

Upton Westlea Primary and Nursery School



School Parking Policy

Signed by:

Headteacher
Chair of
governors

Date: _____

Date: _____

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Statement of intent

Upton Westlea Primary and Nursery 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 the restricted 'yellow marked' areas outside the school.
- Vehicles stopping or parking on pavements.
- Vehicles driving along pavements.
- Drivers behaving irresponsibly and causing unnecessary obstructions.

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'

Roles and responsibilities

The Governors and 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.

The site manager will be responsible for:

- Ensuring the car park and surrounding areas are maintained and clear of debris.
- Liaising with the headteacher over any health and safety concerns associated with parking and traffic.

Staff members 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.

Parents will be responsible for:

- Abiding by the parking restrictions and allocations outlined in this policy.
- Encouraging their child to utilise 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.

Safety controls

The following safety controls will remain in place:

- A 10mph speed limit applies throughout the school site

- Vehicles are not permitted to access the site between 8:30am and 3:30pm without permission from the headteacher
- All vehicles must be parked in allocated spaces
- Pupils and parents 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

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.

Staff parking

The school has 23 parking spaces and allocates 2 additional accessible bays for staff with disabilities.

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

Spaces will be allocated on a needs basis at the beginning of the school year. Priority will be given to those travelling the furthest to the school, staff with disabilities requiring reduced walking distances (a blue badge must be displayed within the vehicle), pregnant staff members, and staff members whose specific role requires parking within school grounds.

Staff members may park on the roads adjoining the school; however, they will ensure that they abide by parking notices and are respectful of local residents.

Staff will be permitted to leave and return to 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, without complaint and exercising due care.

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.

Parent and visitor parking

Parents and visitors may temporarily park on the roads adjoining the school, provided that parking notices are adhered to, and their engines are switched off whilst stationary.

Visitors will be permitted to make use of any available school parking where necessary with the approval of Governors and the Senior Leadership Team.

In exceptional circumstances parents, with the permission of Governors and the Senior Leadership Team will be permitted to use the accessible bays if one is available. Such permissions will be subject to guidance set out in this policy and will be limited to specific periods and times of use.

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.

Traffic strategies

The school will consider utilising staggered arrival and departure times to control the traffic flow around the school.

The school will adopt schemes to encourage alternative travel to the school, e.g. walking, bus and cycle schemes.

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.

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 by CCTV to deter any theft from, or damage to, vehicles parked on the premises.

Monitoring and review

The Governors and headteacher are responsible for the monitoring and review of this policy.

The policy will be reviewed on an annual basis. The next scheduled review date for this policy will be May 2025.

Any incidents occurring during the school year will be evaluated and appropriate action will be taken to amend the policy accordingly.

