Code of Conduct for exchange visits

Overall expectation and consequences

Students on trips represent Harrogate Grammar School. We therefore expect all students to conduct themselves **respectfully, in line with our school values**. A review of behaviour will take place two months prior to departure, and should your behaviour fall short of these standards, then you may be withdrawn from the visit. Any serious breach of our expectations after this point could also result in you being withdrawn from the trip. Any misconduct on the visit will be dealt with appropriately and may lead to possible further sanctions upon return to school. In exceptional circumstances, we may ask your parents to collect you and may not allow you to participate in further trips (this includes any school organised event).

General expectations

For the trip to be beneficial, enjoyable and safe for all, you are expected to:

- behave responsibly and show consideration for others, including fellow pupils, HGS staff, staff in our partner school, members of the public, bus drivers, your exchange partner and host family members, and staff/instructors at our destination
- listen attentively and comply with instructions from all staff members on the trip
- respect the allocated groups for head counts and activities
- follow rules and regulations of the places we visit
- in the event of an emergency, follow emergency procedure instructions
- always keep a copy and/or a photograph of the emergency card on you
- look after your own possessions
- wear appropriate clothing
- keep all facilities clean, tidy and undamaged – report any damage immediately
- inform staff if you have any medical conditions or injuries
- inform staff if you feel unwell
- inform staff if you have any concerns about safety or security, including inappropriate behaviour/bullying from other trip participants
- in the event of concerns/problems always share these with the trip leader/trip staff in the first instance so any issues can be quickly and directly resolved.
- do not use social media to communicate any concerns/problems. The trip leader will follow school procedure and communicate necessary information to parents in a timely manner.
- ensure that you understand any instructions when unaccompanied by staff including the meeting point and time, geographical boundaries and limitations (remote supervision) and what to do if feeling uneasy when staying with your host family
- keep to a group of at least four during any free time (remote supervision)
- be punctual – always arrive on time and ready to go
- only stay overnight in the home of your allocated exchange partner. If any problem arises with your exchange partner or their host family, discuss this with HGS staff in the first instance

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- not purchase, possess or consume any alcohol, non-prescribed/illegal drugs, cigarettes, other tobacco, vapes or any other prohibited item.

On the coach

- remain in your seat, unless given permission to do otherwise
- wear your seat belt
- use the toilet on the coach only for emergencies
- place luggage on the luggage rack or under the seat
- put litter in the bags/bins provided
- do not distract the driver – no shouting out, no flash photography etc.
- if you begin to feel travel sick inform a member of staff immediately
- when disembarking, be aware of traffic movement and direction, noting that vehicles drive on the opposite side of the road in most other countries

At the airport and on the flight

- always follow instructions from airport staff and security personnel including check in, security, passport control
- listen closely to instructions for a meeting place and guidance on where you can always find a teacher
- when on the flight
    - sit in your allocated seat unless given permission to move
    - pay attention during the safety briefing and follow safety instructions carefully including regarding the use of electronic devices
    - sit quietly and do not disturb other passengers around you

Consent to this Code of Conduct is required from the student and must be confirmed by the parent via Arbor.