



Woodcroft Primary School

Traffic and Transport Policy

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Co-ordinator responsible for the policy in consultation with the staff and governors:

Site Manager & Admin Manager

Reviewed: January 2020

Next Review Date: January 2023

Introduction

This policy covers the whole school site, including the School and Pre-School. Where separately managed, this policy states the separate procedures.

Woodcroft Primary School intends to provide a safe secure and healthy working environment at all times and are jointly committed to reducing the risk of injury or ill health to its employees, children, families, visitors or other persons who might be affected by their actions.

The school will do this by carefully risk assessing the site and all activities to determine the potential risk of injury while reducing the risk to the lowest possible level.

Vehicle and Pedestrian Gates

The main school gates are shut between 8.30am and 9.00am and again between 3.00pm and 3.30pm. This is to reduce traffic on site while the children are arriving and leaving school. There is a main pedestrian front gate that is alongside the main double gates. This is unlocked at 6am and locked 5.30pm. The pedestrian gate opens onto a pathway that is fenced off from the car park and playground.

Pre-School parents who are dropping off their children by car are not permitted on site while the main gates are shut (see above for timings).

The school operates a back gate, which is opened by a buzzer system on the gate that is connected to the office. The Pre-School also have a buzzer system on the gate that is connected to their room.

It is expected that pedestrians are discouraged from using the main gates for entry or exit.

Access for Emergencies

When the main gates are shut, they are not locked and therefore access is available at all times. There are another set of green gates at the end of the car park which are shut but not locked.

Car Parking and On-Site Traffic Control

The car park is designated for staff only. There are 3 bays designated for Pre-School staff, a motorcycle bay and also a disabled bay.

If spaces are available, visitors may park in marked bays only, if the car park is full side roads and a layby is available. The turning point must not be used for parking: this is for emergency vehicles and minibus turning only.

Parking is on a 1st come 1st served basis and there are 3 specific bays marked for members of staff: Headteacher, Assistant Headteacher and Site Manager.

Staff are encouraged to reverse into any bay to minimise reversing on site. There is a speed limit of 5mph.

Under no circumstances should the main green gates at either end of the car park be blocked.

CCTV cameras cover the car park and are able to be used in the event of an accident. The school reserve the right to ask any member of car to move their vehicle if they are blocking another car or access point.

The car park is used at the owners own risk. Staff and visitors who chose to use the car park are expected to comply with the above conditions at all times.

When the school has arranged day trips and minibuses are required, any member of staff driving a minibus has undergone MiDAS Training in accordance with HCC policy. Minibuses must be driven into the carpark and the turning point must be used for manouvering to exit the carpark.

Collection Children

Parents and carers are not permitted to use the school car park to collect their children at any point of the school day unless arranged in advance with the Headteacher.

It is the responsibility of the Pre-School to enforce this policy. Any issues with Pre-School staff and parents using the carpark may result in a ban and should be taken up with the Headteacher.

Managing Traffic on Site

This is a seperate Corporate Policy that has been carried out and is reviewed annually (or sooner if required) by the Site Manager and is available on request.