



Diverse Academies
Learning Partnership



Educational Visits Policy

2017-18

Appendix 1

Responsibilities

Tuxford Academy

**DALP Educational Visits Policy
Responsibilities
Appendix 1 for Academy to Complete**

Academy Name and Address:	Tuxford Academy
Governor responsible for overseeing and monitoring Educational Visits in the Academy <i>(Include details of any relevant experience and skills that the Governor holds to support this role)</i>	Claire Denton-Harrison
Executive Principal Academy Director Principal	D COTTON D VEMAN
Person responsible for authorising, overseeing and monitoring Educational Visits in the Academy. <i>(Must be a Leadership Team Member)</i>	A LYNCH
Named Educational Visits Co-ordinator Named Deputy Educational Visits Co-ordinator	L HOLLAND-ALLSOPP A ALLCOCK

As staff responsible for Educational Visits in the TUXFORD ACADEMY we confirm that we have read, understood and will ensure that all statutory regulations and guidance for Educational Visits as outlined in the DALP Educational Visits Policy (and appendices), DfE visits guidance and Nottinghamshire Educational Visits Guidance are used and applied.

Signed		Chair of Governors	Date <u>25/9/17</u>
Signed		Governor i/c Educational Visits	Date <u>28.9.17</u>
Signed		Executive Principal	Date <u>2/10/17</u>
Signed		Principal	Date <u>2/10/17</u>
Signed		Senior Leader i/c Visits	Date <u>12/12/17</u>
Signed		EVC	Date <u>12/12/17</u>
Signed		Deputy EVC	Date <u>12/12/17</u>