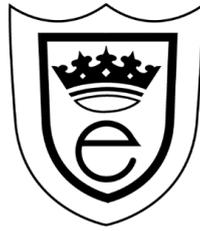


# St Elizabeth's Catholic Primary School



## Vehicle Movement on School Site Policy

### School Mission Statement and Values

Our mission at St Elizabeth's Catholic Primary School is to educate our children to reach their full potential in the context of a Catholic community in which each individual shares, or is in sympathy with, the teachings of the Catholic Church and the Christian way of life.

Our core values of **equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service and respect** were chosen by our pupils to be the overriding principles to which the whole school aspires, together with our golden rule, "Love one another as I have loved you" *John 13:34*.

We seek to make St Elizabeth's School a secure, happy and inclusive environment that is a place:

- of the highest quality teaching and learning;
- of compassion, co-operation and reconciliation;
- where each child is seen and appreciated as a unique individual;
- in which every child's talents are developed and their needs met;
- where mistakes are learning opportunities;
- in which all children are empowered to keep themselves safe and healthy;
- where endeavour and excellence are encouraged and celebrated;
- in which cultural diversity is respected and valued;

We value worshipping and celebrating together, sharing our Christian witness and drawing strength from and serving our local parishes and the wider community. We are committed to providing a positive school environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation.

<b>Date of Policy</b>	<b>May 2022</b>
<b>Policy agreed by:</b>	<b>Finance, Premises and Health &amp; Safety, including Safeguarding, Committee</b>
<b>Policy for Review:</b>	<b>June 2024</b>

## Vehicle Movement on School Site

### 1. Scope

This guidance applies to all vehicle movements undertaken on school premises.

### 2. Objectives

The security of the school site and the safety of pupils and other persons is the priority. This policy seeks to define the Health and Safety processes for the movement of vehicles to prevent the risk of harm being caused by vehicles on site.

### 3. Responsibilities

The Senior Leadership Team, including the Headteacher, the Deputy Headteacher, Safeguarding Lead, School Business Manager and premises staff have the responsibility for the implementation of this policy. All school staff have the responsibility to have read and understood this policy and to ensure that they follow the procedures as outlined.

The following procedures will be addressed:

- Vehicles on-site
- Parking and deliveries
- Access control and security

The school ensures that appropriate signage is in place to designate speed limit and prohibited access times.

### 4. Vehicle Movement Procedures

Vehicles are only permitted on the school site under specific circumstances.

Parking arrangements are specified for staff, pre-arranged visitors, those who are disabled, contractors and emergency vehicles.

Vehicles may only move within the school site before the hours of 8:30 am and after 4:30pm with the following exceptions.

If a staff member needs to move a car during the school day, they must be accompanied by a member of the office staff or a second member of staff to ensure that the area is safe in order for the vehicle to move. This member of staff will wear a hi-visibility jacket.

Movement of vehicles during break-times when children are playing is not permitted except in very rare circumstances.

A vehicle may only enter or leave the school site during break-time with agreed consent from the Headteacher, Deputy Headteacher, Safeguarding Lead or the School Business Manager. During break-time a duty staff member must ring the school bell slowly and continuously until the vehicle is on/off-site or has stopped moving. Before the vehicle moves, the children must be secure in the astro-area, the school building, the front grass area or the adventure playground area under the supervision of duty staff.

Before 8:30am and after 4:30pm drivers must be vigilant as children may be on site attending a before school club or after school provision, where children are under the supervision of the club leaders.

Any vehicle that moves on the school site must adhere to the 5mph speed limit.

### **Deliveries and Refuse Collection**

Wherever possible, refuse collection and deliveries are organised to take place before 8:30am and after 4:30pm. Where it is essential that a delivery takes place between the hours of 8:30am and 4:30pm, their arrival and departure will be supervised by a member of the school office, or the Senior Leadership Team.

Vehicles will be asked to park on the yellow zigzags on Queen's Road between the hours of 9:30am and 2:30pm.

### **Coaches and other vehicles coming on to school site**

Hired vehicles arrive and leave the premises at agreed times and will be escorted on and off the school site. The Headteacher or designated teacher in charge will supervise pupils ensuring that they assemble and wait in a safe location prior to boarding and move away safely from the vehicle after disembarking. They will also ensure the safety of other persons on the school site while the vehicle is moving.