



Thrunscoe Primary and Nursery Academy

Vehicle and Pedestrian Policy

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Statement of intent

Thrunscoe Primary Academy is dedicated to ensuring the safety of its pupils; therefore, the academy is committed to taking all reasonable steps to prevent hazardous incidents occurring. This policy aims to protect the safety of all staff members, pupils, parents/carers and visitors using vehicles on the premises, as well as property belonging to the academy.

The academy provides facilities for staff and visitors to utilise; however, Thrunscoe Primary Academy does not take any responsibility for damage or theft of vehicles on the academy premises.

For the purpose of this policy, the term “vehicle” refers to all motor vehicles, including motorbikes and mopeds, as well as bicycles. Where this policy specifically refers only to a bicycle, including electric-powered bicycles, we have used the term “bicycle”.

1. Legal framework

- 1.1. The Academy will undertake to ensure compliance with the relevant legislation with regard to vehicle and pedestrian safety for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.
- 1.2. As legislation is often amended and Regulations introduced, the references made in this policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website at www.education.gov.uk/schools and the Health and Safety Executive website www.hse.gov.uk.

2. Academy responsibilities

- 2.1. The academy will ensure that risk assessments are carried out and identified control measures are implemented for all vehicular movement on the academy premises.
- 2.2. The academy cannot accept any responsibility or liability for damage to any vehicle, or accidents that occur at any time on the academy premises.
- 2.3. Staff members who want to bring their vehicle onto academy property are required to provide the details of their vehicle.

3. Staff and Visitor responsibilities

- 3.1. Persons who bring vehicles onto the academy premises do so at their own risk, and take full responsibility for the vehicle.
- 3.2. It is the responsibility of the driver to ensure that they, and any passengers, act in accordance with this policy at all times.
- 3.3. The driver of a vehicle is responsible for their safety, as well as the safety of any passengers.
- 3.4. Owners are responsible for the security of their vehicle when parked on academy property.
- 3.5. At all times, owners of vehicles are required to respect the safety of pedestrians and other vehicles using the site.

4. Vehicular access to the premises

- 4.1. The academy car park is accessed through gates on Trinity Road and is only for use by members of staff, contractors and visitors to the academy. The academy car park is not for use by parents/carers unless agreed on a case by case basis direct with the headteacher.
- 4.2. The academy car park has a barrier: staff using the car park will have their own fob to open the barrier on arrival. Contractors or visitors can gain access to the car park by pressing the intercom which will go through the office.
- 4.3. The car park to the right of the building next to The Trin is accessed through gates on Trinity Road and is for the use of staff. The gates are locked between the hours of 8.30am and 3.30pm.

5. Pedestrian access

- 5.1. The site has three dedicated pedestrian entrances. The entrance directly onto the playground is locked between 9.00am and 3.00pm

- 5.2. Pedestrians are required to use the pedestrian entrances and not access the site through the car park gates.
- 5.3. Regular reminders are sent to parents/carers not to walk through the car park gates via text message.

6. Parking

- 6.1. Vehicles must be parked within the marked parking bays
- 6.2. Vehicles must not be left unattended with the engine running
- 6.3. The car parks are monitored by CCTV
- 6.4. The car parks will be maintained to ensure they are firm, level, well drained and well lit.

7. Bicycles and scooters

- 7.1. Permission does not need to be sought prior to bring a bicycle or scooter on the premises.
- 7.2. Cycling or scooting is not allowed by any person anywhere in the academy grounds at any time.
- 7.3. Cycles and scooters can be brought onto the premises in order to store these securely in the cycle shed.
- 7.4. It is the owner's responsibility to ensure that their cycle or scooter is securely locked within the cycle shed or the area immediately around the cycle shed.
- 7.5. It is the responsibility of the cycle rider to provide and use the correct PPE, including a suitable helmet and reflective gear.
- 7.6. The academy accepts no responsibility for cycles and scooters left on the premises.

8. Adverse weather

- 8.1. In the event of adverse weather, drivers will take extra caution.
- 8.2. Parking areas and pedestrian routes on the academy premises will be appropriately gritted.
- 8.3. In the event of heavy snow, pedestrian areas will be cleared and gritted but car parks will not be cleared.
- 8.4. Using the car parks in adverse weather remains the responsibility of the driver.

9. Vehicle access to other areas

- 9.1. There are limited occasions when vehicles are allowed access to the academy playground and fields eg. contractor's vehicles to enable work to be carried out; emergency services; special events arranged by the academy
- 9.2. Contractors must sign in at the academy reception and contact the academy office to gain authorised access.
- 9.3. Entry is through the playground gates onto the lane or the field gates. These are locked at all times and opened directly for authorised access. If access is during the academy day, the gates will be locked immediately after access.
- 9.4. If vehicles are given authorised access during the academy day, access will be supervised by a member of staff, with due regard given for the movement of pupils.

10. Monitoring and review

- 10.1. This policy is reviewed every two years.
- 10.2. The implementation of this policy will be continuously monitored and reviewed by the Assistant Academy business manager (Premises), in order to help develop and improve the academy's safety measures in relation to the use of vehicles of the premises.

11. Links with other policies/procedures

This Vehicle and Pedestrian Policy is linked to our:
Traffic Management Plan

Policy date: May 2025

Approved by the Resources Committee of the Governing Body on: 19th June 2025

Next review date: May 2027