

# Safeguarding

## Advice for visitors

### 2019/20

Take my advice....



## Welcome



**We welcome you to Endeavour Academy and hope that you find your visit pleasurable and informative. The management ask that you take time to familiarise yourself with the information in this booklet to protect yourself and others throughout the duration of your stay.**

Endeavour Academy provides education to vulnerable students from across the region who have previously struggled within a mainstream setting.

It is our aim to provide a safe, nurturing environment, where everyone, including staff, students and visitors respect one another, abide by the safeguarding regulations and ensure that precautions are taken to reduce any potential risk of harm.

Our students are split into three teaching groups and are registered using SIMs each lesson to ensure they are safe and in their expected place throughout the school day. Each of the groups are made up of no more than thirteen students and each group is supported by a Teacher and a Learning Mentor.

The school day is set out as below:

Activity	Time
Registration	08:45 - 09:00
Lesson 1	09:00 - 09:40
Break	09:40 - 09:50
Lesson 2	09:50 - 10:30
Lesson 3	10:30 - 11:10
Lesson 4	11:10 - 11:50
Lunch	11:50 - 12:15
Lesson 5	12:15 - 12:55
Lesson 6	12:55 - 13:35
Lesson 7	13:35 - 14:15

Many students travel to and from school independently whilst others are provided with transport via the county council depending on their location and individual needs. Staff escort students to and from the main entrance at the beginning and end of each day.

# Security



When visiting the premises, all visitors must sign in at reception and provide their photo ID and Enhanced DBS number, should they require to work with students independently for any reason. You will then be issued with a visitor's badge and lanyard which must be visible at all times throughout your visit. It is essential that you return this when leaving the school and that all visitors sign out accordingly.

All external doors require a security swipe card to access which prevents any unwanted or unannounced visitors from entering the school. With this in mind please ensure all doors close securely behind you and do not hold doors open for anyone unknown to yourself or other staff.

Should you have any concerns about the safety or wellbeing of any student, staff member or visitors, including yourself, please see either of our Designated Safeguard Leads, Kerrie Whelan (Head of School) or Lesley Wood (Deputy Head of School), either of whom will be happy to assist. Do not investigate or discuss your concerns with students. Contact details for DSLs are provided overleaf.

We operate a **mobile free zone** and ask that your phone is kept in a bag or pocket throughout the length of your visit to the school.

Please do not initiate conversation or approach students during your visit unless appropriate and part of the agreed reason for your visit. Ensure that you speak to staff and students appropriately and with respect at all times, maintaining a professional conduct throughout the length of your stay.

Never agree to meet with students outside of school or give out personal information such as phone number, personal email address or social media account names etc.

**Never** engage with students via social network sites.

*These guidelines are in place to protect yourself as much as our students and our aim is to ensure no visitor places themselves at risk of any accusation whilst on site.*

 **Think Safety. Act Safely.**

## Restorative Approach



Endeavour Academy uses a restorative approach to deal with issues and encourages visitors and students to do the same, being mindful of those around them and respectful to the values and beliefs of everyone. We support fundamental British Values alongside those of our own school.

We ask that any communication with our students is consistent with the ethos of the academy and does not marginalise any communities, groups or individuals, nor does it seek to glorify criminal activity, incite hate, radicalise or provide extremist views. Discrimination, of any kind will be not be tolerated within the academy.

### Visitor's facilities:



Visitors are welcome to use the college refectory which is located on the ground floor. There is also a Starbucks which is located at the far end of the ground floor to the right of the reception.

Visitor toilets are located on the ground floor near to the EDC main reception. Toilets elsewhere in the building are designated for staff and student use only so please do not attempt to use those.

Please ensure your visitors badge is on display at all times and do not be offended should you be stopped on your travels and asked for ID as this is part of the site safeguarding policy.

Free parking is available on site, however please be aware that parking is at your own risk within the college car park.

# Meet the Staff



Mrs Whelan  
**Head of School**  
Designated Safeguard Lead  
(DSL)



Mrs Wood  
**Deputy Head of School**  
Deputy Designated Safeguard Lead  
(DDSL)



Debra Wilson  
Head of Admin / PA to  
Head / Exams Officer



Mr Christian  
Teacher -  
Maths & ICT



Dr Cornish  
Teacher -  
Science



Mr Cullen  
Teacher -  
English & Media



Miss Brewer  
Learning Mentor  
Browning



Mrs Gatiss  
Learning Mentor  
Hackworth



Miss Stock  
Learning Mentor  
Dixon

***Should you have any concerns or queries throughout your visit,  
please ask to speak to the relevant member of staff***

## Fire evacuation procedure



All staff on site act as fire marshals in the event of a fire or other emergency evacuation procedure. High vis jackets are located in easy reach and will be worn by all Endeavour staff whilst they clear the building and lead students and visitors to the allocated assembly point on the grass at the front of the sports / gym building.

Please ensure that you accompany staff and register with staff once outside.

## First aid / medical needs

Learning Mentors on site are trained First Aiders and are on hand to assist should they be needed.

First aid boxes are located around the building.

Should you or anyone else require immediate first aid treatment, please report to reception or dial 0191 518 5595.

Students with medical needs such as allergies have specific care plans which are made available to anyone loan working or taking lead responsibility with individuals or groups of students.

All medication must be locked away at all times and unless necessary should not be brought on site.



***Should you have a medical condition you wish us to be aware of, please inform staff at reception.***

# ENDEAVOUR ACADEMY

Staff are extremely proud of the school and are always happy to assist in any which way they can.

Students too are often keen to liaise with visitors, however, as mentioned previously we ask that this is avoided, unless initiated and accompanied by staff. Given the complex needs and vulnerabilities of our students, we are sure you will understand.

We sincerely hope that you enjoy your visit to Endeavour Academy and thank you for taking the time to read through this information booklet.

*thank you* 😊

**Please come again.**



- Do not use mobile phones in any public areas of the academy
- Do not smoke whilst on the college premises
- Do not chew chewing gum
- Do not engage with students unless the reason for your visit or initiated under staff supervision.
- Do not intentionally cause upset to anyone on site
- Do not access the internet unless absolutely necessary
- Do not enter offices or classrooms without permission
  
- Do take time to read this information
- Do provide the necessary identification when signing in
- Do display your visitor badge at all times
- Do be respectful to everyone on site
- Do maintain a professional conduct throughout your stay
- Do be mindful of those around you and think about your actions
- Do report any concerns to the appropriate staff
- Do act quickly and appropriately in the event of an emergency and report to the designated assembly point to register
- Do seek a first aider should medical assistant be required

***DO ENJOY YOUR VISIT AND VISIT AGAIN SOON***