School Car Parking Policy

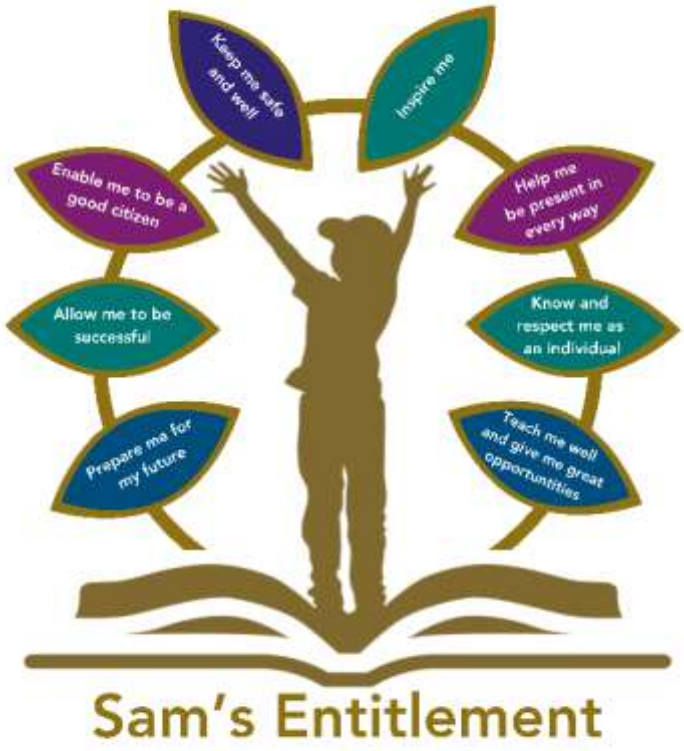
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Owner	Head of Estates	Approved by	Executive

1. History of Policy Changes

Date	Page	Change	Origin of Change
Jan 26		New template policy	N/A

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3. Introduction

Talbot Primary School takes the health and safety of their staff and pupils seriously. This policy has been formulated with the staff, pupils, visitors, deliveries, and authorised vehicles in mind.

4. School Car Parking Policy

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.

We expect all visitors to our car park to behave appropriately and show due courtesy to other users at all times. Anti-social, aggressive behaviours or failure to use this facility appropriately may result in the withdrawal of permission to use the school car park.

The school has a **Staff Car Park, that is** only to be used by school staff and authorised vehicles, which include:

• Delivery Vehicles

• Waste Collection Vehicles

• Emergency Services Vehicles

• Pre-booked taxis for the transportation of staff or pupils arranged through the school office.

• Disabled Blue Badge Holders

• Visitors or Contractors with a pre booked appointment with the school

The following generic safety controls apply in this car park:

• A 5-mph speed limit applies.

• All drivers must exercise due care and attention when manoeuvring and must conduct a dynamic risk assessment (a process that evaluates and manages risks in real-time, allowing people to identify and respond to hazards as conditions change)

• Vehicles must be parked only in allocated spaces and where appropriate reverse into spaces so that driving out allows safe visibility of pupils and adults.

• 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 upon arrival and must complete signing in process.

• The school are responsible for monitoring the weather forecasts and will ensure that the school staff car park is gritted along with all points of access and egress and if required the school grounds.

• The school are responsible for monitoring the surfaces, footpaths, walkways, lighting etc within the staff school car park and surrounding school grounds.

• The car park gates will be locked between the following periods of time. 08:15am and 07:00am (following day). If you need to open the car park gates for any reason, then you are responsible in ensuring they are always closed behind you for safety reasons.

5. Parents

Parking within the school staff car park is restricted to staff and authorised vehicles. Parents / guardians should not use the car park as a drop off at

any time of the school day, with the only exception being authorised vehicles.

Parents **must not** park on the zig zag or double yellow lines in front of the school. We ask that parents and carers please help us to ensure that our pupils and others are kept safe.

Our school entrance and parking can be problematic and demands care, vigilance, and responsibility.

Parents arriving late for drop off or early for pick up must park on the road and walk with their children using the footpaths leading to the main entrance and school office to register/ collect their child / children.

6. Official Visitors

Visitors and contractors who have a pre-arranged appointment can park in the staff car park if there are available spaces.

Visitors should not block in other vehicles and use designated parking bays.

Visitors should not block any fire exits.

Visitors should not park on any grass verges or footpaths.

7. School Staff

Members of staff must park courteously.

Staff must only park in designated bays.

Staff car parking is on a 'first come' basis. Staff vehicles type and registration details are retained by the school office.

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 in the school staff car park, their contents or persons travelling as passengers or drivers.

8. Authorised Vehicles

The school staff car park is private property.

The use of the school's car park for both Blue Badge holder, and the non-disabled is at the school's discretion.

The car park is used by school staff, and they are authorised users. Unless they are registered disabled and blue badge holder, they will not be authorised to park in the designated places for the disabled, without prior agreement with the school.

The school provides two car parking spaces for the disabled and blue badge holders in the visitors car park.

Blue badge holders need to make themselves known to the school. They are obliged to identify themselves to the school office for their identification and blue badge to be clarified and these details, including expiry dates will be checked.

The blue badge is allocated to the holder and not the vehicle, thus it is for the holder's use and benefit only.

The school will retain vehicle details such as colour, model, and registration number plus blue badge serial number this will enable a 'permit' to be issued and access to the school staff car park between agreed times.

Blue badge holders are asked to note that the school reserves the right to refuse admission to the school staff car park if the blue badge holder is either not present in the vehicle or is not a pupil in the school.

The school will strive to be fair-minded with all blue badge holders, but there may be occasion when we will refuse access to the car park. Specifically, if:

1. The blue badge holder has not previously identified themselves to the school office.

2. The blue badge holder is not visiting on school business or the prime collector of a child.

3. The blue badge holder or driver has been frequently challenged for reason outlined below.

We would challenge access to the car park if:

1. The vehicle containing the blue badge holder is blocking access to the building for example, blocking gates to the playground, blocking a fire exit, blocking the doorway to the sub-station, kitchen etc.

2. The blue badge is not clearly displayed in the vehicle.

3. Where the blue badge holder leaves the school car park or premises, leaving the vehicle on the car park.

4.Where the person/blue badge holder has been spoken to regarding their driving and or their behaviour e.g. breach of policies, dangerous driving and or disregard for others.

9. Legitimate Use of the Disabled Car Park Spaces by Blue Badge Holders:

Vehicles will be allowed access to use the designated disabled car park spaces for any of the following reasons:

1. Where the blue badge holder is member of staff, pupil, trainee, governor or authorised visitor, their vehicle can use the designated car park space for collecting and dropping off purposes.

2. Where the blue badge holder is member of staff, pupil, trainee, governor or authorised visitor, their vehicle can the designated car park space for waiting purposes.

3. Where the blue badge holder is not as mentioned in points 1 and 2 above but is the prime collector of a child entitled to a Blue Badge, they can use the designated car park space for collecting or dropping off purposes.

4. Where the blue badge holder is visiting on school business for example meetings with staff, or events etc, their vehicle can use the designated car park spaces.

10. Other Authorised Vehicles

The waste collection bins are emptied / collected from the school premises every week.

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

Where possible contractors will be asked to arrive outside of school drop off and collection times.

Access for emergency vehicles e.g. Fire Brigade, Police, Ambulance or Paramedics take priority, and the gates will be unlocked by the site supervisor or a member of the school office.

Pre-ordered taxis arranged through the school office will be allowed access.

11. Safety tips for parking outside schools (for Parents)

When picking up or dropping off children at school, please.

- Allow plenty of time as the area is likely to be busy.
- Do not park on yellow zigzag lines and avoid parking opposite them. Most school entrances and exits in the UK have yellow zigzag road

markings with the writing 'School Keep Clear.' They indicate the part of the road where motorists should not wait, stop, or park a vehicle.

- If you decide to park further away, please be considerate of local residents and avoid blocking driveways or accessways.

12. Fines

Local councils can issue motorists with penalty charge notices (PCN) for waiting, stopping, or parking on yellow zigzags if restrictions are in place. These are issued by civil enforcement officers.

Most parking or waiting fines are now enforced as a civil matter, rather than a police matter. A PCN does not result in a criminal record or points on a licence if dealt with by the council.

In some areas, the local council does not have civil parking enforcement powers. In these areas parking is enforced by the police or by police-employed traffic wardens who will issue a fixed penalty notice (FPN). These are enforced through the criminal justice system.

Fines can vary depending on location. Stopping in a restricted area outside a school will result in a higher fine.

The school is unable to enforce parking regulations and will work with the local PCSO and Local Authorities to try and ensure everyone's safety.

13. Monitoring & Review

This policy will be reviewed annually by the owner