



**Weston On Trent C of E Primary School**

# Car Park Policy

<b>Date</b>	<b>Headteacher</b>	<b>Chair</b>	<b>Date of review</b>
04/12/24	M Hibbert	C Glynn	October 2026

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## Statement of intent

**Weston On Trent C of E (Aided) Primary School** has implemented this policy to outline the measures that are in place to protect the safety of its pupils, staff and visitors and to ensure that the school's infrastructure arrangements are not detrimental to the local community.

This policy aims to ensure that:

- Parents, staff, students and visitors park responsibly.
- Permitted and prohibited areas of parking are clear to all travelling to the school in a car or other vehicle.

This policy aims to eliminate instances of:

- Vehicles entering the school site at peak times when pupils are arriving or leaving.
- Vehicles stopping or parking on pavements.
- Vehicles driving along pavements.
- Drivers behaving irresponsibly and causing unnecessary obstructions.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Workplace (Health, Safety and Welfare) Regulations 1992
- DfE (2023) 'Site security guidance'

This policy operates in conjunction with the following school policies and documents:

- Health and Safety Policy
- First Aid Policy
- Premises Management Policy
- Visitors and Contractors Risk Assessment
- Behaviour Policy

## 2. Roles and responsibilities

The headteacher will be responsible for:

- The overall implementation of this policy.
- Answering queries relating to the school car park and parking restrictions.
- Ensuring this policy is communicated to all staff, parents and where appropriate, students.

Staff members will be responsible for:

- Abiding by the parking restrictions and allocations outlined in this policy.
- Attending to traffic management duty at the beginning and end of the school day as required.
- Finding alternative modes of transport or walking to school where possible.

Parents will be responsible for:

- Abiding by the parking restrictions and allocations outlined in this policy.
- Encouraging their child to alternative modes of transport or walking to school where safe and possible.

Visitors will be responsible for:

- Abiding by the parking restrictions and allocations outlined in this policy.
- Finding alternative modes of transport or walking to school where possible.

## 3. Safety controls

The following safety controls will remain in place:

- A **5mph** speed limit applies throughout the school site

- Vehicles are not permitted to access the site between **8.15am** and **3:45pm** without permission from the headteacher
- All vehicles must be parked in allocated spaces
- Pupils are not permitted to congregate, play or socialise in the car park
- Visitors requiring access to the car park must report to the headteacher for authorisation
- Vehicles must never be parked in front of the school gates
- Emergency access points will remain clear at all times

The school will ensure that there are suitable pedestrian routes through the car park and signs will be used remind drivers to be mindful of pedestrians.

Priority will be given to pedestrians crossing vehicle access routes – pedestrian crossings will be available to accommodate safe crossings.

Pupils will be taught about road safety as part of the curriculum and will be adequately informed of the dangers of car parks.

Recreational areas will remain a safe distance away from the car park and vehicle access points.

#### **4. Staff parking**

The school has **22** parking spaces and **2** accessible bays for staff with disabilities.

No charge will be made for using the school car park.

Staff will be permitted to leave the car park during lunch hours but must ensure that they pay due care and attention to pedestrians and potential hazards.

Staff members will be encouraged to walk or cycle to the school if they are able to do so.

Staff will inform the school office of the make, model and registration number of their vehicle.

When asked to move their vehicle, staff will do so as soon as possible and without complaint. Failure to do so may lead to any parking privileges being revoked.

Staff will not use the school car park during weekends or evenings, unless for agreed events, such as participation in school activities or the leasing of school buildings or facilities.

Staff will not leave their vehicle on school grounds during holidays.

#### **5. Parent and visitor parking**

Parents and visitors will:

- Utilise the agreed drop-off points in an efficient, courteous and safe manner.
- Respect our neighbours.
- Leave plenty of time for their planned journey.
- Try to utilise the traffic strategies the school has made available.
- Leave the vehicle at home where possible and walk or find alternative means of transport instead.

- Make efforts to prioritise parking for staff when arriving at peak times.

Parents and visitors will not:

- Rush to arrive just before or at school opening times.
- Drive up to the school gate.
- Stop on the restricted 'yellow marked' areas outside the school.
- Park or drive on pavements.
- Block driveways or 'double park'.
- Park near junctions.

## **6. Traffic strategies**

The school utilises staggered arrival times to control the traffic flow around the school.

The school has agreements on place with the Village Hall and the Cooper's Arms to encourage alternative travel to the school, e.g. walking, and the school is on a bus route and cycle schemes.

Staff members will supervise departure and arrival times to ensure safety and to manage the flow of traffic. Staff on departure and arrival duty will be required to wear high-visibility clothing.

## **7. Injuries due to traffic**

If a person is injured by a member of staff or visitor driving in the school car park, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.

The school will not accept any responsibility for injuries caused by staff or visitors in the school car park, unless it can be reasonably proven that the school is at fault.

The school will ensure that at least one individual trained in first aid is available throughout the duration of the school day and during arrival and departure times.

## **8. Damage to vehicles**

Damage occurring to vehicles on school property will not be considered the responsibility of the school if it cannot be reasonably proven that the school is at fault.

The car park will be monitored to deter any theft from, or damage to, vehicles parked on the premises.