



**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>	Ben Marshall
Senior Principal	N/A
Principal	Martin Brailsford
Person responsible for authorising, overseeing and monitoring Educational Visits in the Academy. <i>(Must be a Leadership Team Member)</i>	Martin Brailsford / Kristy Boothroyd
Named Educational Visits Co-ordinator	Jennifer Sanders
Named Deputy Educational Visits Co-ordinator	Astra Morrison


As staff responsible for Educational Visits in the **National C of E 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 16/10/19


Signed  Governor i/c Educational Visits Date 16/10/19

Signed n/a Senior Principal Date _____

Signed  Principal Date 16/9/19

Signed  Senior Leader i/c Visits Date 16/9/19

Signed  EVC Date 12.09.19

Signed  Deputy EVC Date 16.09.19