

Educational visits policy – appendix

Retford Oaks Academy

September 2022


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1 Diverse Academies Educational Visits Policy - Academy Responsibilities

Academy name and address:	Retford Oaks Academy Babworth Road Retford Notts DN22 7NJ		
Position	Name	Date of Last Training	Type of Training (if applicable as per Appendix 3)
Executive Principal	Heather Widdup		
Principal	Luke Dickinson	13/10/2022	EVC Full Course
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>	Luke Dickinson	13/10/2022	EVC Full Course
Named Educational Visits Co-ordinator	Cherry Wood	22/09/2021	EVC Refresher Training
Named Deputy Educational Visits Co-ordinator	Lesley Rudkin	05/12/2019	

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 Diverse Academies' Educational Visits Policy (and appendices), DfE visits guidance and NCC's Visits Guidance are used and applied.

Signed  Chair of Governors
(on behalf of the Local Academy Committee) Date 13/10/22

Signed  Executive Principal Date 13/10/22

Signed  Principal Date 13/10/22

Signed  Senior Leader i/c Visits Date 13/10/22

Signed  EVC Date 13/10/22

Signed  Deputy EVC Date 13/10/22