

Safeguarding

Advice for visitors

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 twelve students and each group is supported by a Teacher and Learning Mentor.

The school day is set out as below:

Activity	Time
Registration	8:50-9:00
Lesson 1	9:00-9:40
Lesson 2	9:40-10:20
Break	10:20-10:30
Lesson 3	10:30-11:10
Lesson 4	11:10-11:50
Lunch	11:50-12:15
Lesson 5	12:15-13:15
Lesson 6	13:15-14:15

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 the day. Endeavour students are supervised throughout the entire school 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 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 Forster (Deputy Head), 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.

Please 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.

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 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 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 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

Meet the Staff



Mrs Whelan
Head of School
Designated Safeguard Lead
(DSL)



Miss Forster
Deputy Head of School
Designated Safeguard Lead
(DSL)



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



Mr Christian
Teacher
Science & Maths



Mr Cullen
Teacher
English & Media



Miss Brewer
**Learning Mentor
Browning**



Mr Moore
**Learning Mentor
Hackworth**



Miss Addison
**Learning Mentor
Dixon**

Should you have any concerns or queries throughout your visit, please ask to speak to the relevant 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.

First aid / medical needs

All 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
- 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 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***