any breach of the College Rules for Students, the College's Positive Behaviour Policy and this Code of Conduct for Students on an Educational Visit will result in sanctions being applied.

- If there are prior concerns about a student's behaviour, the College reserves the right to withdraw permission to participate in the educational visit.
- Should an issue arise during the educational visit, students will be spoken to and given a verbal warning by a member of staff.
- Students may be excluded from an activity or all activities and will remain under the supervision of a Leader.
- Parents will be contacted and informed of the problem.
- If any damage is caused during the educational visit, the relevant student(s)/parent(s) will have to pay for any necessary repairs.
- In particular cases a student may be sent home early and parents will incur any additional costs.
- The College Policy on Drugs will be implemented if a student is found to be in possession of alcohol, solvents, illegal drugs or new psychoactive substances (NPS) at any stage during the educational visit.
- Students are advised that any breach of discipline will prevent any participation in future overnight educational visits.
- Students will be sanctioned on their return as per College disciplinary procedures.

P Kane  
Group Leader

C. Hughes  
Deputy Group Leader

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### **Please sign below and return to Mrs Claire Hughes**

I agree to abide by the College Rules for Students, the College's Positive Behaviour Policy and this Code of Conduct for Students on an Educational Visit.

I am aware of and I accept the sanctions that may be applied in the event of any breach of the College Rules for Students, the College's Positive Behaviour Policy and this Code of Conduct for Students on an Educational Visit.

<b>Student Name</b>		<b>Tutor Group</b>	
<b>Student Signature</b>		<b>Date</b>	
<b>Parental Signature</b>		<b>Date</b>	