



Love, Respect, Belong

## ST MARY'S BENTWORTH CE PRIMARY SCHOOL VEHICLE AND PEDESTRIAN POLICY

Date of implementation: July 2024	Date for review: <b>July 2026</b>
Ownership: Resources Committee	Linked to: H&S Policies, Animals on Site Policy, Traffic Site Plan
Review Committee: Resources Committee, Headteacher	
Communicated to: Parents, Visitors, Staff, Extended School Day Providers and Full Governing Body	
Evaluation: (inc links to evidence) Jan 2023 reviewed due to Caretaker role change	

### Rationale:

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is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded.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](http://www.education.gov.uk/schools) and the Health and Safety Executive website [www.hse.gov.uk](http://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 during the school day
- It will be the responsibility of nominated staff member(s) to assist in overseeing control measures, such as school gate closure to Church Street, gate access to the main playground and field (see during the School day)

### Vehicular access to the school

- There is vehicular access to the school site from Church Street to the lower car park, giving further access to the main playground and field
- School transport vehicles have access to the no-through road outside the Church

**During the School day** Parents are encouraged to drop off children at the start and end of the day as quickly and safely as possible due the lack of space available. In doing

so children must not be dropped off or picked up unless the vehicle is properly parked in a space

- Access to the playground by vehicles, other than emergency services responding to a school emergency, is restricted by a shut gate, from **9.15 am to 3.10 pm**. The gates will be locked at the end of the working day, **ie 6.00 pm** by nominated staff member
- The speed limit on the school site is 5 mph
- Only the Headteacher and School Office staff have the authority to allow vehicular access to 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
- during the school day, the lower car park and the area up to the playground fencing is strictly out of bounds to children unless they are accompanied by an adult

### **Car parking**

- always park sensibly to optimise space as every space is vital
- vehicles are never to be parked in a way that could obstruct the entry/exit of emergency services or other vehicles
- drivers are encouraged to slowly reverse park to enable a safer exit for passengers
- School staff will park vehicles in the lower car park
- a space is clearly marked for disabled users in the lower car park and may only be used by holders of a valid badge issued under the government Blue Badge Scheme. The badge is to be displayed in the windscreen.

### **Pedestrian access**

- All pedestrians from Church Street should enter and leave the school via the pedestrian gate to the side of the vehicular entrance, using the footpath
- pedestrians accessing from the Church-side of the site will use the footpath and follow the building-line to the School Office Reception door to gain access to the building
- from car parking in the main (upper) playground by the field pupils should walk around the field edge to the school building and must not cross the playground. Pupils exiting from a vehicle on the side by the benches, should go directly to the path by the fence and walk safely into the school building. Parents must supervise children at all times in the car parking area, including younger siblings who may accompany the family.
- from car parking in the lower playground, pupils must always be accompanied by an adult

### **School Pupil transport**

- School transport vehicles will park in the no-through road outside the Church from 8:40 onwards in the morning and 3.10 pm in the afternoons during the school term
- A member of school staff, who will be wearing high visibility jacket, will ensure safety of all pupils arriving and leaving school at these busy times

### **Visitors and Hall Hirers**

- Must park in the lower car park
- During the School day visitors using the car park are to leave their car registration number with School Office Reception on the signing in sheet
- No parking in the upper car park unless prior permission has been sought from the Head teacher/School Office/Hall Hire Team. The Church Warden of St Mary's has permission to arrange for parking, outside of school and extended school hours.

**Animals on site**

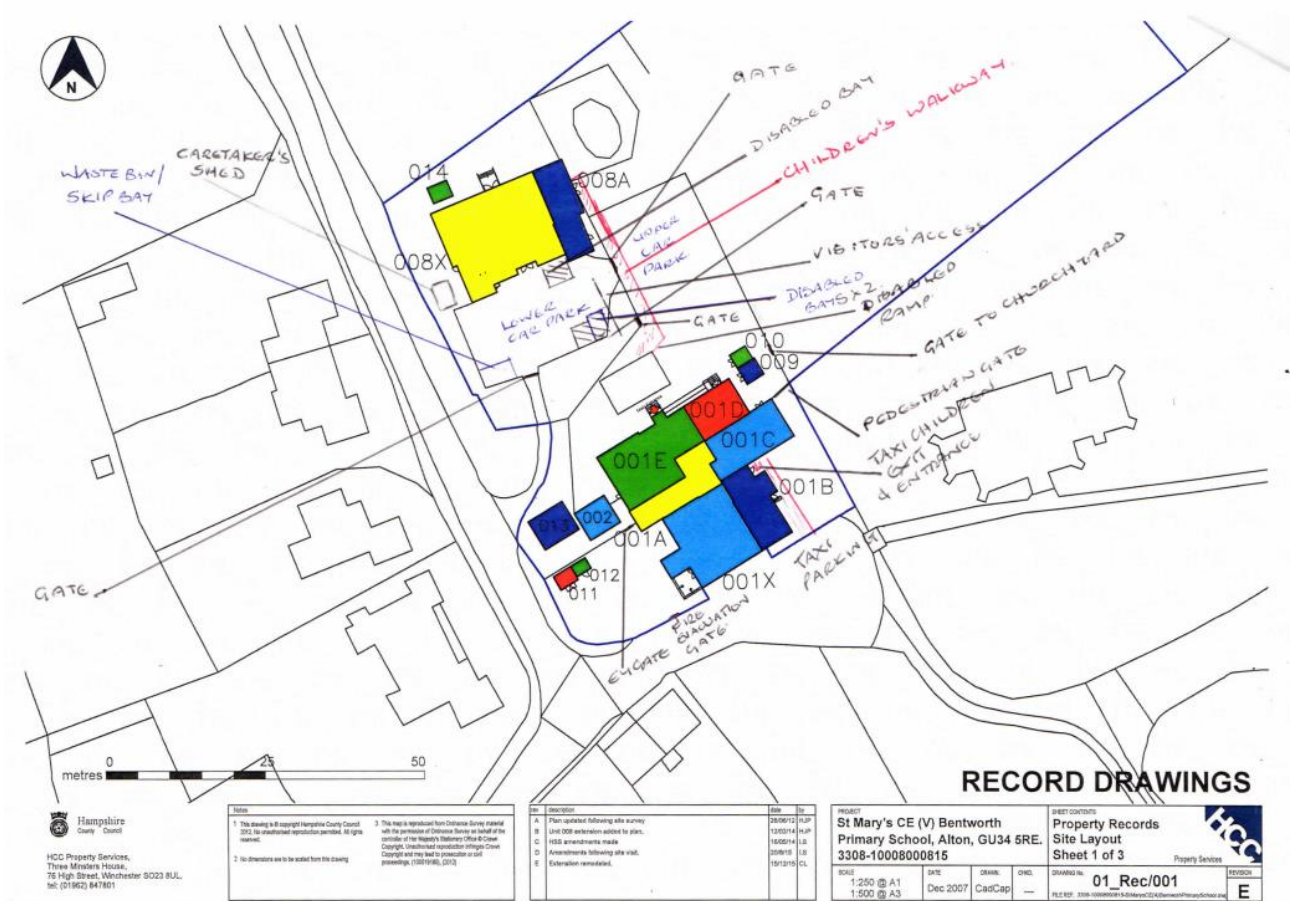
Refer to the Animals on Site policy

**Cyclists**

Cycling or scootering is not allowed by any person in the school grounds during the school day, including extended hours up to 6.00 pm, unless authorised for a specific event by the Headteacher.

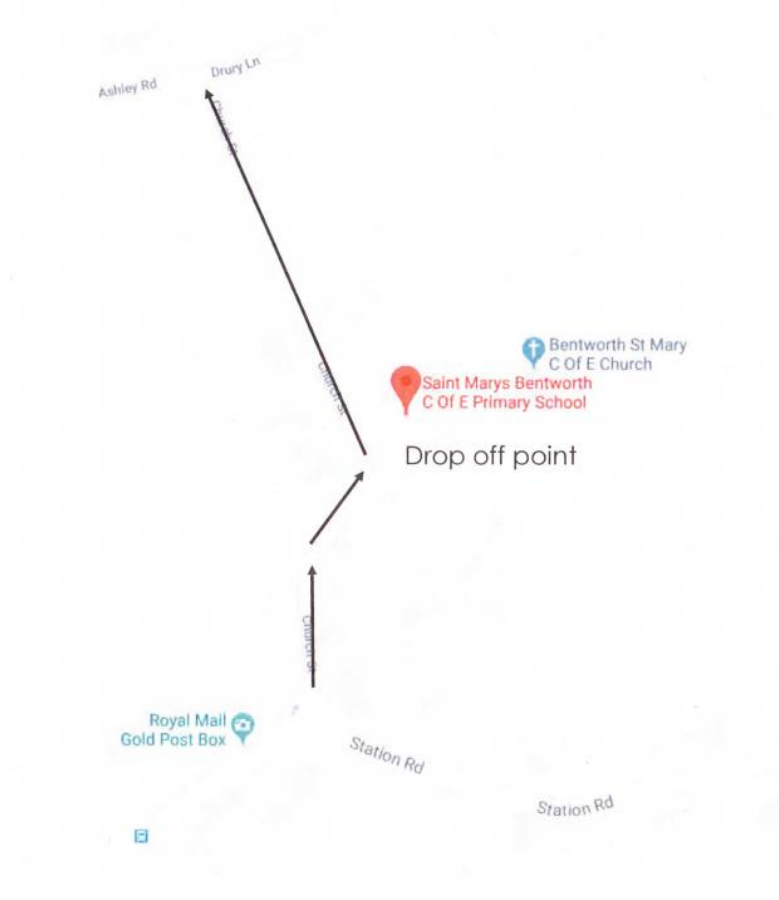
Annex 1. School plan showing car parking areas – Main (upper) car park, lower car park, disabled bay

Annex 2. Map showing one-way system for use when required eg in adverse weather conditions, ice/snow



Annex 1

# St Mary's Bentworth Bad Weather One Way System



The circular nature of the roads in the village means that no one has to turn around, so we would ask you use this to continue your onward journey.

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## Annex 2