

Important Safeguarding Information for students



Welcome to



Staff and existing students would like to welcome you to Endeavour Academy.

Endeavour Academy provides education to students like yourself who previously struggled or disengaged within their mainstream school.

We offer a safe, caring and nurturing environment to those experiencing SEMH issues (Social and Emotional Mental Health) such as anxiety, low mood, trauma, family issues and other external factors that may be impacting negatively on their ability to engage and achieve in a mainstream setting. Often, students who experience issues such as these, struggle to cope in large groups, can develop a reluctance to attend or engage when in school and divert from academic work through inappropriate and spontaneous behaviours, however due to the small, bespoke environment and the proactive approach from staff within the school these behaviours should be minimised, reducing the impact on the learning of others. We ask that no matter what your previous experiences or barriers to learning, that you join us with an open mind, be accepting of the support we offer and look for ways to support yourself and those around you.

Endeavour is a wonderful provision. Staff work hard to create a positive environment where students can thrive both academically and socially. It is our aim to provide you with a safe, caring and nurturing environment, where everyone, including yourself, your fellow students, all staff and even visitors respect one another, abide by the safeguarding regulations and ensure that all precautions are taken to reduce any potential risk of harm.

You are safe with us

The safeguarding team within school includes Mrs Whelan, Mrs Wood, Miss Stock and Miss Brewer. Mrs S. Duncan is the named Link Trustee who attends regular safeguarding update meetings and oversees procedures within the Academy to ensure we are always working hard to ensure your safety.

Each staff member working here within Endeavour undergoes regular safeguarding training. Each of them know how to appropriately monitor, support and report any safeguarding issues.

Please be mindful that staff are never allowed to keep secrets for students and have a duty to report anything they believe to be of concern.

We take safeguarding very seriously and expect that our students do the same.

Staff pledge to act swiftly and appropriately to support with any safeguarding or welfare related issue, such as

- *Bullying / Friendship issues*
- *Online abuse / Grooming / Phishing etc / sharing of images*
- *Inappropriate / Harmful / Sexualised behaviours*
- *Harassment / Racism / Extremism / Sexism / gender / or any other form of discrimination*

Students will be educated and given the tools to support one another through their positive interactions, relationships, respect and acceptance, therefore creating and maintaining a positive school culture where everyone is free to be themselves and thrive.

Students are split into tutor groups of between 10 and 15 students with each class being supported by a Teacher and a Learning Mentor.

We currently have 4 tutor groups which are Browning, Hackworth, Sharp and Dixon, each one named after a local ambassador for the tutor teachers subject specialism.

We have mentors assigned to each tutor group, attendance support, mental health first aiders, and teachers all readily available to support your needs.

We also work very closely with supporting agencies such as CAMHS, the Mental health Support Team, Investing in Children, One Point, Humankind and many other services who we often signpost students to should they require additional interventions.

Meet the Staff



Mrs Whelan
Head of School
Designated Safeguard Lead
(DSL)



Mrs Wood
Deputy Head of School
Deputy Designated Safeguard Lead
(DDSL) & Mental Health Lead



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



Mr Cullen
**Teacher of English &
PHSE**



Dr Cornish
Teacher of Science



Mr Christian
Teacher of Maths



Miss Stock
**Teacher –
Citizenship & Media
Deputy DSL**



Miss Brewer
**Learning Mentor
Deputy DSL**



Mrs Setterfield
**Learning Mentor
Mental Health
First Aider**



Mrs Rosamond
Learning Mentor



Miss Hopkinson
Learning Mentor

How the school day works

The school day is set out as follows:

You are asked to arrive in school by 8:45, unless alternative arrangements have been agreed with the leadership team as part of a support and integration plan.

Learning Mentors are outside of the main entrance between 8:30 and 8:45 to greet students as they arrive and where necessary, escort to the Endeavour corridor.

Our staff are always ready to welcome you with a smile and are readily available should you need any support upon entry to the building.

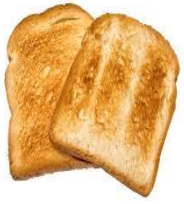
Activity	Time
Breakfast	8:45-09:00
P1. Registration	09:00-9:10
P2	09:10 -9:50
P3	9:50-10:30
P4	10:30-11:10
Break	11:10-11:20
P5	11:20-12:00
Lunch	12:00-12:30
P6	12:30-1:10
P7	1:10-1:50
P8	1:50-2:30
After school sessions	3:00-4pm

Mentors also escort students to the main entrance or where necessary to their transport at the end of the school day.

Each lesson lasts for 40 minutes other than the vocational subjects which last longer to allow time for practical activities alongside theory based work.

You will receive a mixture of core and vocational courses which are supported by a teacher and a Learning Mentor. Please do not be afraid to ask for assistance as we are always happy to help.

Breakfast Club



Your Learning Mentors kindly help you to prepare free toast which is available for all students between 8:40 and 8:55am.

Other breakfast items are also available during this time which can be purchased for 50p per item.

Lunchtime

You will have the option to bring in a packed lunch which can be eaten in the breakout area within the Endeavour corridor, or alternatively join staff who are available to escort you to and from the main refectory area within the college. You must always remain with our staff for safeguarding purposes but should you not, you may be stopped from going downstairs in future.

If you are on free meals, you can opt to have a packed lunch delivered by staff.



Earn as you Learn Rewards Scheme

You will be given the opportunity to earn reward points during each of your lessons throughout the school day, as shown in the table opposite.

Your score is recorded on a spreadsheet at the end of each day. The scores allow for staff to monitor your behaviour and attitude, reward you wherever possible and also share progress with your parents or carers and even your referring schools during review meetings.

Reward points are also used to determine if you are eligible to accompany staff on end of term activities.

Staff very much enjoy focusing on positivity and praise and will look for every opportunity to reward students in school using various methods such as star of the lesson awards, postcards and positive text messages home.

It is important to remember that every lesson is an opportunity for a fresh start.

0	Expectations not met
1	Expectations met
2	Exceeded expectations

MECC (Making Every Contact Count)



The staff and students within Endeavour are very ***passionate*** about the difference they are able to make to those around them by 'Making Every Contact Count' (MECC).

MECC skills are taught within school and promoted at all times.

Staff lead by example, students support one another and those who do MECC are given recognition

through praise and the rewards system. It is important that we all make everyone who visits or joins the academy feel valued and welcome but we also extend this and promote this positive approach to be used at home and within your community. We encourage staff and students to be the best version of themselves at all times, yet at the same time we accept that no one is perfect and that we all make mistakes at times. We ask that if or when we 'slip', we dust ourselves down, we stand proud and we put right any wrongs we may have done using MECC and a restorative approach. Within Endeavour, we all respect one another and go out of our way to 'be the difference' in someone else's day, just by using simple, yet effective tactics such as a positive voice tone and body language, using our smiles, small gestures, giving complements and random acts of kindness. We ask that you follow this advice as you learn more about our school and community ethos.

Restorative approach

Endeavour Academy is PROUD to be a restorative school.

What does this mean?

Restorative practice is based on respect, responsibility, relationship-building and relationship-repairing. It focuses on mediation and agreement rather than punishment. It aims to keep kids in school and to create a safe environment where learning can flourish.



It appears to be working incredibly well and we are super proud of everyone who participates in this approach.

The restorative questions we use ourselves and encourage others to think about are:

1. What happened?
2. Who has been affected?
3. What were you thinking / feeling at the time?
4. What have you been thinking / feeling since?
5. What do you think needs to happen for everyone to be able to move on?

You will be issued with a card for your lanyard which will remind you of the restorative language and MECC. Please do your best to look after it and let us know should you ever require a replacement.

All staff and students within the provision are pastorally minded, we all show respect to each other and those around us. Staff do not yell or point, we are mindful of our body language, tone and the words which we use. We ask that students do the same in return and treat EVERYONE including their fellow students with the same level of respect. We will always look to act in your best interest, we will listen to you and resolve any issues you may have within school quickly and efficiently. After all, Endeavour is our home, we refer to ourselves as one big Endeavour family and it is important that we all get along and support one another.



Important Safeguarding information

Each of us, including yourself play a role in ensuring that all students, staff and visitors feel safe within school. See the table below to see how you can help make sure this school is the safest it possibly can be:

You can help us to safeguard by...	This would help....
wearing correct uniform and displaying your lanyard and student ID badge at all times.	you to be identified easily in the event of an emergency.
placing all mobile phones in allocated area.	to protect you, other students and staff from allegations and to prevent removal of the phone.
closing all doors behind you and not holding it open for anyone other than staff or fellow Endeavour students. (Politely state that you are not allowed to let anyone in but that you will inform a member of staff of their arrival).	to protect us all from unwanted or unannounced visits.
reporting any concerns immediately and not keeping secrets.	to support your fellow students and to allow staff the opportunity to act swiftly in order to prevent harm.
not engaging in conversation, agreeing to meet with or give out social media account names to anyone other than known friends	to protect yourself and others from harm or allegations.
Using your MECC and RJ skills mentioned previously, always being mindful of those around you and looking for opportunities to be kind to others.	relationships. You do not always know what issues other people are dealing with and it is important that we all think about our actions and try not to cause any unnecessary hurt or upset.
treating others in the way you wish to be treated yourself.	us all feel part of a safe and happy school community, where we feel valued and respected.
not accessing inappropriate internet sites and reporting any concerns to staff immediately.	to keep you and your peers safe and also allow staff an opportunity to intervene and prevent any potential harm.
Being respectful and accepting of people's differences and seeking support to widen your knowledge if you need support in doing so	Ensure everyone feels valued and treated equally
ensuring you follow instructions and stay in the designated areas when on the college site.	to avoid putting yourself or others at unnecessary risk and to allow staff to carry out their duty to supervise and safeguard.

If you have any concerns around your own or anyone else's safety, please report to a member of staff immediately who will inform our Designated Safeguard Leads in school.

Fire or Emergency Evacuation Procedure

In the event of a fire or any other emergency evacuation, our staff will act as fire marshals and are likely to be wearing high vis jackets. You must follow their instructions to minimise the risk of harm of yourself, your fellow students, staff and members of the wider community.



- Try to remain calm.
- Leave all belongings where they are (please do not attempt to go to your lockers or back into the classrooms).
- Follow staff instruction to head the nearest fire exit and make your way outside.
- Gather on Endeavour assembly point (grass outside of the college gym) where you will be registered.
- **DO NOT RE-ENTER UNTIL ADVISED TO DO SO BY SITE SECURITY.**

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 call for a member of staff or report to reception.

Medication is locked away at all times and will be distributed in line with the school policy. Unless the parents / carers have completed the relevant paperwork, medication should not be brought on site and will be confiscated.

Your parents or carers are responsible for notifying and updating staff of any medical condition, injury or allergy you may have but if you think there has been any misunderstandings or missing information, please raise this with your Learning Mentor who will contact home to discuss.

Mental Health / Wellbeing

It is important to point out that although the staff within Endeavour Academy all have some form of training in mental health support or lower level counselling, none of us are trained psychologists or psychiatrists.

We are however, all pastorally minded, we are committed to learning about and have already developed a high level of understanding of the many different issues or difficulties which you and your fellow students may have experienced which has in the past impacted on attendance and learning within your mainstream schools and we all have the same goal which is to ensure that student wellbeing is a top priority and is at the forefront of all we do.

What we can offer you is a caring, supportive team of people who will be there to listen to and support you through your journey with us, refer to and work alongside relevant professionals, provide you with a positive environment and support you to achieve qualifications and enjoy your experience in school, in the hope that you will develop many positive memories to keep with you forever.

We work closely with college counsellors and have built excellent working relationships with CAMHS, One Point staff and other professionals and we access regular training through their services when available to us.

We are also fortunate enough to have been selected as one of the piolet schools working with the newly formed Mental Health Support teams working specifically to support young people within Education.

We have included links to websites which you may find useful to support with Mental Health and Self-harm.

- Kooth is an online counselling service which is promoted by CAMHS, allowing young people the opportunity to discuss their personal issues with trained professionals in a safe and anonymous environment. <https://www.kooth.com>
- Calmharm is an app promoted by the NHS which supports young people who self-harm by providing them with alternative strategies and support. <https://calmharm.co.uk>

Whilst we are available to you during school hours and will always do our best to support you directly, there may be a time when you need to access support directly or outside of hours so we have created the poster below which is available on the school website. You will also receive a small version to attach to your lanyard to ensure you always have this information.

Student Safety Plan

Remember, if you find yourself feeling stressed, anxious or in danger, there are steps you can take to support yourself.

**SAFETY
FIRST**

Take a moment.

- Stop what you are doing.
- Look out of a window.
- Let your shoulders drop.
- Stretch your shoulders back.
- Allow your mind to calm and refocus.

Deep breaths

- Close your eyes.
- Take deep breaths, in and out.
- Think of your favourite place, Focus on that place and picture yourself there.

What can you see?

What can you hear?

What can you smell?

What can you feel around you?

Useful websites

- www.kooth.com
- www.mindfulnessforteens.com
- www.youngminds.org.uk
- www.harmless.org.uk
- www.nshn.co.uk/downloads/Distributionactions.pdf
- www.harmless.org.uk
- www.papyrus-uk.org
- www.themix.org.uk

ENDEAVOUR ACADEMY

Sometimes all we need is a FRESH START

Important Contacts

Designated Safeguard Leads (Safeguarding or welfare concerns) 8:30-4:30

Mrs Wood – 07483135984, Mrs Whelan 07483135983

One Point and Families First 03000261116 / 03000 263139
(you can be directed to any one point hub in County Durham)

First Contact 03000 267979

CAMHS Crisis Team 0191 4415733

“Shout” Crisis Text Service: 85258

NSPCC 0800 800 5000.

Police – Non emergency 101.
999



Childline

Emergency Services

Safe and respectful internet usage



Whilst we fully appreciate technology has changed and young people like yourself spend more and more time on their electronic devices, we ask that you do everything you can in order to protect yourself and others whilst online.

You will take part in regular online safety training using resources from sites such as National Online Safety. There are posters available in school which can be printed off and issued to students upon request. These will also be shared with your parents and carers along with advice on how to keep you safe online outside of school.

Remember to always think about your online reputation as what you post today could be something you deeply regret in a few years' time and unfortunately it may be too late to do anything to remove it.

Always treat others with respect and intervene when you witness others being unkind or presenting as a threat online.

Avoid sharing any personal information online as this can be used by others inappropriately and as a result cause harm.

Report any concerns you have to your parents or carers at home and also staff here within school. We work closely with the local police who are happy to support us in tackling online safety issues in relation to predators or peer on peer abuse.



PLEASE DO NOT:

- use your mobile phone inappropriately
- leave without permission
- bring chewing gum or fizzy pops into school
- place yourself or others at risk of harm
- disrespect those around you
- access inappropriate websites
- name call or display any form of negative behaviours towards others
- enter offices or classrooms without permission

PLEASE DO:

- take the time to read this information
- attend and be on time for school when ever possible
- wear correct uniform and display your ID badge at all times
- be respectful to **everyone** on site
- represent yourself and the academy to the best of your ability
- be mindful of those around you and think about your actions
- report any concerns you might have to staff
- act quickly and appropriately in the event of an emergency and report to the assembly point to be registered
- seek a first aider should medical assistant be required
- Reach out in times of crisis and use the information provided on the student safety plan to contact relevant services should you need their support outside of school hours

PLEASE DO ENJOY YOUR TIME WITH US