

Student Visits - Student Code of Conduct (ILP version):

Be responsible:

1. Remember that at all times you are representing Loughborough College and as such you are an ambassador for the college's good name and reputation
2. You must behave in a mature and sensible manner
3. Treat staff, fellow students and members of the public, equally and respectfully
4. Ensure you can communicate with your group or friends and keep to agreed times
5. Ensure you have adequate resources to get home if you are split from the group
6. Secure your own property. The college will not be held responsible for the loss of student's personal equipment or valuables
7. Always ensure that you have adequate and appropriate clothing for the nature of the visit, destination and time of the year
8. You must pay for any breakages or damages, deemed to be your fault
9. You must make the necessary arrangements to be collected from Loughborough College on your return

Stay safe:

10. Abide by the rules and regulations of the organisations that you are visiting
11. Listen to and always act upon the advice and instructions of staff
12. Stay together in groups (minimum 3 students) – do not go anywhere alone
13. Do not accept any offers of a lift/help. If you are in difficulty try and obtain help from the police
14. Do not get into a taxi unless licensed and you are accompanied. (Ask for the cost of the fare before getting in)
15. Do not tamper with any safety equipment
16. You must report to the on-duty staff member, any concerns you have relating to the safety or safeguarding of you or your colleagues

Behave well:

17. Do not commit any criminal offence
18. Do not buy or use any illegal substances
19. If you are under the age of 18 it is illegal to buy or consume alcohol
20. Do not consume hot food in any prohibited area
21. Do not smoke in non-smoking areas
22. Do not behave in any way that is rude, offensive or discriminatory

Additional codes for residential visits:

1. Adhere to the safety guidance of the accommodation
2. Respect the staff code of conduct
3. Adhere to the sleeping arrangements
4. Keep College staff informed of your whereabouts and stay with colleague/s at all times.
5. Ensure that you do not cause problems for others due to inconsiderate behaviour, and respect the wishes of the accommodation employees you are staying at

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6. You will be repatriated at your own expense if you are sent home due to breaking the code of conduct

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