

Code of Conduct: Trips & Tours

To ensure a fantastic and memorable experience for everyone, we have a few important guidelines to follow. This Code of Conduct lays out our expectations and responsibilities for everybody participating in the tour.

Behaviour

- Be responsible and safe by following the instructions of the staff members.
- Respect the "lights out" times in the evenings so everyone can sleep peacefully in shared accommodation.
- Engage and actively participate in tour activities, events, and concerts. If there are any activities you have concerns about participating in, please discuss this with staff.

At the Hostel

- Pupils must at all times remain on site within the grounds of the hostel, other than during pre-planned excursions supervised by staff.
- It is never permissible under any circumstances for pupils to leave the hostel site alone or after 'lights out'.

Phone Usage

- Use mobile phones responsibly and avoid excessive screen time during group activities.
- Respect others' personal space and privacy when using electronic devices and only take/share photos/videos with prior consent from others.
- Never view or share inappropriate content or post disrespectful messages, photos, or videos on social media.
- Never take/share photographs or videos in hostel rooms.

Alcohol Consumption

- We will follow UK law in relation to alcohol. If you're under 18 at the time of the trip, you must not consume, store, or attempt to purchase alcohol.
- If you're aged 18 and over, you may consume alcohol responsibly and with prior permission from staff in a supervised setting, such as the hostel bar. Alcohol must not be consumed or stored in hostel rooms or whilst traveling. It is strictly prohibited to purchase alcohol for underage students.

No Smoking Policy

- Smoking, including e-cigarettes or vapes, is not permitted at any time during the tour.

Drug Policy

- The use, possession, or distribution of any recreational drugs is strictly forbidden.

Medicines Policy

- **Pre-existing conditions:** Students with pre-existing medical conditions requiring ongoing medication must notify us in advance, providing all necessary details including medicine type, storage, dosage etc. We will agree with you in advance if your child is to carry and administer this medication themselves, or if this should be done by a member of staff, as appropriate to their age and ability.
- **Emergency medication:** If your child carries Adrenaline Auto-Injectors (e.g. EpiPen) or an asthma inhaler, please ensure they have these with them (including a second AAI where applicable). We request that spares, if available, are also given to MMF staff before departure. Please ensure that all medicines are in date. MMF will also carry a spare emergency inhaler and AAI as a redundancy. We will discuss with you and your child how and where their emergency medicine will be stored/carried throughout the trip so that it is always available to them and in a location known to all staff.
- **Over-the-counter medicines:** Pupils under 16 are not permitted to carry or self-administer over-the-counter medicines (e.g. paracetamol, ibuprofen, antihistamines), unless they have prior approval from MMF alongside a written record of parental consent. Parents/guardians must request this via the 'Final Information' form, which will be sent out shortly before the trip.
- **If your child becomes unwell:** If your child becomes unwell whilst on tour, we will contact you by phone to discuss their symptoms and agree a treatment plan. This might include administering an age-appropriate dosage of over-the-counter medication such as paracetamol, ibuprofen or antihistamines. Pupils under the age of 16 will only ever be given medication with parental consent. As part of the sign-up process for tour, we will ask you to confirm your preferences and to let us know if your child has any allergies or experiences adverse reactions to any medication.

Health & Safety

Everyone must adhere to health and safety rules throughout the tour, whether on transport, at the hostel, or during activities.

This includes, but is not limited to:

- Wearing seatbelts while traveling;
- Remaining in hostel rooms after "lights out" except in emergencies;
- Swimming only with prior permission from staff or in the presence of a lifeguard.

Rule of Three

During activities / trips to towns etc, pupils may at times be permitted to explore a small geographic area independently of staff. This will be clearly communicated to pupils with an agreed meeting time and location, including an agreed place where staff will always be available.

Pupils must remain in a **group of at least 3** throughout and stay within agreed areas, ensuring to arrive back on time as planned to the agreed meeting spot.

If you break these rules, you may be unable to continue the tour, any related costs will be the responsibility of the parent/guardian/participant.

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