



Sidcot
Live Adventurously

Policy Name: On-site Vehicle Movement Policy

Policy Number: 8.6

Date: 1 September 2024

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1. Introduction

- 1.1 The Governing Body and Senior Leadership Team of Sidcot School fully recognise their responsibilities to protect students from danger and provide them with a safe learning environment whilst in the School's care. The Governors of Sidcot School are committed to keeping the school grounds safe for students and staff alike to use for exercise and relaxation, without risk from traffic. This policy sets out to clarify the School's position and actions it may take with regards to managing the vehicle movements within the campus.

2. Scope

- 2.1 This is a whole school policy. It applies to the junior school and senior school including boarding.

3. Aims

- 3.1 This policy aims:
- To ensure the safety of all pedestrians, drivers and those with legitimate access to the School.
 - To ensure staff, and student safety when being transported.
 - To clearly set out the expectations of the School to ensure that all relevant persons understand the School's policy on the movement of vehicles.

4.1 Organisation

- 4.1.1 Day to day responsibility for planning, monitoring and controlling on site movements and for car parking is delegated to the Director of Operations, who is assisted by school staff in general. The Director of Operations manages site safety; recommending measures that may be needed to enhance the safety of pedestrians. Risk assessments are in place covering:
- Vehicles on school site
 - Parking and deliveries
 - Access control and site security
 - Operation of the school minibuses

4.2 The Health and Safety Committee

- 4.2.1 The School's Health and Safety Committee is the main forum within the School for discussing health and safety issues, and for monitoring all risk assessments, health and safety induction and training programmes and safety measures adopted by the School. The Director of Operations is responsible for liaising with the local police, the local highways authority and insurers. Details of the wider role and responsibilities of this committee, together with a list of its members, can be found in the School's policy on Health and Safety.

4.3 Vehicles on site

4.3.1 The physical separation of pedestrians from vehicles lies at the heart of our management of vehicles and on-site movements. Priority is given to pedestrians and to ensuring their safety. Our second priority is looking after our cyclists. We designate certain areas of the grounds that are closed to vehicles, using bollards and planters to create a physical barrier. We operate a one-way system for dropping -off, with separate entry and exit routes and exercise strict control of access and movement in the areas where vehicles are allowed. There are warning signs restricting speed to 10mph, and speed humps to restrict speed. Our signage is clear. Arrangements have been made to try to ensure that the majority of our catering and other supplies are delivered outside these periods.

4.4 Parking

4.4.1 Parking must only take place in designated areas that are clearly signed. The School cannot accept responsibility for any loss or damage to vehicles or their contents.

4.4 Parking Facilities: Staff

4.4.1 We have on-site parking in the main car park. All staff are asked to register their vehicle(s) at the time of their induction with the SIMs Administrator or subsequently with the relevant reception. All staff are required to park their vehicle in the zone allocated to them unless they have a particular reason to park elsewhere such as unloading heavy resources etc. Resident staff have designated parking slots.

4.5 Parking Facilities: Visitors

4.5.1 There are clear signs directing visitors to our main car parks

4.6 Parking for Major Events

4.6.1 We use the senior school top playground for overflow parking for major occasions when large numbers are expected, such as open days, festival weekend, plays and concerts. Drivers will receive directions from clear signage or a member of staff. We try to keep on-road parking to a minimum by the use of cones.

4.7 Parking by Parents

4.7.1 Parents who drive onto school property to drop-off or to collect their children are requested to complete the process as safely and swiftly as possible, using the designated entry and exit points. Parents should park in the main car park when they wish to visit the school for longer periods.

4.7.2 Arrangements are made for parents to park as close as possible to their son or daughter's boarding house at the beginning and end of term; but space is

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limited, and a certain amount of congestion is unavoidable. There is sufficient parking for visits for sports fixtures, plays, concerts and parents' evenings.

4.8 Parking by Senior Students

4.8.1 Day students who have passed their driving test, may apply to park on-site. Student parking permits for the car park are issued by the Head of Sixth Form who will check a student's driving licence, insurance documents and MOT certificate. The Head of Sixth Form will inform the SIMs Administrator of the driver/vehicle details. Permits may be withdrawn at any time as a sanction for irresponsible behaviour (not necessarily related to driving) or poor work. Students are not allowed to give lifts to other students, apart from their younger siblings, and then only with the prior written consent of their parents or guardians.

4.9 Parking by Contractors

4.9.1 Contractors may park in the main car park or at Meeting House Bungalow; but nowhere else except by agreement.

4.10 Deliveries

4.10.1 We request all delivery lorries to be fitted with audible reversing alarms, and the Catering and Domestic Manager has instructed our regular suppliers to make deliveries before 8.00am. Clear signs direct delivery vehicles to the School's designated delivery bay close to the catering department. Any breaches of policy, or dangerous behaviour by delivery drivers will be reported to their employers.

4.11 School Bus Service

4.11.1 We recognise the importance of enabling as many students as possible to travel to and from Sidcot School by school minibus. Not only does this ease congestion in the vicinity of the School, it also makes a positive environmental statement. We also encourage our students to make as much use of public transport as possible as part of our policy of fostering concern for reducing pollution and protecting our eco-system. Our daily bus system at Sidcot School is extensive, as a number of students travel some distance to reach us. The Operations Manager is responsible for school bus arrangements. We are always happy to consider suggestions from parents for new or extended bus routes. There are designated parking bays for the school mini-buses in the car park at the bottom of the Gardens. All drivers of the school buses are members of staff.

4.12 School Minibuses

- 4.12.1 Sidcot School has a number of minibuses. The Operations Manager is responsible for ensuring that they are properly maintained and roadworthy. Minibuses may be booked out using the Outlook Calendar providing it does not clash with a school bus service. If the minibus requirement clashes with the bus service: permission to use the bus will have to be sought from the Operations Manager. Staff will ensure that the students wear their seat belts, remain in their seats etc. (Staff should refer to the Educational Visits policy for detailed guidance on organising trips and visits). When not in use, the minibuses are kept securely locked in designated parking bays.
- 4.12.2 No one should drive the school minibus unless they have D1 classification on their licence and has had minibus driver training. For any minibus journey that lasts for longer than 2.5 hours (Senior School) and 1.5 hours (Junior school), there should be a second available member of staff either travelling with or in convoy with the trip. For journeys with younger children, a risk assessment will be made to assess the level of supervision required. At Sidcot school, we expect every member of staff to complete and submit a "Drivers' Declaration Form" before s/he drives a school minibus or privately owned vehicle on school business. The completed forms are held by the Operations Manager.

5. Pedestrian Access

- 5.1 Pedestrian access to and from the village of Winscombe is safely facilitated by the footbridge over the A38. A large proportion of the main school site is free from vehicle movements being enclosed by buildings. At Sidcot School, many of the day students arrive by car.
- 5.2 We aim to separate pedestrians and vehicles and have provided separate footpaths in order to link facilities and reduce the requirement to walk on the lane, which does not have a designated footpath. We have designated drop-off and pick-up points in both Junior and Senior School, which are well lit to reduce the risk of accident.
- 5.3 The Junior School car park is only used by limited staff in order to allow parents to be able to safely park their vehicle and deliver/collect their child from the Junior School building. We ask staff to avoid parking on the gravel area in order to leave this available for parents. This also reduces congestion for those parents just wishing to drop-off or pick-up. The playing area at the Junior School is clearly segregated from the car parking area by a substantial fence.
- 5.4 The Junior School have direct access to the Junior Sports Field adjacent to the Junior School site.
- 5.5 Pedestrian access linking the Junior School to the Senior School is along a footpath avoiding the requirement for pedestrians to use the vehicular access to the Junior School onto the lane.
- 5.6 At the Senior School the drop-off, pick-up point is in the Top Playground. The safe movement of pedestrians between the main school and the Science Block

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is facilitated by a 'zebra' pedestrian crossing. The areas where students wait for their lift or the school buses are covered and paved. Paving and lines clearly designate the edge of the safe waiting area.

- 5.7 At busy times, pedestrian access to the Sports Centre is protected from vehicle movements by the use of mobile bollards managed by the Sports Centre Staff.
- 5.8 The illicit use of the front drive as a 'rat run' is also prevented by the implementation of the mobile bollard, which is locked in position either at the top of the drive or in the main gateway, only removed for access to the gardens.
- 5.9 Pedestrian access to the main car park is via separate footpaths, leaving the main car park gate free for vehicle movements. The signage is clear.
- 5.10 Student pedestrian access to the Sports Field is via the footpath to the bottom of the school garden, out onto Fountain Lane and then crossing the A38 using the pedestrian crossing facility at the traffic lights. The PE staff supervise/manage the student movements to the Sports Field.

6. Cycle Access

- 6.1 We encourage staff to cycle to school. We arrange National Cycling Proficiency Test training at the school for students, and encourage all cyclists to gain this qualification. All cyclists should wear helmets. Once on site, they should wheel their bicycles to our covered cycle storage. Failure to wear a helmet by a student may be treated as a breach of the school rules.

7. Relevant Policies

Policy 2.9 – Health and Safety of Students on Activities Outside the School
Policy 8.1 – Health and safety Policy

8. Responsibility for this Policy

- 8.1 This policy is the responsibility of the Director of Operations and is subject to annual review unless change to legislation, guidance, practice or incident requires a sooner review.

9. Document Change History

Date of change	Detail significant changes and any new legislation / guidance taken into account
Aug 16	New format and minor amendments
October 2017	Minor amendments Para 4.12 amended to reflect that the School has a number of different types of vehicle available for us.
11.08.2017	Policy Reviewed. Review cycle amended to 3 yearly.

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21.06.2019	Reviewed and adopted by Board 4.8 The Assistant Head will inform the SIMS administrator of driver details of those students who have passed their driving tests and wish to park on site. 4.9 Contractors may also park outside the Meeting House Bungalow 4.12.1 Minibuses can be driven by any member of staff who has successfully completed their minibus driver training for transporting small groups of students to sports fixtures, theatre outings etc
31.08.2024	Policy reviewed by the Director of Operations. Minor layout changes made. 8.1 change to annual review.