



A CODE OF CONDUCT FOR RESIDENTIAL TRIPS/TOURING GROUPS

AIMS OF THE TOUR

It is the responsibility of all those travelling to understand and appreciate the aims and objectives of the tour.

These are:

- To learn about the political and cultural aspects of _____.
- To appreciate the different physical surroundings that we will come across.
- To co-operate together as a community throughout the trip.
- To promote the good name of Epsom College in Malaysia in all that we do, both in transit and in _____ itself.

The following is a guide as to the conduct expected of all tourists in various situations.

GENERAL

- Dress and behave sensibly and responsibly.
- Comply with all instructions at all times.
- Ensure that you understand that strict observance of timings is vital.
- Be polite, mature and good-humoured at all times. College rules will be strictly applied on tour including those regarding smoking and drinking.
- Wear appropriate clothing.
- Take responsibility for your own possessions.
- Understand and follow the emergency procedures in any given situation.
- Know who your supervisor is at any given time and how to contact them. Contact details at the various destinations will be provided.
- Understand what standard of behaviour is expected including appropriate and inappropriate personal and social conduct as detailed in *Guidance for Pupils*.
- Abide by all host facility rules and regulations.

- In hotels and whilst travelling, be considerate of others particularly in communal areas.
- Keep all facilities clean, tidy and undamaged. Return all borrowed equipment in the same condition in which you received it. Any damage or unauthorised bills accrued (e.g. phone calls) will be at your own expense.
- Inform a member of staff of any hazards and report any damaged or unsafe equipment.
- Ensure that you understand any restrictions regarding the use of mobile telephones, taking pictures, internet access and viewing videos/DVDs.

HEALTH & SAFETY

- Know how to avoid specific dangers and why you should follow the rules for any specific activity.
- In the event of any illness, injury or other medical problems, inform a member of staff as soon as possible.
- Do not take unnecessary risks.
- Make sure that members of staff are aware of any on-going medical problems, e.g. allergies, medication etc. Before you travel, check any necessary arrangements required regarding what medication is allowed to be transported to the country / countries being visited.

TRAVELLING

- Remain in your seat unless given permission to do otherwise.
- Wear your seat belt whilst being transported in a minibus or coach.
- Ensure luggage is not blocking the aisle but is kept in the luggage rack or under the seat.
- Litter is placed in the bags provided.
- Never distract a driver – for example by shouting out or using flash photography.
- When disembarking be aware of travel movement and direction, particularly overseas.

OUT & ABOUT

- Have emergency contact details and telephone numbers at all times in case you get lost.
- Follow the instructions of the tour staff and other supervisors, including those responsible adults at any given venue.
- Alert the supervisor if someone is missing or in difficulty.
- Look out for anything that might hurt or threaten you or anyone in the group and tell the group leader or supervisor about it.
- Remain in your designated group.
- Know what to do if approached by anyone from outside the group.
- Know what to do if separated from the group – the designated ‘home base’, emergency rendezvous or an instruction to ‘stay put’.

ACCOMMODATION

- Ensure that you read all notices and understand all instructions regarding fire and safety procedures.
- Ensure that you know the location of duty staff.
- Ensure that you understand and follow any instructions regarding permission to leave the accommodation.

- Ensure that you understand and follow any instructions limiting access to parts of the accommodation, e.g. bar, casino, swimming pool.
- Ensure that you understand the dangers of balconies and follow any instructions regarding access.
- Ensure that you understand and follow any instructions regarding access to other peoples' bedrooms.

If indirect or remote supervision is appropriate for the activity then pupils will be more carefully briefed to ensure that pupils:

- Do not go out alone – ideally they should be in a 'buddy' system in groups of no fewer than four.
- Are fully aware of the ground rules including meeting times.
- Have money.
- Have maps and plans, when appropriate, and other information for them to act effectively.
- Have been briefed in responses to emergencies which might occur during that given activity.
- Have knowledge of out of bounds areas or activities.
- Have knowledge of how to summon help.

Be aware that breaking these rules will lead to sanctions. A serious breach could result in your immediate return to Malaysia, at your parents' expense.

I agree to aims and guidelines of this tour,	
Name of Pupil
Signed
Witnessed by parent/guardian