



**THE  
WOLDS & VALE  
FEDERATION**



# **Traffic Management Plan And Visitor Protocol**

## **Lutons Community Primary School**

## Introduction

This plan has been prepared to inform employees, pupils, parents and carers and others who come onto the school site, including visitors (both pedestrian and arriving by vehicle) about the site rules concerning pedestrian and vehicle management.

Luttons CP Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care when in the school grounds or within the vicinity of the school and follow instructions to reduce the risk of injury. If there are any concerns about traffic safety they should be reported to the leadership team.

Copies of this Plan are available on our school website. The Plan will be reviewed annually and awareness raised regularly through the sharing of information with parents and pupils whenever needed.

**A Risk Assessment is included in Appendix A.**

## Timings of the School Day

Breakfast Club	Gates Open Bus Drop Off	Gates Close	Break Time	Lunch Time	Gates Open	Gates Close
8.00-8.35am	8.35am	8.45am	10.30-10.45am	12-1pm	3.15pm	3.30pm

## Pedestrians

Where there are pavements, pedestrians should make sure they use these safely and avoid walking on the road or grass verges. Pupils and parents walking in groups should take this into account and allow others to pass safely and ensure all pedestrians are able to walk on the pavements.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be next to the road and where the school bus drops off and collects. The road area next to the school gate will be in use during drop off and home time and parents and pupils should exercise caution.

Pedestrians should enter the school site via the main gate into the playground area. This will be opened at 8.35am in the morning for drop off and 3.15pm in the afternoon for home time. If parents or carers need to access school during the school day, the entry system on the gate should be used and the gate opened remotely by a member of staff.

When entering the school site, pupils should walk. Scooters and/or bikes should not be ridden on school grounds. They should be pushed to a safe space to be stored during the day or returned to parents to take home.

All pedestrians should be aware of the bus arriving and departing when walking in and out of the school gate in a morning and afternoon. All parents and carers have responsibility for their child at this point of the day and should ensure that they are effectively supervised.

## **Staff Parking**

Staff parking is available in the car park to the rear of school. This is accessed via the metal gate to the side of school. Parking here is strictly for the use of staff only. Drivers should proceed carefully, especially if arriving or leaving during the school day. Please ensure that the padlock is returned to the gate and it is secured. This forms part of our safeguarding procedures.

## **Visitors (including parents during the school day)**

We ask that visitors park on the road to the front of school. We ask that they do not park on the grass verges next to the pavement nor park over the dropped kerbs leading to our neighbour's driveways.

Access into school is only permitted via the entry system at the main gate. When visitors arrive, they should press the call buttons and wait for a member of staff to greet them via the entry system and ask their reasons for visiting. If approved, the gate will be opened remotely, and the visitor may gain access and walk through the playground to the main door where they will be met by a member of staff.

If children are in the playground, a member of staff within school, admitting a visitor, will radio to the members of staff in the playground who will then escort the visitor through the playground and hand them over to the member of school staff waiting at the front door. This is for all visitors, including parents or carers. Alternatively, a member of the office staff will walk to the gate to then escort the visitor to the main building.

When entering the school building, all visitors will be asked to sign in using the signing in book. Depending on their DBS status and the organisation that they work for, they will be given either a red or green lanyard. This lanyard should then be always worn whilst on the school site. If the visitor has a DBS and this has been seen by school staff a green lanyard is used. This means the visitor can move around school freely. If the visitor does not have a DBS or this has not been seen by school staff, a red lanyard is issued. This means that these visitors need to be accompanied at all times by a member of school staff.

When a visitor is ready to leave, they will be asked to sign out and return the lanyard to a member of the school or office staff. They will then be either escorted back to the main gate (especially if there are children in the playground) or the gate will be operated from the office to allow them to exit. The gate will then be locked once again.

## **Service Vehicles and Deliveries**

Drivers of service vehicles or deliveries should report to the main school office via the entry system at the main gate. Deliveries will then be made via the main school entrance.

### **Disabled Access**

Pedestrian access is by the main school gate. The entry system is accessible for wheelchair users and visitors can request access support if needed.

### **The School Bus**

The school bus arrives at school between 8.35am and leaves at 8.45am. It returns to collect children at 3pm and leaves at 3.30pm. Timings are approximate.

The school bus draws up and parks right outside the main gate. This is to reduce the distance children stepping on and off the bus have to walk along the pavement. Pupils using the bus will be fully supervised by school staff in the morning and afternoon. Children are helped off and, on the bus, as well as having seat belts checked in the afternoon. Staff will also check in daily with the bus driver to discuss issues around behaviour and/or safety.

All pedestrians should be aware of the bus arriving and departing when walking in and out of the school gate in a morning and afternoon. All parents and carers have responsibility for their child at this point of the day and should ensure that they are effectively supervised.

### **Outside the School Grounds**

We acknowledge that parking near the school is not easy. Parking discriminately, such as on pavements, grass verges or across driveways, can cause danger as well as cause inconvenience to our neighbours. Accidents are also more likely if vehicles reduce the amount of space on which to walk safely on pavements.

Parents and carers and visitors are asked to park responsibly – even if this means parking a short walk away from the school to ensure the safety of everyone coming and going from the school.

**Parking on the zigzag lines outside the school gate is illegal and should be avoided. If parents are seen parking in this space, they will be politely asked by school staff to park away from the lines.**

### **Management of the Plan**

Key to the ongoing monitoring of the plan is the collaborative role of staff, parents and carers ensuring the safety of themselves and that of the pupils.

### **Supervision**

There is daily supervision at the beginning and end of the school day by members of school staff to meet and greet parent, carers and pupils as well as to ensure everyone enters and exits the site safely.

### **Monitoring of Compliance against this Plan**

In addition to the supervision arrangements in place, the Senior Leadership Team will carry out site inspections to view practices and ensure they are being carried out effectively.

Where issues arise, they will be dealt with by, or escalated to, the Senior Leadership Team who will be responsible for addressing the conduct of all where this is not consistent with the requirements of this plan.

### **Non-Compliance**

If there are concerns or incidents that constitutes non-compliance, appropriate action will be taken. This includes reporting of incidents to the Headteacher and/or the Chair of the IEB which may result in investigative action.

## **Appendix 1 - Risk Assessment**

<b>School: Luttons CP Primary School</b>			<b>Date Risk Assessment Completed: November 2023</b>		
<b>Activity/Activities: Access to the school site during the school day</b>			<b>Risk Assessment completed by: Jo Mould - Headteacher</b>		
		<b>Control Measures</b>			

Significant Hazards	Who Might be Harmed	Already in Place	Additional Measures Required	Action – By Who?	To be done by (date)	Date actioned
Changes in level or conditions or walkways within school causing slips or falls	Staff Pupils Parents/Carers Visitors Contractors	*Surface checked regularly and repaired as and when needed *Maintained external lighting *Main entrance/exit gritted and salted when icy and cleared of snow		*Staff and NYC Cleaning team.	When needed	
Struck by vehicle on site	Staff Pupils Parents/Carers Visitors Contractors	*Designated parking for staff *All stakeholders informed of where car park is *Staff to supervise pupils when moving through car park to the hall *Behaviour expectations shared with pupils when moving through car park to the hall. *Employees, pupils, parents and visitors informed of safe movement procedures *Reversing vehicles to be avoided where at all possible. *Combination padlock – only known to staff				
Struck by vehicle off site	Staff Pupils Parents/Carers Contractors Visitors	*Parking in staff parking limited to staff only *Parents asked to park sensibly and with respect in the vicinity of school with reminders in newsletters and in response to information from observations or neighbours				
School Bus – dropping off and collecting	Staff Pupils Parents/carers Contractors Visitors	*Bus arrives, leaves and parks in designated place to reduce distance children need to be on the pavement when alighting and exiting the bus. *Parents and Pupils informed of bus arrival, parking and departure *Parents reminded of being responsible for own children at drop off and home time near to the bus area. *Staff to supervise pupils alighting and exiting the bus in the morning and afternoon *Staff to check seat belts are correctly fastened in the afternoons *Staff to remind children of acceptable behaviour on the bus in the afternoons. *Staff to liaise with the bus driver around issues of safety and/or behaviour and to report to Headteacher				

		*Headteacher to speak to parents and children when needed.				
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