

**Appendix 1 – for academy to complete and upload to local academy website policy page**



Appendix to  
Educational Visits Policy  
Academy responsibilities  
2021-22

**East Leake Academy**

<b>Academy name and address:</b>	East Leake Academy		
<b>Position</b>	<b>Name</b>	<b>Date of Last Training</b>	<b>Type of Training (if applicable as per Appendix 3)</b>
Executive Principal	Mr D Vernon		
Principal	Mr B Francis	Sept 2021	Refresher EVC
Senior Leader in charge of visits (responsible for authorising, overseeing and monitoring educational visits in the academy. <i>(Must be a leadership team member and can be the Principal)</i>	Mr B Francis	Sept 2021	Refresher EVC
Named Educational Visits Co-ordinator	B Francis	Sept 2021	EVC full training
Named Deputy Educational Visits Co-ordinator	Mrs C Toseland	June 2021	EVC

As staff responsible for educational visits in **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 Diverse Academies' Educational Visits Policy (and appendices), DfE visits guidance and NCC's Visits Guidance are used and applied.

Signed Mark Baker Chair of Governors  
*(on behalf of the Local Academy Committee)* Date 22.05.2022

David Vernon 25.05.2022

Signed \_\_\_\_\_ Executive Principal Date \_\_\_\_\_

Signed Blake Francis 25.05.2022  
\_\_\_\_\_ Principal Date \_\_\_\_\_

Signed Blake Francis 25.05.2022  
\_\_\_\_\_ Senior Leader i/c Visits Date \_\_\_\_\_

Signed Blake Francis EVC Date 25.05.2022

Signed C Toseland Deputy EVC Date 23.05.2022