1. Introduction

Residential trips and field courses are an essential part of many of the courses run by the School of GeoSciences. They offer the opportunity for intensive and practical learning with Staff, Students and Demonstrators living and working in close proximity for up to two weeks at a time.

The learning process is a collaborative one. It relies on mutual trust and respect between all participants on the trip.

This Code of Practice aims to lay out expectations of participants and a minimum standard of conduct to be adhered to by all during residential trips and fieldwork and is in addition to the University Dignity and Respect Policy and the Code of Student Conduct.

2. Preparation

Prior to residential trips and fieldwork the following actions are required as a minimum:

By the Trip Leader
1. Be fully familiar with the field site(s). This may require a reconnoitre.
2. Prepare and publish appropriate course materials and a risk assessment in good time for the trip. These should be made available via LEARN or other appropriate format. This should include details of any equipment, kit and clothing that participants may require.
3. Arrange First Aid cover and appropriate contingency plans for the trip. These should be detailed in the risk assessment.
4. Hold pre-trip briefings with Staff, Demonstrators and Students as required.
5. Consider reasonable adjustments (when notified) for Staff, Demonstrators and Students that may have specific needs (consult Health and Safety Manager / Student Support Coordinators for advice).
6. Ensure that accommodation (if applicable) is suitable and capable of being segregated by gender.
7. Decide on what field kit is required and book this out.

By the Teaching Organisation
1. Collect next of kin, insurance, and health declarations from all participants and communicate this to the Trip Leader.
2. Prepare trip documentation and arrange insurance as appropriate to the trip.
3. Identify, through Student Support Coordinators, students with specific needs and communicate these to the Trip Leader.
4. Ensure payment is received pre-travel.

By the Field Demonstrators
1. Read and understand the course materials.
2. Attend briefings by the Trip Leader.
3. Ensure that kit and clothing required is to the correct standard.
4. Collect First Aid Kits (and field kit as required) for the trip.
5. Have knowledge where all travel documentation, medication, next of kin documentation is stored.

**By the Students**

1. Read and understand the course materials.
2. Attend briefings by the Trip Leader.
3. Ensure that your kit and clothing is to the correct standard. This includes bringing materials such as notepads and pens as well as having the correct clothing and equipment for the environments in which you will be operating. Pay special attention to appropriate footwear e.g. hiking/walking boots if the trip involves rough terrain.
4. Complete Next of Kin, insurance and health declaration forms well ahead of trips.
5. Speak to the Student Support Coordinators about any specific needs / adjustments that may be reasonable for the trip.
6. Ensure that any travel documents such as passports and visas are current and valid for the destination.
7. Ensure that you have any medications that you may need for the trip and that they are legal in the country you are visiting. In addition, it is advisable to have your own, small, personal, first aid kit with plasters etc.
8. Ensure payment is made in advance of travel. If a student has any outstanding costs they will not be able to graduate.

**NOTE:** Examples of reasonable adjustments made in recent years include:
- Single room for a student with a relevant mental health issue.
- Moderating physical activity for students with permanent or temporary mobility impairment.
- Special diets for participants with specific requirements including vegans / vegetarians and those with food allergies (e.g. nuts) or intolerances (e.g. lactose).

This list is not exhaustive and advice is available from the Student Support Coordinators, Trip Leader and the School Health and Safety Manager.

**3. During the Trip (All Participants)**

Participants on a Field Trip / Residential Course are representatives of the University and, as such are expected to:
- Behave in a respectful and professional manner at all times. Maintain cultural awareness and sensitivity.
- Respect and safeguard the dignity, physical and psychological safety of everyone involved in the trip.
- Refrain from horseplay and potentially offensive or loutish behaviours at all times. Sexist, racist and other discriminatory behaviours are never acceptable in any form.
- Not distract drivers in vehicles.
- Respect and abide by the law (Support, aside from consular support, will not be granted if illegal activities, such as the use of illegal / recreational drugs are undertaken).
- (on residential trips) Not disturb other residents of accommodation and treat the staff at any accommodation with the same level dignity and respect as the trip participants.
- Observe and abide by the Risk Assessment, Safety Briefings and reasonable requests of the Staff.
- Not act, or fail to act, in such a manner as to bring the School and University into disrepute nor interfere with the aims of the course.
- Attend each scheduled element of the trip promptly and well prepared so as not to delay or hinder any element of the trip.
- Participate fully with each element of the trip.
- Not use personal time for any hazardous activities.
- Moderate intake of alcohol so as to be capable of participating fully in all activities.
• Report any safety concerns, illness, injury or infringements of this Code of Practice to the Trip Leader.

**NOTE:** Examples of unreasonable behaviour may include:
• Disorderly conduct such as arguing with a reasonable request whether under the influence of alcohol, or not.
• Disruptive, argumentative or disrespectful behaviour including talking or use of social networking and e-mail during lectures.
• Poor time keeping that delays elements of a trip.
• The use of offensive, discriminatory or inflammatory language via any means of communication.
• Bringing the School or University into disrepute (Note – Take care when using Social Media).
• Intentionally or unintentionally failing to respect, cause offence, harass, victimise or discriminate against any Person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender reassignment, pregnancy, maternity, marriage or civil partnership, colour or socio-economic background.
This list is not exhaustive.

4. After the trip

The work from a fieldtrip does not end on the return to Edinburgh. The following is the minimum expected.

**By the Trip Leader**
• Ensure that any accidents, incidents, near misses, and cases of ill-health are reported through the University Accident and Incident Reporting System: [https://www.accidents.is.ed.ac.uk/](https://www.accidents.is.ed.ac.uk/)
• Review the trip and record any lessons learned. This may involve updating the trip risk assessment and arrangements for the following year if appropriate. The Health and Safety Manager can advise and assist in this process.
• Ensure the prompt return of field equipment and first aid kits.
• Where a student has returned for emergency reasons engage with the Insurance Office.

**By the Field Demonstrators**
• Ensure the prompt return of field equipment and first aid kits.

**By the Students**
• Ensure the prompt return of field equipment and first aid kits.
• Ensure all near misses are reported at [https://www.accidents.is.ed.ac.uk/](https://www.accidents.is.ed.ac.uk/)
• Provide timely feedback on the trip when requested through the course evaluation or post field meetings.
• Complete any post trip assignments as required.

5. Sanctions

It is preferred that infringements of this Code of Practice can be resolved informally and verbally, soon after the occurrence of the infringement so that no formal action is required. This is equally applicable to all participants.

Where this does not resolve the issue, or there is further unreasonable behaviour the following may apply:

**Staff and Demonstrators**
Formal complaints against staff or demonstrators are a Human Resources issue and complaints should be made, in writing, to the Head of Student Services in the School of GeoSciences. The Student Support Coordinators or the EUSA Advice Place can advise on this process.
**Students**

Where a single serious, or repeated low level infringement of this Code of Practice has occurred, the Trip Leader will consider what sanctions are appropriate. Consideration should be given to the risk to the physical and psychological safety, security of all participants and the continuity / viability of the trip.

Sanctions against students may include:

- Verbal warning giving details of the infringement, the action required of the Student and the possible consequences of further infringements.
- Being denied the opportunity to participate in fieldwork as they do not have the correct kit with them and may be at risk if they participate in an activity. This may include, but is not limited to, inadequate footwear, unsuitable clothing etc.
- Being required to sit out an activity or fieldwork session to avoid disruption.
- Being required to return home from the trip, at their own cost.
- Being referred for investigation under the Code of Student Conduct which may lead to expulsion from the degree programme.
- Students will be financially responsible for any costs incurred through property damage or similar.

This list is not exhaustive and the Trip Leader may take any proportionate action that they deem appropriate.

Informal action, such as a verbal warning does not need to be formally recorded on a student’s record if this resolves the situation. Sanctions can be applied retrospectively and may involve the College of Science and Engineering or the University administration for disciplinary action under the Student Code of Conduct. All formal action, where serious sanctions apply, will be documented and be held on the student record.