Frank Chapman Outdoor Education Centre

**Code of Conduct for Visiting Groups**

Bookings for courses at Frank Chapman Centre are accepted on the terms contained in the Code of Conduct below. **All members of visiting groups are required to comply with the terms; group leaders are responsible for ensuring that the terms are met.**

**The Code of Conduct is intended to ensure that programmes meet acceptable standards of learning/experiential outcome, behaviour, care of people and property, and health, safety and hygiene. Crucially, certain activities carry an element of risk that requires students and staff to be alert, responsive and follow instructions. Centre staff will not undertake such activities unless they are confident that all participants are in a fit state and able to participate with an acceptable level of safety.**

Failure to comply with the terms of the Code of Conduct may result in: activities being suspended or cancelled; individuals being withdrawn from activities or situations; individuals being sent home; or the course being curtailed; with no refund and where necessary at additional cost to the visiting organisation.

**Code of Conduct**

**Summary: it is expected and anticipated that everyone will show, through their actions and behaviour, responsibility for the care and well-being of themselves; other students and staff; and property; such that the residential course is positive, worthwhile and enjoyable for all.**

**Whilst the points below may seem prescriptive, they set a standard to enable the above.**

1. Prior to the residential taking place, all participating students and staff, and Centre staff, will be clear and consistent about the purpose and aims of the course – why it is happening, what outcomes we hope to achieve, and what responsibilities we have.
2. Male and female students will absolutely respect the privacy of each others’ bedroom and bathroom areas.
3. Students will respect the privacy of staff stairs, bedrooms and staffroom, and will not enter these areas except in emergency.
4. All Centre offices, kitchen, store cupboards and staff accommodation are private, and for Centre staff access only.
5. Students will go to bed and settle at times set by group leaders, if necessary in agreement with Centre staff. This will be no later than 11pm to bed, and 11.30pm lights out and settled for any group. The Centre will remain quiet from 11.30pm until 6.45am to give chance for adequate rest.
6. No students will leave the site or go into any unauthorised areas unless accompanied by an adult or as part of an organised activity.
7. Edgmond Hall is a no-smoking Centre. Alcohol is not allowed. No chewing gum please.
8. Courtesy, consideration and good manners should be shown and received at all times.
9. Students and staff will be required to listen to, and demonstrate that they understand, briefings prior to activities. Centre staff will not start - or will discontinue - an activity if they are not confident that all participants understand safety (and behaviour) requirements.
10. Everyone should be at meals on time, and should stay until the end of the meal.

11. Everyone should meet on time, in the right place, properly prepared for activity as requested by

 the Centre leader of that activity, or if appropriate the group leader.

12. Everyone should respect their own, other people’s, and Centre property. Particular attention is

 drawn to behaviour in dormitories and games rooms – all and any damage caused by

 inappropriate behaviour will be charged for, and is the responsibility of the visiting group. (It is

 recommended that access to dormitories is kept to a minimum, especially during “free time”.)

13. Mobile phones, electronic games, hair straighteners etc are strongly discouraged. If mobile

 phones are brought, they must be used responsibly and with the agreement of group leaders.

 Cameras should also be used responsibly.

13.All accidental damage, faults, lost (or found) property should be reported immediately.

14. Outdoor footwear, clothing and equipment should be kept in the designated downstairs areas.

15. The Centre will be left tidy at the end of the course.

**16. If in doubt, ask. It should be a great experience if we all work together and help each other.**

 **Richard Oakes.**

**Head of Centre**