

ISCA Chaperone Code of Conduct 2025

The following code of conduct applies to all chaperones accompanying a group on the ISCA programme.

By signing you confirm that you will adhere to this code of conduct for the duration of the programme. Our number one concern is the safety of the students entrusted to our care. Therefore, as a minimum, we expect the following from you for the duration of the programme:

General Practice

- Be the point of contact between your students' families and ISCA during the trip.
- Supervise the students, ensure their welfare and report all serious behavioural issues to the ISCA Programme Director.
- Speak **English with the group at all times during the programme.**
- Be responsible for your own actions and behaviour.
- Always ensure both you and your group are punctual for all ISCA activities and trips. If you or anyone in your group are going to be unavoidably late or ill, you must report this as soon as possible to the ISCA Programme Director.
- Comply with all instructions given by ISCA staff, including the ISCA Programme Director and the ISCA Managing Director, for the duration of the trip.
- Be on duty as specified in the duty list provided to you by ISCA at the start of the programme.
- Assist in the dining room and have oversight of your students during breakfast and dinner.
- Be ready to follow ISCA's **Terrorism Response Policy** if required.
- Support the ISCA **Student Code of Conduct** and **Mobile Phone Policy**.
- Read and understand **ISCA's Safeguarding Policy**.
- Be aware of the risk assessments for each visit we undertake.
- Have a mobile phone which is compatible with UK mobile networks for off-campus trips.
- Do not post photos or videos of any students on your personal social media.
- If you wish to smoke, only do so out of sight of the students and in designated smoking areas.
- Consumption of alcohol is expressly prohibited during the programme.
- Any use or possession of illegal drugs will result in immediate removal from the programme.
- Abide by the laws of the United Kingdom.

Medical Concerns

- UK medical regulations take precedence over those from your home country. That is to say you may only help administer medication for pre-existing prescription medication and provided you have cleared this with ISCA beforehand (for example if a child uses insulin injections or takes daily medication throughout the year).
- All prescription medication must be kept by an adult accompanying the trip and not by the student, and no student should self-medicate without the knowledge of ISCA.
- All other administering of medication must be done through the ISCA Medical Supervisor. This includes over the counter medication (e.g. aspirin, paracetamol, ibuprofen). Such medication can only be provided by the ISCA Medical Supervisor.
- In the event of a hospital visit a chaperone accompanying the group must accompany the student to the hospital and wait with them until treatment has been administered.

Breaking the Code of Conduct

Any unacceptable behaviour that is deemed to fall outside of ISCA's expectations will result in a written warning. If such behaviour continues ISCA reserve the right to remove any chaperone from the trip at ISCA's expense. Alternative arrangements for the chaperoning of the group will also be made at ISCA's expense. ISCA reserve the right to immediately remove chaperones from the programme in the event of a serious breach of this code of conduct.

By signing this Chaperone Code of Conduct you confirm that you understand and accept its terms:

Print name:

Signature:

Date: