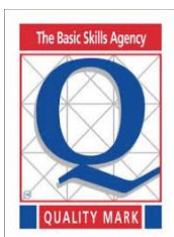




THE SAINTS FEDERATION

Traffic Management Policy



Organisation	The Saints Federation
Title	Traffic Management Policy
Author	School/Governing Body
Owner	Head teacher and Governing body
Protective marking	NOT PROTECTIVELY MARKED
Review date:	3 years

Revision history

Revision Date	Revision	Previous version	Description of revision
March 2024	1.0		Policy created and signed off

Signed by Chair of Governors on behalf of the Governing Body:

.....

Signed by the Head Teacher:

.....

Date approved: (by full Governing Body)

Date of review:

Introduction and Statement of Aims

Much of the guidance in this policy, in relation to traffic management on the school site, is aimed at ensuring the safe separation of pedestrians and vehicles and the proper supervision of pedestrians, particularly pupils who attend the school.

The school will endeavour to promote traffic awareness amongst all pupils in relation, not only to the school site, but also in the immediate and wider environment.

Working with Others

The school has developed this policy as a result of our liaison with the local authority and other agencies. We also work with parents to ensure that they support and understand our policy and with the local residents, to ensure that this policy does not impact negatively upon them or the local environment. As a last resort we will use other agencies that have powers of enforcement to ensure the safety of all those that use the school site.

Site Management

The school will:

- Seek to ensure, where possible, separate vehicular and pedestrian routes, i.e. a pavement and road separated by a barrier, e.g. fencing.
- Provide pedestrian routes from the site boundary to the building entrance(s) that are level and hazard free. Consideration will be given to 'dropped' kerbs where appropriate and financially viable.
- Ensure that the school entrance is easily identifiable and access marked for pedestrians and drivers.
- Ensure that entrances are kept clear and crossing points safe for use.
- Ensure that sufficient external lighting is provided for pedestrians and drivers to be able to safely use the site in low light conditions or out of daylight hours.
- Provide supervision of areas, within the school grounds, where pupils congregate, e.g. before embarking on the journey home, at the end of the school day. Such areas should not be accessed by any vehicles.

Footpaths

- The school will ensure that pedestrian pathways are maintained in good condition and that they are free from obstruction and overhanging vegetation.

Parents

- Parents will not be allowed to park on the school site, unless given permission to do so by the Headteacher.
- Parents will not be given access to the school site for the 'drop-off' or 'pick-up' of children. Exceptions, relating to disabled access or taxi transportation may be made after consultation with the Headteacher and a risk assessment has been carried out by designated members of the H&S Committee.
- There is a requirement for parents not to park on the school 'keep clear' markings or in a position that blocks the school gate.
- Parents should be informed of aspects of this policy that directly relates to them and given information where they can find a full copy of the management of traffic on the school site.
- Parents/carers are encouraged to use the 'Park and Stride' scheme when dropping off and picking up children

Vehicular Movement

- All people, (staff, parents, visitors, contractors, taxi drivers etc), bringing vehicles onto the school site should be instructed to use caution and follow the speed limit instructions.
- All drivers, where possible, should be made aware of the school's traffic management policy and arrangements for vehicular movement.
- Vehicles belonging to parents, contractors, visitors, delivery drivers etc will not be allowed access to the school site from 08.30 – 09.00 and 15.00 – 15.40, except in emergencies or by exceptional prior arrangement. Emergency vehicles will have access to the school site at all times.
- Disabled drivers, or parents of children whose parents/carers are eligible for a Disability Parking Permit (Blue Badge Scheme), who wish to collect children or visit the site will be granted access, by prior arrangement and completion of the site access form and given access to the designated disabled parking spaces.
- Where possible, visitors bringing vehicles onto the site should be asked to give advance notice, via the school office.
- If a vehicle must be driven across a playground or field, this should be done, whenever possible, when the children are in the building. If this is not possible adults should walk directly in front and behind the vehicle and the route carefully supervised by other adults to prevent accidental injury to pupils.
- Vehicles on the school site should not exceed the maximum speed limit of 5 mph. This will be clearly marked.
- Vehicles should observe the traffic flow directional arrows.

Signage and Road Markings

- Appropriate markings will be in place indicating parking bays, disabled parking bays, traffic direction and speed limits.
- Where pedestrian routes and vehicle routes cross, a pedestrian crossing will be in place and drivers should be informed, where possible, that they are required to give way to pedestrians.

Parking

- Cars and other vehicles should only park in the marked designated areas or as otherwise directed by the Caretaker or Head teacher, following the necessary risk assessment.
- Pupils should be made aware that parking areas are 'out of bounds' to children and general pedestrian traffic.
- All vehicles are parked at the owner's risk – the school accepts no responsibility for loss or damage caused when the vehicle is on the school premises.
- Where parents and other visitors are parked on the school premises they should be encouraged to park safely, without obstructing access or exit routes.
- Vehicles should always be reverse parked into all the spaces in the carpark.

Access

- Barrier fencing is in place at strategic points of the site where the segregation of pedestrians and vehicles is deemed necessary.
- Temporary barriers are utilised to control pedestrian and vehicular traffic if work is being carried out at the school.
- Special consideration should be given to the needs of disabled users, in relation to car parking and pedestrian access to the school. Where possible, accessible parking will be designated. These should not be used, unless in an emergency or as directed by the Caretaker or Head teacher, by able-bodied drivers or for other purposes (see reference to Site Access Form).
- Disabled drivers should be able to access the main building from a safe area and not have to cross vehicle routes.
- Accessible parking bays will be as close to the school building as possible.
- Accessible parking bays should be separate from staff or visitor parking.

Staff

- All staff should be made aware of this policy and asked to observe its guidance.
- Where possible, staff should be made aware of specific times of entry and egress to the school site, which should be before and after the normal arriving and departing times of pupils. Staff cars arriving after this designated start time may be directed to park elsewhere.

Contractors

Contractors should arrange to visit the site by appointment, and they will be informed not to arrange their arrival or departure with the start / end of the day or break / lunchtime. See H&S policy relating to contractors on site, which all are required to read and sign.

Pupils

- Pupils should be instructed on how to keep themselves safe on and around the school site and in general road safety issues.
- Pupils should not be asked to put items in or take them from staff cars.
- Pupils should not be allowed to open or close the school gates.

Cyclists

- The school will encourage staff and pupils to use sustainable methods of transport when travelling to or from school.
- Cyclists are required to dismount before entering the school premises and should not ride on areas designated for pedestrian use.
- Cycles should be stored in the designated area.

Extra-curricular Activities

Parents providing lifts for children who are representing the school in extra-curricular activities will be allowed onto the school site to minimise the risk of accidents to the children, who may otherwise have to be supervised crossing or walking alongside main roads close to the school.

Severe weather problems

- Where the weather is poor (snow / ice) at early mornings, late afternoon or during the evening (for lettings, concerts, and parent's evenings), then the following will be considered: -
- That there is a safe route for traffic and cleared footpaths.
- Pupils are given priority and no vehicles will enter the site.

Risk assessment

A risk assessment relating to on-site traffic management should be undertaken by designated members of the H&S Committee to consider potential hazards and action necessary to control these risks. These actions should then be implemented by the school.

The Governing Body of the school should be made aware of the above risk assessment and the school policy on traffic management and should endorse and review (annually) the provisions for traffic management on the school site.

Useful policies to use in conjunction with this policy

Health & safety

Appendix 1:

Site Access Form, (Disabled Blue Badge Holders - Parent/Guardian)

This form must be completed prior to access being granted to the school site. Access to the site will not be granted before 8.30 a.m. or 3.00 p.m. This does not apply (in the morning) to children with special needs who attend the Welsh Government Breakfast Club. Access to the school site will be granted from 8.10 a.m. in this circumstance. The speed limit on the school site is 5 MPH.

N/B: The school reserves the right to prevent access to the site without prior notification being given.

Name: *Mr/Mrs/Ms.

.....

*I am a Disabled Blue Badge Holder/ I Hold a Disabled Blue Badge Parking Permit on behalf of my child (*Delete as applicable).

Name of Child:

.....

Class:

.....

My child attends the Welsh Government Breakfast Club Yes/No (delete as applicable).

Contact Number:

.....

I understand and agree to abide by the conditions set out in this form
Signature of Parent/Carer:

.....

Please return this form to the school office.