



Diverse Academies  
*Learning Partnership*



# Educational Visits Policy

## 2018-19

### Appendix 1

### Responsibilities

### Retford Oaks Academy

<b>Published:</b> January 2017	<b>Next review:</b> September 2019	<b>Statutory/non:</b> Non	<b>Lead:</b> Mrs H Widdup
<b>Associated documents:</b>			
<b>Links to:</b>			

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

Academy Name and Address:	Retford Oaks Academy Babworth Road Retford Nottinghamshire DN22 7NJ
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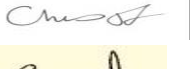
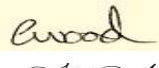

Governor responsible for overseeing and monitoring Educational Visits in the Academy <i>(Include details of any relevant experience and skills that the Governor holds to support this role)</i>	Mike Quigley MBE
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SEL	David Cotton
Principal	Heather Widdup

Person responsible for authorising, overseeing and monitoring Educational Visits in the Academy.  (Must be a Leadership Team Member)	Heather Widdup
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Named Educational Visits Co-ordinator	Mrs C Wood
Named Deputy Educational Visits Co-ordinator	Jayne Thompson

As staff responsible for Educational Visits in Retford Oaks 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: 1/03/2019
Signed 	Governor i/c Educational Visits	Date: 1/03/2019
Signed 	Executive Principal	Date: 1/03/2019
Signed 	Principal	Date: 1/03/2019
Signed 	Leader i/c Visits	Date: 1/03/2019
Signed 	EVC	Date: 1/03/2019
Signed 	Deputy EVC	Date: 1/03/2019