



# Laxton Junior School

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## Visitors' Information

The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School, a day School for pupils aged 4 - 11. This information applies solely to Laxton Junior School.

## Information for Visitors

In a caring and supportive environment, our children become exceptional, lifelong learners, who confidently embrace the wide-ranging opportunities that we offer and are able to face challenges with determination and resilience.

We look forward to welcoming you to Laxton Junior School. Upon your arrival please head for the front office. When leaving, please sign out and return your visitor badge.

### Contact Information:

School Office: 01832 277275

Email Address: [info@laxtonjunior.org.uk](mailto:info@laxtonjunior.org.uk)

Head: Lydia Waller

Designated Safeguarding Lead (DSL): Stacey Crump

Deputy Designated Safeguarding Lead: Fraser Harper

## Safeguarding

As a school we are committed to safeguarding and meeting the needs of all children and we hope this leaflet will provide useful advice and information when visiting Laxton Junior School.

**What are my responsibilities as a volunteer or visitor?** All who come into contact with children have a duty to safeguard and promote the welfare of children. Upon arrival, please report to the front office; You will be asked to sign in and present ID. Prior to your visit you may be asked to provide your DBS document and a letter from your employing organisation to say that all necessary safeguarding checks are in place. Please understand that this is in the interest of safeguarding our pupils. You must wear a visitor lanyard at all times and may, where appropriate, be accompanied around the school.

If, for any reason whilst at Laxton Junior School, you become concerned about the safety or welfare of a child, including those in the EYFS, please ask to speak to the Designated Safeguarding Lead (DSL), Ms Stacey Crump. If you have any concerns about the conduct of a member of staff, please ask to speak to the Head, Mrs Lydia Waller.

**What do I do if a child discloses something that makes me concerned?** If you have ANY concern (comments being made by a child, marks or bruises, changes in behaviour) please share this with your host. You may also ask to speak directly to Ms Stacey Crump. Please, listen carefully to the child and don't interrupt or ask any leading questions. You should record details as soon as possible, writing down exact words and phrases used by the child. You may be asked to record this information on our Safeguarding Record Form and to sign and date it.

**What should I do if an allegation is made against a member of staff?** You should ask to speak to the Head, Mrs Lydia Waller, or in her absence the Deputy Head and DSL, Ms Stacey Crump.

**What should I do if the allegation is about the Head?** You should ask to speak to the Deputy Head and DSL, Ms Stacey Crump, who will support you in following the correct procedure.

**How do I ensure that my behaviour is always appropriate?** As a visitor or volunteer you may be working closely with pupils, sometimes on a one-to-one basis. Appropriate relationships are based on mutual trust and respect. Physical contact with children, unless you are preventing them from immediate harm, should be avoided. If working with a pupil one-to-one, you should ensure that the door is open or that you are visible to others. Please do not exchange emails or messages or give out your own personal details without prior discussion with the Head or Deputy Head. Confidential or personal information about a pupil and/or their family should not be disclosed to anyone other than on a need to know basis

**Can I take photos and use my mobile phone?** All visitors must adhere to our Cameras and Mobile Phones Policy. We require that your mobile phone, and any image capturing devices, be turned off on your arrival and stored securely. You are not permitted to capture images of our children at any time, including those in the EYFS.

**Can I use the WiFi?** If you require access to WiFi, please inform your host prior to your visit. Any access to our WiFi of school's technology systems are in lines with our policies.

**The Prevent Duty** We have a duty to safeguard children from radicalisation and extremism. This means we have a responsibility to protect children from extremist and violent views. To support this, we may ask to discuss or see in advance any presentation material or talking points you are sharing at Laxton Junior School, as appropriate.

We thank you in advance for behaving appropriately within Laxton Junior School.

**Designated Safeguarding Lead – Ms Stacey Crump** T: 01832 277 308 E: SMC@laxtonjunior.org.uk

**Deputy Designated Safeguarding Lead – Mr Fraser Harper** E: FH@laxtonjunior.org.uk

## Health and Safety

A safe and healthy environment is provided at Laxton Junior School and the following information is designed to help you understand the measures in place to protect your own health, safety and security while visiting the School.

**Fire** In the unlikely event of a fire, leave the premises quickly and calmly by the nearest available exit. Move purposefully and quietly. Do not take any personal risks or do anything which may put other people at risk. Go directly to the evacuation assembly point which is situated on The Barnyard.

**First Aid** We have a number of first aiders and our arrangements extend to cover visitors, as well as staff and pupils. In the event of feeling unwell, having an accident or sustaining an injury during your visit please make your host aware. They will support you and, as appropriate, help you report and record this.

**Toilets** Your host will show you where the adult toilets are. Under no circumstances should you use pupil toilets.



## How to find us



## By road

Laxton Junior School is only eight miles from the A1 and five miles from the A14. A car park with ample spaces is located in front of the school. For Sat Navs please enter our postcode PE8 4BX.

### FROM THE A1:

Leave the A1 at Junction 17 to join the A605 (signposted Oundle, Corby). Travel for approximately 7 miles and at the third roundabout take the third exit onto the A427 into Oundle. Take the left hand turning on to East Road and LJS can be found on your left hand side.

### FROM THE A14:

Leave the A14 at Thrapston to join the A605 (signposted Oundle). Travel for approximately 8 miles and at the roundabout take the first exit onto the A427 into Oundle. Take the left hand turning on to East Road and LJS can be found on your left hand side.

## By rail

Peterborough is the nearest mainline station and has extensive direct links to all parts of England and Scotland with London only a 45 minute journey away. Peterborough is only 20 minutes by taxi from Oundle.

Laxton Junior School, East Road, Oundle, PE8 4BX T: 01832 277275 E: [info@laxtonjunior.org.uk](mailto:info@laxtonjunior.org.uk)

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[www.laxtonjunior.org.uk](http://www.laxtonjunior.org.uk)