

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



Appendix to  
Educational Visits Policy  
Academy responsibilities  
2021-22

Bracken Lane Primary Academy

## Diverse Academies Educational Visits Policy - Academy Responsibilities

<b>Academy name and address:</b>	Bracken Lane Primary Academy Bracken Lane Retford Nottinghamshire DN22 7EU		
<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	Gareth Letton		
Principal	Helen Cawkill	19.5.21	EVC refresher
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>	Tracy Blacknell	30.3.21	Full EVC training
Named Educational Visits Co-ordinator	Nicola Eade	22.9.21	EVC refresher
Named Deputy Educational Visits Co-ordinator	Tracy Blacknell	30.3.21	Full EVC training

As staff responsible for educational visits in **Bracken Lane Primary 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 *MMalcolm* Chair of Governors Date 30.9.21  
(on behalf of the Local Academy Committee)

Signed *GLetton* Executive Principal Date 29.9.21

Signed *HCawkill* Principal Date 27.9.21

Signed *TBlacknell* Senior Leader i/c Visits Date 27.9.21

Signed *NEade* EVC Date 30.9.21

Signed *TBlacknell* Deputy EVC Date 27.9.21