



EDUCATIONAL VISITS – CODE OF CONDUCT FOR PUPILS (DAY TRIP)

Any pupil on an educational visit organised by Epsom College in Malaysia, whether in school time or not, is expected to demonstrate the highest standards of behaviour as expected from any member of the College. All pupils on any trip are still members of the College and are under the direction of the accompanying member(s) of staff and responsible adults or under if unaccompanied under remote supervision, to the activity organiser. Pupils must therefore:

- Understand the aims and objectives of the visit and how best to achieve them;
- Know who their supervisor is at any given time and how to contact them;
- Comply with all instructions given by staff or responsible adults;
- Wear seat belts whilst being transported in a minibus, coach or car;
- Understand what to do in emergency situations;
- Understand what standard of behaviour is expected including appropriate and inappropriate personal and social conduct as per the rules in *Guidance for Pupils* especially in terms of smoking, drinking, drugs and interpersonal relationships;
- Dress and behave sensibly and responsibly;
- Take responsibility for their own possessions;
- Keep all facilities clean, tidy and undamaged, and abide by any host facility rules and regulations, and return any borrowed equipment in the condition in which it was received;
- Inform staff of any hazards or damaged/unsafe equipment noticed;
- Be fully aware of the ground rules including the clearly defined spatial and temporal boundaries and meeting times;
- Not go out alone – operate in groups of no less than four;
- Be aware that breaking these rules will lead to sanctions, with reports of the behaviour sent to parents, HMMs and the Headmaster, and may lead to the pupil being withdrawn from future trips.

These guidelines are especially important on unaccompanied trips.