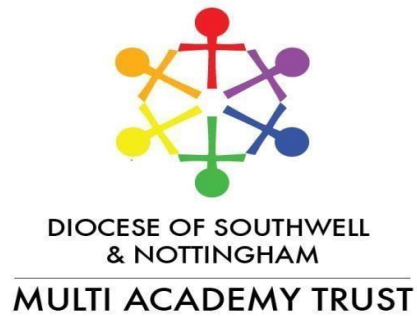




Hucknall National C of E Primary School

Car Park Policy

Date policy last reviewed: _____

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

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Statement of intent

Name of 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.

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 '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.

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.
- 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.

[Schools educating students aged 17 and over] Students 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 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 **8am** and **4:15pm** without written permission from the headteacher
- All vehicles must be parked in allocated spaces, where possible
- Cars must not be parked on pavements
- Pupils are not permitted to congregate, play or socialise in the car park
- Visitors requiring access to the car park must report to the school office for authorisation
- Vehicles must never be parked in front of the school gates or obstructing access through the car park
- Emergency access points will remain clear at all times

The school will ensure that there are suitable pedestrian routes through the car park.

Priority will be given to pedestrians crossing vehicle access routes.

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 30 parking spaces and will allocate 1 accessible bay for staff with disabilities.

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

The school aims to provide use of the car park for all staff at the school. 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 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.

Staff will park safely and responsibly.

5. Parent and visitor parking

Parent and visitor parking in the school car park:

Parents and visitors will not be permitted to use the school car park unless they have an agreement with the headteacher or nominated person.

Parents and visitors should apply to use the car park by contacting the school office in the first instance.

Use of the school car park will only be accepted in exceptional circumstances, and could include disability access or safeguarding purposes.

Permission to use the school car park will be reviewed on a regular basis.

Parking on pathways or pavements is not permitted.

Access for blue badge holders is for the named user only. The use of blue badges for family and friends is not permitted.

All vehicles must be cautious and pay due care and attention when moving and manoeuvring through the car park.

Drivers will be liable for any damage caused to the car park, school property or other vehicles on the premises.

The school car park is a facility for staff to use so that they can attend their place of work. They need to be able to park as a priority.

This policy and the school car park user agreement will be shared with anyone granted temporary access to the school car park.

Failure to agree and comply with this agreement and policy will result in access to the school car park being removed.

Parent and visitor parking around the school premises:

Parents and visitors will be permitted to temporarily park on the roads adjoining the school, provided that parking notices are adhered to, and their engines are switched off.

Parking on the school driveway is not permitted, unless you have a resident's permit displayed. Parking on the school driveway on double yellow lines is prohibited at all times.

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.
- Move and manoeuvre safely around the school, especially at busy 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 will adopt schemes to encourage alternative travel to the school, e.g. walking, bus and cycle schemes.

The school will work with the local authority to enforce safe and legal use of public highways.

The school will inform parents of where they can safely and legally park when they are admitted to the school. Regular reminders will be sent to parents and carers about safe use of the roads around our school.

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.

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.

The car park will be monitored by CCTV to deter any theft from, or damage to, vehicles parked on the premises and property of the school.

9. Monitoring and review

The headteacher is 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 December 2025.

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



Hucknall National C of E Primary School

Car Park User Policy and Summary of agreement

Due to increasing complaints and concerns for the safety of our pupils and due to the increasing number of parents requesting to use the school car park, the school have had to review the agreements in place for the use of our private parking facility.

The school car park is private property. We make every attempt to make reasonable adjustments to support the families at our school.

- The use of the school car park is only in exceptional circumstances.
- The use of the school car park will be reviewed on a regular basis. If you do not need to use the school car park anymore, please inform the school office immediately.
- The speed limit on the school car park is 5mph.
- Parking on pedestrian pathways and pavements is not permitted.
- Access through the car park must be available at all times. Please do not restrict access by parking obstructively. For example, a fire engine must be able to gain access in the event of an emergency.
- Access for blue badge holders is for the named user only. The use of blue badges for family and friends is not permitted.
- Please be cautious when moving and manoeuvring through the car park.
- You will be liable for any damage caused to the car park, school property or other vehicles on the premises.
- The school car park is a facility for staff to use so that they can attend their place of work. They need to be able to park as a priority.
- All wear and tear to the school car park is funded by the school budget. Excessive and irresponsible use of the car park risks monies being spent on the car park rather than our pupils.

If the school continues to have concerns about the unsafe use of the car park, the school will restrict all movement of cars in the school car park between 3.10pm and 3.30pm. The safety of all pupils and pedestrians must come first.

We hope you understand the concerns that have been raised and respond accordingly.

