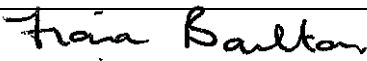


September
2019

SCHOOL CAR-PARK POLICY

Approved by Governors:	26 th November 2019
Signed	 Fiona Boulton Chair of Governors
For review:	September 2021

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

BALDWINS GATE CE PRIMARY SCHOOL

Baldwins Gate CE Primary School

School Car-Park Policy

Baldwins Gate CE Primary School takes the health and safety of pupils and staff seriously. This policy has been formulated with the pupils, staff, visitors and deliveries in mind.

Whilst the school cannot control parking outside its boundaries, parents of children attending the school are asked to park within the law and with consideration for other road users, pedestrians and our immediate community.

The following generic safety controls apply:

- A 10 mph vehicle limit applies throughout the school site.
- All drivers must exercise due care and attention when manoeuvring and must conduct a visual risk assessment.
- Cars must be parked in the allocated spaces.
- Parking is at the user's own risk and responsibility is not accepted for accident, damage or loss.
- Visitors and contractors should report to the school office on arrival and must complete the school visitor's book.
- Access for grounds maintenance is covered within the contract between the provider and the school.

Monitoring

This policy is reviewed annually in conjunction with the Health and Safety audit.

The application of this policy is monitored and can be amended if it is felt that safety is being compromised.

This policy is disseminated:

- To pupils each term.
- To parents through the school website and newsletter.
- To new parents as part of the school's induction pack.
- To new staff via the staff induction pack.

Parents

Parking within the school is restricted to staff and official visitors.

Parents/guardians should not use the car-park as a drop off at any point during the school day.

Parents must **not** park on the zig zag lines in front of the school

We ask that parents and carers please help us to ensure that our children are kept safe. Our school entrance and car park area is problematic and demands care and vigilance.

Parents arriving late must park on the road and walk with their children through the car park to the office to register their child/children. Children **MUST** walk with their parent and **MUST NOT** cross behind parked vehicles unattended. To do so is dangerous and could contribute to a child developing bad habits.

Parents dropping off in Fair Green Road and accessing the school grounds through the wicket gate must supervise their children onto the playground. Access to the safety of the playground should be through the Early Years gate and NOT through the car park.

In the event of wet weather, where the children come straight into school rather than waiting on the playground, the front entrance of the school can be used.

At the end of the day and if parents have parked in Fair Green Road, parents collecting junior children must access the wicket gates via the playground and early years and MUST NOT make a short cut through the car-park behind parked vehicles.

Nursery – Lunchtime Collection and Drop Off

Parents dropping children off for the afternoon Nursery session and parents collecting children from Nursery at lunchtime will need to access the main entrance (school office) by walking through the car-park. Children **MUST** walk with their parent at all times.

Official Visitors

Visitors and contractors who park in the car-park are responsible for ensuring that the school office is made aware of their vehicle registration.

Visitors should not block in other vehicles and must adhere to the designated car-parking bays.

The school accepts no responsibility for damage, loss or accident.

Staff

Members of staff must park courteously.

Staff arriving after the gates are shut are able to open the gates to access the car-park but must close the gates promptly.

Should a member of staff need to leave early they should only do so if they have visually risked assessed the situation and are responsible for ensuring that the gates are closed after them.

Staff should not move cars between 3.30 -3.45 pm without supervision.

Staff must park within the designated parking bays.

Any member of staff intending to leave their vehicle overnight or during the weekend must inform the school office.

The school accepts no responsibility of liability whatsoever for any damage caused by any means to vehicles parked on the school grounds, their contents or persons travelling as passengers to drivers.

Waste Collection

The waste collection bins are collected from the school site every week on a Thursday. Recycling bins are collected on a Monday on a fortnightly basis.

Delivery Vehicles

Wherever possible deliveries are requested to arrive outside school drop off and collection times.

To support this policy the school will:

- Provide reinforcement of this policy to the children each term through assemblies.
- Ensure that paths and walkways are clear of hazards.
- School Gritting Policy
- Provide appropriate signage, lighting and line marking.
- Encourage parents and children to walk to school or use the school transport provided.

Thank you for your co-operation in keeping our children safe.