

## **BIRKWOOD PRIMARY SCHOOL**

### **Policy Statement**

The Governors and Headteacher of Birkwood Primary School accept their responsibility under the Health and Safety At Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the School site.

### **Statement of Safety Policy**

The Governors recognise that pupil's participation in a wide range of visits and journeys is beneficial to their whole educational experience. As part of their responsibilities the Governing Body and Headteacher will take all reasonable practicable steps to ensure the health, safety and welfare of pupils whilst travelling to, and engaged in, activities away from the school site whether provided by the School or an approved provider.

### **Statement of Safety Organisation**

Birkwood Primary School have adopted the following procedure for approving school visits and journeys:

- (i) for Category A visits the responsibility for granting approval has been delegated to the Headteacher;
- (ii) for Category B visits the responsibility has been delegated to the Chairperson of the Governing Body;

(iii) for Category C visits approval be sought from the Governing Body. In order to implement Arrangement 5.7 of the School's Health and Safety Policy, the Governing Body have adopted the Authority's guidance contained in: Organising Visits and Journeys for Pupils Sixth Edition 2006

### **Duties**

#### **The Governing Body:**

a)	will ensure that the tasks undertaken by staff organising school visits and journeys, as set out in ??
	the Authority's guidance, are adhered to, and
b)	The Governors of Birkwood Primary School have appointed Mr Peter Fielding to be the Educational Visits Co-ordinator under the direction of the Headteacher.

### **Arrangements**

Arrangement number 5.7 of the School's health and safety policy sets out how the School will manage the organising of visits and journeys:

- a) the Headteacher will ensure that the guidance in respect of Educational Visits and Journeys is followed by all staff involved in organising visits;
- b) the Headteacher will ensure that approval is sought from the Governing Body and the Authority for those visits requiring such approval.

**Signed:** \_\_\_\_\_  
**Chairperson of the Governing Body**

**Dated:** \_\_\_\_\_