



Educational Visits Policy

2018-19

Appendix 1

Responsibilities

East Leake Academy

DALP Educational Visits Policy Responsibilities

Academy Name and Address:	East Leake Academy Lantern Lane East Leake Loughborough Leicestershire LE12 6QN
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 M Baker
Principal	Mrs K D Hardy
Person responsible for authorising, overseeing and monitoring Educational Visits in the Academy. (Must be a Leadership Team Member)	Mr B Francis
Named Educational Visits Co-ordinator	Mrs V Arnone-Youlton

As staff responsible for Educational Visits in the East Leake 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>J.C. Vhal</u>	Chair of Governors	Date <u>17.7.18</u>
Signed	<u>M. Baker</u>	Governor i/c Educational Visits	Date <u>13.7.18</u>
Signed	<u>K. Hardy</u>	Principal	Date <u>20.6.18</u>
Signed	<u>B. Francis</u>	Senior Leader i/c Visits	Date <u>20.6.18</u>
Signed	<u>V. Arnone-Youlton</u>	EVC	Date <u>20/06/18</u>