

Springfields First School

Vehicle and Pedestrian Policy

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As legislation is often amended and Regulations introduced, the references made in this policy may be superseded.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

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 including any that will take place outside the car park eg on the playground

Vehicle Access to the school

- Vehicle access to the site is via the main gates on Yarnfield Parkway
- Access to the playground is via double gates off the main carpark

During the school day

- All vehicles except the refuse collectors or large emergency vehicles must use the one open school gate
- Staff and parents using Care Club are able to access the rear carpark until **8.35am** after this time bollards prevent access to this carpark
- After **8.35am** access is restricted to parents whose children have disability badges, adults who have specific permission from the school(school taxi) and they **must park on the front carpark outside the main office doors**
- After **9am** the rear carpark can be accessed by parents and visitors
- From **3.05pm** only the front carpark is open and access to the rear carpark is restricted
- After **3.30pm** parents accessing Care Club are able to use the car park, parents of pupils accessing sports clubs are asked to park off the school site unless their child has a disabled parking badge
- Access to the playground by vehicles is restricted by a locked gate
- The drive way has a 5mph speed limit
- Only the Headteacher and Deputy Headteacher has the authority to allow vehicular access onto the playground during the school day and will
 - Ensure no pupils are on the playground when a vehicle enters the playground
 - Agree the path the vehicle will take before it enters and observe it enter the site
 - In extreme circumstances they may offer support should the vehicle need to reverse

- During the school day, the car park is strictly out of bounds to children unless they are accompanied by an adult

Car Parking

- Staff and visitors cars are able to park in the school car park and within the marked parking spaces. All spaces need to be used to make the maximum use of the space.
- Parking elsewhere in the school grounds will be exceptionally authorised for specific events by the Headteacher or Deputy Headteacher
- Visitors using the carpark 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
- Parents using the school's Care Club may park on the school car park during permitted times
- Parents picking pupils up from after-school enrichment clubs (football/cricket/netball etc) are asked to park off site

Pedestrian Access

- Gates to the playground will be locked as registration starts and will remain locked until the end of the working day
- Parents waiting for pupils to come out of Care Club or an after-school enrichment club should wait on the path or grass areas and not on the car park

Cyclists/Scooters

- Cycling or scooting is not allowed by any person anywhere in the school grounds at any time unless authorised for a specific event by the Headteacher/Deputy Headteacher

Dogs

- With the exception of guide/assistance dogs, dogs are not allowed in the school grounds except with the express permission of the Headteacher/Deputy 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 left unattended
- Parents/carers bringing dogs with them when they drop off and collect children are asked to bear in mind that many children, especially those where there is no pet in the household, are scared of dogs. Please do not leave dogs unattended outside of school grounds whilst dropping off or collecting children.

Agreed Health and Safety Governors meeting: Spring term 2025

Review: Spring term 2027