

Safeguarding

Advice for visitors

Take my advice....



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

Welcome



We welcome you to Endeavour Academy and hope that you find your visit both purposeful and pleasurable.

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 previously struggled or disengaged within a mainstream setting. It is our aim to provide a safe, caring and nurturing environment, where everyone, including visitors like yourself, staff and students respect one another, abide by the safeguarding regulations and ensure that all precautions are taken to reduce any potential risk of harm.

Our students are split into tutor groups made up of between 10 and 15 students with each group being supported by a Teacher and a Learning Mentor.

The school day is set out as below:

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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

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

Safeguarding & Security

The safeguarding team within school includes Mrs Whelan, Mrs Wood, Miss Stock and Miss Brewer. Suzanne Duncan is the named Link Trustee who attends regular safeguarding update meetings and oversees procedures within the Academy.

All staff working within the academy undergo regular safeguarding training and are competent in monitoring, supporting and reporting safeguarding issues.

Here at Endeavour Academy, we offer a safe, caring and nurturing environment to young people who are 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 the student's 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. We ask that you are mindful of these issues and be patient if staff prioritise students who are in need of their support.

When visiting the premises, all visitors must sign in at reception, should you require to work with students independently for any reason you will be asked to provide photo ID and Enhanced DBS number. You will then be issued with a visitor's badge and lanyard which must be visible at all times throughout your stay. It is essential that you return this when leaving the school and sign out accordingly. (Badges may not be issued due to Covid)

All external doors require a security swipe card to gain access which prevents any unwanted or unannounced visitors from entering the school. With this in mind please ensure all doors close secularly behind you and that you do not hold doors for anyone, regardless of whether or not they are known to you. Please ask them to politely remain at the door until a member of our staff responds to their arrival.

Should you have any concerns about the safety or wellbeing of any student, staff member or visitor, including yourself, please report to reception and our Designated Safeguard Leads, Kerrie Whelan (Head of School) or Lesley Wood (Deputy Head) will be made aware and assist. Please do not investigate or discuss your concerns with students. Contact details for our DSLs are provided overleaf should you need to raise concern via the phone.

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

Staff and students within the provision are extremely welcoming and will do their utmost to ensure you have a pleasurable visit, they may engage in conversation but we ask that you please do not initiate conversation or approach students during your visit unless appropriate and part of the agreed reason for your visit unless they accompanied in the conversation by our staff.

Please ensure that you speak to all staff and students appropriately and with respect at all times, maintaining a professional conduct throughout the duration 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.



Endeavour Academy promotes MECC (Making Every Contact Count) which encourages staff and students to make the most of every interaction they have and to try to make a positive difference to those they come into contact with. We believe that every interaction is an opportunity for an intervention.

If you spot acts of kindness or students going out of their way to involve or support any adult or peer, please do let us know so that we can take the opportunity to give praise.



Endeavour Academy also uses Restorative Practices to deal with any issues. We encourage visitors and students to do the same, being mindful of those around them and respectful to their values and beliefs.

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 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 hatch 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.

Visitors park at their own risk within the college car park

Fire evacuation procedure

Endeavour staff 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 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. In the event of an emergency, please remain with the group and ensure you give your name and await instructions from site security before re-entering or leaving the site.



First aid / medical needs

Several of the 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 5185595.

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.





- 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 or leave litter around the site
- Do not engage with students unless the reason for your visit
- 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 you come into contact with
- 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 let us know if you spot opportunities for us to offer praise or reward

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