

Sheffield High School

Pupil Residential Visit Code of Conduct

Pupils must:

- listen to and obey instructions from members of staff and other leaders
- ensure they report to members of staff promptly at designated times and be punctual with regard to meal-times and meeting times for excursions
- only take part in activities that are directed and supervised by staff and / or qualified instructors
- **AT ALL TIMES** move around in groups of no fewer than 4
- always carry a 'panic' card containing pupil details and emergency telephone numbers
- never leave anyone alone but, in case of emergency, split into two pairs
- look after their personal property, such as purses, coats, cameras and bags
- not take photographs of people without their permission
- keep rooms tidy and immediately report any damage to property; stay in their rooms after lights-out
- not leave the house where they are staying on their own
- not allow anyone who is not part of the group into their room
- refrain from buying and consuming cigarettes and alcohol for the duration of the trip (this applies to all pupils even if they are over 16 and parents allow them to smoke/drink at home) and must not bring cigarettes or alcohol back into the UK
- **NOT** buy or use drugs for the duration of the trip
- report accidents or illness immediately to a member of staff
- take their litter with them at all times, especially when they leave coaches and picnic sites
- always wear a seat belt when travelling by coach
- not arrange meetings with people who are not part of the group, unless permission has been granted by a member of staff
- not exchange personal details with people who are not part of the group
- not misuse personal information given to them by staff