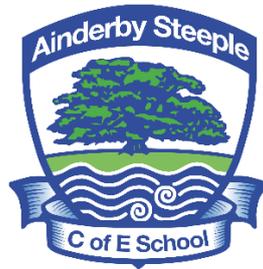


# Ainderby Steeple CE Primary School

## Site Traffic Management Plan



### Introduction

This document has been prepared to inform and instruct employees, pupils, parents/carers and others who enter the school site, including visitors, both pedestrian and those using vehicles, about the site rules concerning pedestrian and vehicle separation.

Ainderby Steeple CE Primary School takes safeguarding and the Health & Safety of all site users very seriously. It is therefore imperative that individuals take great care and exercise caution when on the school grounds or within the vicinity of the school grounds and follow instructions put in place to minimise and wherever possible avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the School Administrator in the first instance.

These instructions constitute site rules so we urge all site users to read this document carefully and act in accordance with its content. Pupils in breach of the site rules may be subject to disciplinary action.

A copy of this document will be placed on the school website and can be collected from the school reception.

This document will be reviewed annually and awareness raised through our various communication routes.

### Pedestrians

There is a pavement to the front of the school and pedestrians should make sure that they use this safely and enter into the pedestrian gate to access the school site. Pupils and parents walking in groups should consider the need to allow other users to pass safely – please walk on the left-hand side of the footpaths to enable safety and safe passing.

### Pupils/Students

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of site related areas pupils should be aware of;

- Pupils should be particularly aware that entry into the school grounds via vehicular access points (school car park) is strictly out of bounds unless a previous arrangement has been made with the headteacher. Whilst this may sometimes appear to be a quick way into the school it is a breach of the site rules and compromises safety and the safety of others.
- Pupils found to be climbing over fences, not following instructions in relation to the site, rules may be subject to disciplinary action.
- When using the footpaths – WALK! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils cycling to school must enter the grounds via the pavement and not via the vehicular access road. On entry to the grounds pupils must stop riding and walk their bikes to the cycle storage area. They should exit the school grounds in the same way and via the same route.
- If pupils are accessing the school before the school day begins, entry into the building is only permitted via the student entrance gate and doors. Entry using any other doors is not permitted.

### Drop Off

Pick-ups and drop offs are not permitted in the bus stop at any time. Drivers of service/good vehicles should report to the main reception and complete the mandatory paperwork with the School Administrator.

### Staff

There is a main car park at the side of the school and on the school grounds accessible from Station Lane. This car park is the only car park and therefore is used by visitors also. Drivers should adhere to the 5mph speed limit at all times. Please bear in mind that some young people with additional support needs may have little or no awareness of road safety and you should take account of this. Staff are expected to act responsibly on the site when parking and accessing the school building. The school car park is not to be used by parents unless explicit permission has been granted from the Headteacher.

### Staff, Visitors, Disabled and Deliveries

The main school car park is used by a number of vehicles – staff, school visitors and deliveries. Staff should enter the building via the main entrance. Visitors/deliveries should make their way to the main entrance/reception and access the building using the main entrance and doorbell.

### Visitors

School visitors are welcome to park in the school car park. The car park is often busy but only designated car parking bays should be used. Access into school is only permitted via the main reception entrance doors. Visitors need to press the doorbell located in the entrance lobby and wait to be greeted by the School Administrator or a member of school staff. All visitors must then sign in on the electronic signing in system. This system will take a photograph which will be displayed on the visitor badge which must be worn at all times when on site. This system also requires you to log your registration number and who you are visiting. You will be asked to sign out prior to leaving the premises.

### Kitchen/Refuse

The area that provides access to the main kitchen is located to the side of the school and is positioned behind a small, locked pedestrian gate. The refuse collection point is located in the school car park – visitors must not park or obstruct the refuse point.

### School Buses

Buses do not enter the school site but drop off and collect pupils from Station Lane. The school has only one bus dropping off and collecting students each day. Pupils are dropped off at the school access gate on Station Lane from 8.45 – 8.55am and are collected at 3.30pm. Pupils must disembark the bus and walk through the small access gate and walk to the children's side entry door. Pupils are escorted to the bus at 3.30pm by a member of school staff.

#### Disabled Access

Pedestrian access is by the main front entrance. We do not have automatic door facilities and the School Administrator will assist with opening doors where required once the door bell has sounded.

#### Disabled Parking

There is one disabled bay located in the car park on the left close to the main school entrance. The bay is clearly marked and accessible by registered disabled drivers if required.

#### Parking Around the School Site

The school accepts that parking near the school is not easy. Parking indiscriminately, such as mounting pavements, double parking, stopping on double yellow lines, obstructing access points in streets driveways and on the school grounds causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become very congested which results in frustration and delay to services and ongoing journeys. Please act responsibly by parking as far away from the school as possible to keep the pupils at Ainderby Steeple Ce Primary School and local residents and other road users safe.

#### Management Practices

Key to the ongoing monitoring of the plan is the role of the Headteacher and other key staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

#### Non-Compliance

If there are concerns or incidents that constitute non-compliance these will be recorded by those monitoring the site and appropriate action will be taken.