



Charlton Kings Infants' School

School Vehicle and Pedestrian Policy 2017

Written by K James

Signed by:

Date:

Policy reviewed and ratified by

Next review due:

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is often amended and regulations introduced, the references made in this Policy may be to legislation that has been superseded.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 and the Health and Safety Executive website www.hse.gov.uk.

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

MANAGEMENT

The Head teacher will:

- Ensure that Risk Assessments are carried out and identified control measures are implemented for all vehicular movement on school premises outside of the car park/ main driveway during the school day.
- It will be the responsibility of the caretaker to accompany such movement (see below).

VEHICULAR ACCESS TO THE SCHOOL

- There is vehicular access to the school site **outside of normal school hours** from the Lyefield Road East and Church Street entrances.

During the school day:

- The Lyefield Road East entrance allows access to the main school entrance with the exception of 8.30am – 9.15am and 2.30pm – 3.15pm.
- No vehicles, other than emergency services responding to a school emergency or staff vehicles, will normally be permitted to enter or leave the school or move anywhere within the school grounds, including the playground/car park, during the following times:
 - From 20 minutes before school morning registration until 25 minutes after.
 - From 30 minutes before dismissal time until 15 minutes after.
- Access to the rear playground by vehicles is restricted by a locked gate
- The drive way has a 5mph speed limit

- The Church Street entrance has access only to the playground where there is a designated area for staff parking. The gate to the main playground is locked during normal school hours.
- Only the caretaker has the authority to allow vehicular access to the playground during the school day by either entrance and will:
 - Ensure any children are carefully supervised in a safe area well away from the vehicle and its intended path.
 - Accompany the vehicle whilst on the school site.
 - Act as a "banksman" should the vehicle need to reverse.

CAR PARKING

- Staff cars may be parked only in the designated area of the playground. Parking elsewhere in school grounds will be exceptionally authorised for specific events by the Head teacher.
- There is no visitor car parking on site.
- Vehicles are never to be parked in a way that could obstruct the entry/exit of emergency services or other vehicles.

PEDESTRIAN ACCESS

- All pedestrians should enter and leave the school via the main school entrance on Lyefield Road East or through the pedestrian gate on School Road.
- The gates to the playgrounds are to remain closed during the working day.

DOGS

- With the exception of guide/assistance dogs, dogs are not allowed in the school grounds except with the express permission of the Head teacher if a dog is to form part of a planned lesson or project. Dogs that are specifically allowed onto the school grounds are never to be 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 dog in the household, are scared of dogs. **Please do not leave dogs unattended outside of school grounds whilst dropping off or collecting children.**

CYCLISTS

- **Cycling or scootering is not allowed by any person anywhere in the school grounds at any time** unless authorised for a specific event by the Head teacher