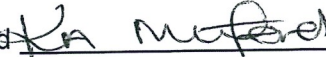

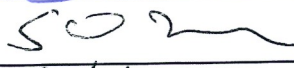






**DALP Educational Visits Policy
Responsibilities
Appendix 1 for Academy to Complete**

Academy Name and Address:	The National CoFE Academy Annesley Road, Hucknall, Nottingham NG15 7DB
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>	Mr Ben Marshall
Executive Principal Academy Director	Mr Simon Jones Mr Martyn Jobling
Person responsible for authorising, overseeing and monitoring Educational Visits in the Academy. <i>(Must be a Leadership Team Member)</i>	Mrs Kristy Boothroyd
Named Educational Visits Co-ordinator Named Deputy Educational Visits Co-ordinator	Miss Jennifer Sanders Ms Ashra Morrison

As staff responsible for Educational Visits in the NAME OF 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 <u></u>	Chair of Governors	Date <u>13.06.17</u>
Signed <u></u>	Governor i/c Educational Visits	Date <u>13.09.17</u>
Signed <u></u>	Executive Principal	Date <u>13/6/17</u>
Signed <u></u>	Academy Director	Date <u>13/6/17</u>
Signed <u></u>	Senior Leader i/c Visits	Date <u>13.6.17</u>
Signed <u></u>	EVC	Date <u>14.06.17</u>
Signed <u></u>	Deputy EVC	Date <u>14/6/17</u>