

Approved by the Governing Body on: 17<sup>th</sup> May 2018

Chair of KQ3 ÖÖÖÖÖÖÖÖÖÖ

Reviewable by: May 2020

The Governors are committed to ensure the health and safety of all staff, pupils and visitors to the school. It is therefore important that all persons bringing vehicles on site follow the procedures as follows:-

All drivers of vehicles must adhere to the following school regulations:-

- All vehicles must adhere to the entry and exit signs at all times.
- No vehicles are allowed access to the rear of the school site at any time without prior arrangement with the headteacher.
- No vehicles are permitted to park directly outside the front of the school building unless directed by school staff.
- Always park sensibly to optimise space as every space is vital.
- Always park vehicles facing towards the school.

#### School pupil transport

- School transport vehicles can access the car park any time from 8:40 am onwards in the morning and 3:00 pm in the afternoons.
- Vehicles need to queue patiently in their designated spaces, which includes the disabled parking bays.
- School staff will be in the car park when transport vehicles are on the school site to ensure the safety of pupils and others, arriving and leaving school at these busy times.

#### Visitors

- Visitors can park in any spaces available in the car park and disabled bays if appropriate.
- Delivery vehicles and emergency vehicles may park in the bays immediately outside of the main reception doors.
- Emergency vehicles may also access school through the external door by the medical room.

#### Parents

- Must be mindful of the transportation vehicles in the car park and adhere to any directions given by staff to ensure safety.
- Pupils must not be dropped off or picked up unless the vehicle is properly parked in an allocated space.

#### Staff

- Staff are expected to act responsibly on the school site when parking accessing the building.
- Staff should park within the designated parking spaces.
- In the event of staff witnessing unauthorised use of parking bays, they should report this to reception.

#### Pupils

- Pupils must use the main school gate or the pedestrian access to gain access to the site.
- Pupils must go directly to the path when exiting a vehicle.
- Pupils arriving on the site should move quickly and safely into the school building.
- Pupils are not permitted to loiter in the car park.

#### Disabled Access

- Pedestrian access is by the main front entrance and the doors opens automatically.
- There are four disabled bays in the car park located by the minibuses.

#### Management Practices

- All staff have a responsibility to ensure they are acting in such a way as to not compromise the health and safety of themselves or others.
- SMT undertake daily supervision in the car park on arrival and departure of school transport.