



## **Code of Conduct for Students on College**

### **Activities, off site and Residential Trips.**

It is usual for students of Dunshaughlin Community College to behave in a responsible and co-operative manner during College trips. It is imperative that students follow our code of conduct and act responsibly. We ask all students to read the following guidelines carefully and sign at the bottom of the page to indicate their acceptance of our code of conduct. It is expected that parents will discuss this code of conduct with their son/daughter so that they fully understand the expectations of our students when partaking in a College activity.

#### **For all College Activities:**

- Students remain under the authority of the College during the visit and must follow the instructions of the Activity Leader and all staff with responsibility during the trip.
- Punctuality and politeness from students will be insisted upon at all times.
- Students must know where and how staff can be easily contacted. This will apply to all parts of the trip including the journey, free time and during the night.
- Students remain responsible for their belongings and valuables whilst on trips. Staff will usually make arrangements for the safe keeping of passports (in the case of a foreign trip) and may make arrangements to help students safeguard other valuables.
- Students will not be allowed to smoke, or to purchase cigarettes during any part of the trip. Students are not permitted to purchase or be in possession of e-cigarettes.
- On the trip, students must never possess, use or purchase drugs defined as illegal under Irish Law.
- Students will not be allowed to drink, or to purchase alcohol, during any part of the trip.

- Students should never deliberately put themselves at risk; however they must also know what to do in the event of an emergency and will be made aware of the school Emergency telephone number (given to them at Induction).
- At all indoor venues students must always be considerate of all guests/staff and should not do anything to inconvenience them.

### **Residential Trips:**

- Whatever the age of students, a clearly stated curfew will be given, and a time to be in the student's own bedroom will be given. Lights out and silence will be insisted on at a given time. It must be understood that staff must be able to trust students in their own rooms when instructed to do so. Students will not be allowed into rooms of other students.
- Mobile phones will be collected from all students before lights out. This is a Child Protection procedure so there will be no exceptions to this policy.
- No student will be allowed out of the residential venue on his/her own. If free time is allowed during the day, students must be in groups of at least four, to ensure student safety.
- Any damage incurred by students will be the financial responsibility of parents. In an extreme case of misbehaviour, parents will be contacted. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort if necessary.
- Any student who breaches the code of conduct not only risks his / her own place on future trips and /or suspension from the College.

Please note that further rules of conduct may apply on specific trips and any supervising member of staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.



## **Code of Conduct for Students on College Activities, off site and Residential Trips.**

### **Rules and Behaviour - Student Agreement**

1. I understand that trips are a College event and that normal school rules apply.
2. In particular I recognise that my behaviour should not bring the school into disrepute or cause embarrassment to other members of the party or accompanying staff.
3. I know that smoking is not permitted and that cigarettes, fireworks and illegal substances may not be purchased or carried.
4. I know that drinking and/or purchasing of alcohol is not permitted.
5. Should my behaviour contravene these requirements I know that I could be prohibited from further school trips and / or be asked to return home at my parents' expense and may face further disciplinary measures at school.

To be read and signed by parents and students:

I / we have read and agree to the College's requirements regarding behaviour on any trip organised by the College.

Signed ..... (Student)                      Date .....

Signed ..... (Parent/Guardian) Date .....