

Ashford CE Primary School



Vehicle and Pedestrian Policy

New Policy: June 2021

Signed: __L Bowman____

Reviewed by FGB: 15 October 2024

Chair of Governors

Next Review Date: on changes to advice/regulation or academic year 2027-2028

Vehicle and Pedestrian Policy

Our School Vision

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.

Philippians 4v13

Policy Statement

The safety of children and staff must always be the first consideration.

The School will undertake to ensure compliance with the relevant legislation with regard to vehicle and pedestrian safety for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

The Law

As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website at www.education.gov.uk/schools and the Health and Safety Executive website www.hse.gov.uk.

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Management

The Headteacher will:

- Ensure that Risk Assessments are carried out and identified control measures are implemented for all vehicular movement on school premises outside of the car park during the school day.
- It will be the responsibility of the Caretaker to accompany such movement.

Vehicular Access to the School

- There is controlled vehicular access to the school car park area from the School Road entrance via an automated gate.

- Access to the main playground is via the main double blue gates from School Road. These are locked during the school day.

During The School Day

- The car park has controlled access managed by the school office. Vehicles entering the car park cannot access any other areas.
- No vehicles, other than emergency services responding to a school emergency or staff vehicles, will normally be permitted to enter or leave the school or move anywhere within the school grounds except the separate school car park during the following times:
 - From 15 minutes before school morning registration until 15 minutes after.
 - From 15 minutes before dismissal time until 15 minutes after.
- Access to the playground by vehicles is restricted by a locked gate
- Only the caretakers or member of the Senior Leadership Team has the authority to allow vehicular access onto the playground during the school day and will:
 - Ensure any children are carefully supervised in a safe area well away from the vehicle and its intended path.
 - Accompany the vehicle whilst on the school site.
 - If necessary act as a “banksman” should the vehicle need to reverse.
- The car park is strictly out of bounds to children unless they are accompanied by an adult.
- All contractors who visit the site will be encouraged to arrive outside of the busy start and end of the school day.

Car Parking

Users of the school car park do so at their own risk. Ashford CE Primary School will not accept responsibility for damage, accident or loss to vehicles or contents.

- Staff and visitors' cars may be parked in the car park within the marked parking spaces. Parking elsewhere in school grounds will be exceptionally authorised for specific events by the Headteacher.
- All drivers must exercise due care and attention when driving and manoeuvring in the car park.
- Those using the car park are requested to always park sensibly to optimise space and to never block any access in and out of the car park.
- The disabled bay is only to be used by registered disabled badge holders or designated staff.
- Cars are parked at the owners own risk and the school does not take responsibility for any damage to cars whilst parked on the school site.
- Visitors using the car park are to leave their car registration number with reception when signing in.
- Vehicles are never to be parked in a way that could obstruct the entry/exit of emergency services or other vehicles.

Parking in Surrounding Streets

- Families are encouraged to walk to school wherever possible. Parents are requested to park safely, legally and with consideration to our neighbours.
- Staff are encouraged to make use of the car park at their own risk. However, should they decide to park on surrounding roads they are requested to park safely, legally and with care and consideration to our neighbours. They should consider parking further from the school to reduce impact on parking in the immediate vicinity.

Pedestrian Access

- All pedestrians should enter and leave the school via the pedestrian gates on School Road.
- The gates to the playground and the main building are closed during the working day.

Dogs

- With the exception of guide/assistance dogs, dogs are not allowed in the school grounds except with the express permission of the Headteacher if a dog is to form part of a planned lesson or project. Dogs that are specifically allowed onto the school grounds are never to be left unattended.
- Parents/carers bringing dogs with them when they drop off and collect children are asked to bear in mind that some children, especially those where there is no pet dog in the household, are scared of dogs. **Please do not leave dogs unattended outside of school grounds whilst dropping off or collecting children.**

Cyclists and Scooters

Cycling or scooting is not allowed by any person anywhere within the school grounds at any time unless authorised for a specific event by the Headteacher.

Pupils in upper KS2 are encouraged to take part in the "Bikeability" cycle awareness project and special arrangements for the storage of bikes will be made during this time.

Pupils and families are encouraged to walk to school wherever possible. Scooter sheds are available at the front of the school and pupils are encouraged to use scooters. Cycle storage will be added during the next academic year.

Exceptional Use of Car Park for Pedestrian Access

Should the needs of the school require that additional pedestrian access is required then the school car park will be taken out of action. No vehicles will be permitted to enter the site whilst the gates are being used by pedestrians and staff will supervise the gates throughout the period of use by pedestrians.