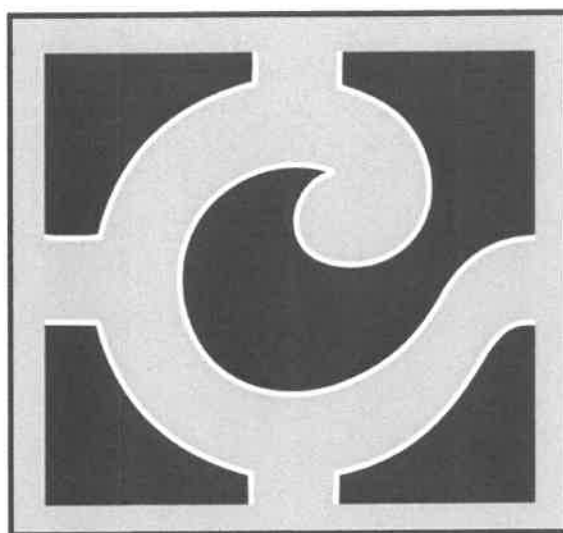


THE COURT SCHOOL

Traffic Management Policy

Academic Year 2023/24



THE COURT SCHOOL

1/4/24
L.B.24

Approved by Governing Body – May 2024

Review – Summer term term 2026

Purpose

The Traffic Management Policy (TMP) has been developed by the Senior Leadership Team (SLT) at the Court School. It has been designed and implemented with a view to preventing harm to people from impact by/collision with vehicles (keep everyone safe).

Introduction

The Court Special School is a primary provision for pupils with end of continuum emotional health and wellbeing needs. The behaviours of the pupils with whom we work can be unpredictable and therefore it is vital we have clear plans in place in relation to traffic management. Staff are continually risk assessing and are making decisions to keep the pupils in their care safe. Our site is small and the car park at the front of the building has a clearly indicated one-way system. There is vehicle movement throughout the day, peaking at the start and end of the school day. Vehicles include; staff cars, taxis, parent/carer cars and minibuses. In addition, we have delivery vehicles, contractor vehicles and refuse collection.

This Traffic Management Plan (TMP) has been prepared to inform and instruct stakeholders concerning site rules. Relevant parts of this TMP will be shared with all stakeholders including; staff, taxi drivers and parents/carers. Stakeholders should all follow the guidance as set out in this policy and action will be taken if the rules are not followed.

The SLT takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when on the school grounds or within the vicinity of the school grounds, and follow instructions to avoid risk of injury. If there are any concerns about traffic management on or around the site, these should be reported to a member of the SLT.

Site Access /Layout

There is a one-way system in operation for the site with clear signage. Vehicles access the entranceway from Station Road, via the gates nearly opposite the train station. Vehicles leave the site through another set of gates which are closed at the beginning of each day to limit vehicle movement when pupils are present. It is imperative all vehicles follow the one-way system.

Site Speed Limit

The school operates a strict maximum speed limit of 5mph throughout the school. Drivers are expected to adhere to the speed limit, drive appropriately, taking into account pedestrians, staff and pupils as well as local weather conditions and other site traffic.

Staff

All members of staff must set a good example by complying with site rules. This includes; obeying the site speed limit and only parking in designated parking spaces. Staff must remember that most pupils will have little appreciation of the risks associated with traffic movement and must take this into consideration when driving on or near the school grounds.

At present there are 3 members of the Traffic Management Team (TMT). These are; Headteacher, Deputy Headteacher and a Senior Teaching Assistant. Occasionally, other staff will be asked to support. All active members of the TMT must wear a high visibility jacket or vest. Their role is to; communicate instructions to drivers/escorts, ensure drivers/escorts follow site rules, direct traffic and instruct school staff regarding collection of pupils.

It is vitally important that staff provide support for pupils when they are around traffic. Pupils should be supervised at all times and staff should encourage pupils to 'stop, look and listen' when they are around traffic. When greeting pupils at the start of the day staff should be positive and welcoming and should communicate effectively with one another to ensure all pupils get into their classes safely. When escorting pupils up to their taxis at the end of the day, staff should stay with them until they are safely inside their vehicles. A member of the TMT will dismiss the vehicle when it is safe to do so.

All staff must report any incidents of non-compliance with site rules to the SLT.

School vehicles - The school currently has one car and one minibus. They are parked in designated bays in the school car park. Only authorised staff are allowed to drive these vehicles and they must have passed an assessment set by the LA. When dropping pupils off at the end of a school trip, school vehicles should park in front of the main school building just by the front door to avoid pupils having to travel across the car park. Where this isn't possible school staff should walk alongside pupils and taxis should be prevented from moving to ensure pupils and staff are safe.

Home to School Transport (Taxis) – Same messages apply to parents/carers

Morning routine

All taxis bringing pupils to school are required to use the one-way system and park as directed by a member of TMT. Drivers must adhere to the 5mph speed limit. Once parked, drivers should turn their engines off. School staff greet the pupils at 09:10 and will escort pupils safely down to their classes.

Taxis should not move until they are told to do so by a member of the TMT. Taxis should leave the premises in an orderly fashion and should adhere to the speed limit. There should be no movement of vehicles whilst pupils are moving around the car park.

Afternoon Routine

All taxis taking pupils home are required to follow the one-way system and park outside the front of the school with their engines off. Drivers must adhere to the 5mph speed limit. At 15:05 a member of the TMT will enter the car park and will identify the vehicles waiting at the collection area. Using a school telephone or licensed radio, they will call the relevant class and pupils will be taken up to their taxis by a member of the class team. That member of staff will escort the pupil onto their taxi safely. Once the pupil is safely on the taxi the responsibility for them lies with the driver and escort. School staff will be around to provide support if required. A member of the TMT will dismiss the taxi once it is safe to do so.

All pupils are to leave the school via the main door as this allows a member of staff to ensure the car park is safe before leading the pupil to their taxi.

Contractors and Delivery Drivers

Contractors and delivery drivers are required to drive into the front entrance, from Station Road, using the one-way system. Contractors and delivery drivers must adhere to the 5mph speed limit. They should then park safely and report to reception.

Visitors

Visitors to the school are required to drive into the front entrance, from Station Road, using the one-way system. Visitors must adhere to the 5mph speed limit. They should then park in a marked bay and report to reception.

Reporting of Concerns/Incidents

If anyone has any concerns about anything relating to traffic management they must report those concerns to a member of the school's SLT.

Signature of chair of governing body:



Date:

4.6.24

Policy to be reviewed/updated every two years