



Car Park Policy

Statement of intent

Harrodian has implemented this policy to outline the measures that are in place to protect the safety of its pupils, staff and visitors and parents, and to ensure that the school's infrastructure arrangements are not detrimental to the local community.

This policy aims to ensure that:

- Parents, staff and visitors park responsibly.
- Permitted and prohibited areas of parking are clear to all travelling to the school in a car or other vehicle.

This policy aims to eliminate instances of:

- Vehicles blocking the entrance to the school or obstructing the car park when pupils are arriving or leaving.
- Vehicles stopping or parking on the restricted 'yellow marked' areas outside the school.
- Vehicles using or parking on pavements.
- Drivers behaving irresponsibly and causing unnecessary obstructions.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Workplace (Health, Safety and Welfare) Regulations 1992
- DfE (2023) 'Site security guidance'

This policy operates in conjunction with the following school policies and documents:

- Health and Safety Policy
- First Aid Policy
- Visitors and Contractors Risk Assessments
- Behaviour Policy

Roles and responsibilities

The Headteacher will be responsible for:

- The overall implementation of this policy.
- Ensuring this policy is communicated to all staff, parents and where appropriate, students.

The site manager will be responsible for:

- Ensuring the car park and surrounding areas are maintained and clear of debris.
- Liaising with the Headteacher over any health and safety concerns associated with parking and traffic.
- Dealing with initial complaints

The car park co-ordinator will be responsible for:

- Answering queries relating to the school car park and parking restrictions.
- Administering vehicle passes, ensuring that they have suitable insurance

Staff members will be responsible for:

- Abiding by the parking restrictions, allocations outlined in this policy and the direction of security staff.
- Carrying out traffic management duties at the beginning and end of the school day as required.
- Considering alternative modes of transport, car sharing or walking to school to reduce traffic congestion

Parents will be responsible for:

- Abiding by the parking restrictions, allocations outlined in this policy and the directions of security staff.
- Encourage the child to use alternative modes of transport or walk to school where safe and possible.

Safety controls

The following safety controls will remain in place:

- A **5mph** speed limit applies throughout the school site
- Staff are not to be parked during the day without the agreement of the Headteacher and have their vehicle details recorded
- Access to the site is only on the agreement of Harrodian Security
- All vehicles must be parked in allocated spaces
- Pupils are not permitted to congregate, play or socialise in the car park
- Vehicles must never be parked where they would obstruct access ways, gates or other through routes
- Emergency access points will remain clear at all times
- Safety signs must be observed

- Sixth Form students are not allowed to park on school grounds

The school will ensure that there are suitable pedestrian routes through the car park and signs will be used remind drivers to be mindful of pedestrians.

Priority will be given to pedestrians crossing vehicle access routes.

Pupils will be taught about road safety as part of the wider curriculum and will be adequately informed of the dangers of car parks.

Consistent usage of incorrect parking areas, not following the road markings outside of school and/or signage or not obeying the direction of security staff can result in drivers being banned and staff subject to disciplinary action.

Drivers of vehicles must not idle while on school premises, in order to reduce noise and air pollution.

Recreational areas are a safe distance away from the car park and vehicle access points.

There will be a separate designated bicycle parking area which is away from motor vehicles. This area provides a place for pupils and staff to securely lock their bike.

Staff parking

The school has 85 parking spaces and will allocate accessible bays for staff with disabilities.

No charge will be made for using the school car park.

Spaces will be allocated on a needs basis at the beginning of the school day. Priority will be given to those travelling the furthest to the school, staff with disabilities requiring reduced walking distances (a blue badge must be displayed within the vehicle), pregnant staff members, and staff members whose specific role requires parking within school grounds.

Staff members who believe they are entitled to a car park space will apply via the car park co-ordinator. Each car park pass will be issued with an expiry date and places will be reassessed at the beginning of each school year.

Staff will inform the car park co-ordinator of any changes to the make, model and registration number of their vehicle.

Staff members can park on the roads adjoining the school; however, they will ensure that they abide by parking notices and are respectful of local residents.

Staff will not use the school car park during weekends or evenings, unless for agreed events, such as participation in school activities.

Staff will be not permitted to leave their vehicle overnight, except with the express permission of the site manager.

Staff will not leave their vehicle on school grounds during holidays.

Staff members will be encouraged to walk or cycle to the school if they are able to do so.

When asked to move their vehicle, staff will do so as soon as possible and without complaint. Failure to do so may lead to any parking privileges being revoked.

Parent and visitor parking

Parents and visitors will be permitted to make use of any available parking at the agreement of security staff. This may be very limited. External contractors and casual staff do not have priority over full-time staff. They should be informed of this prior to arrival and expect to have to seek alternative travel arrangements.

Parents and visitors can temporarily park on the roads adjoining the school, in accordance with local restrictions and the highway Code.

Parents and visitors will:

- Utilise the agreed drop-off points in an efficient, courteous and safe manner.
- Respect our neighbours.
- Leave plenty of time for their planned journey.
- Try to utilise the traffic strategies the school has made available.
- Leave the vehicle at home where possible and walk or find alternative means of transport instead.
- Make efforts to prioritise parking for staff when arriving at peak times.

Parents and visitors will not:

- Rush to arrive just before or at school opening times.
- Obstruct the pedestrian pavement at the school gates
- Stop on the restricted 'yellow marked' areas outside the school.
- Park or drive on pavements.
- Block access ways or 'double park'.
- Park near junctions.

Traffic strategies

The school will consider utilising staggered arrival and departure times to control the traffic flow around the school.

The school will adopt schemes to encourage alternative travel to the school, e.g. walking, bus and cycle schemes.

Staff members will supervise departure and arrival times to ensure safety and to manage the flow of traffic. Staff on departure and arrival duty will be required to wear high-visibility clothing.

Injuries due to traffic

If a person is injured by a member of staff or visitor driving in the school car park, the driver will be held responsible in the standard way if, by lack of reasonable care, injuries were caused to another person.

The school will not accept any responsibility for injuries caused by staff or visitors in the school car park, unless it can be reasonably proven that the school is at fault.

The school will ensure that at least one individual trained in first aid is available throughout the duration of the school day and during arrival and departure times.

Damage to vehicles

Damage occurring to vehicles on school property will not be considered the responsibility of the school if it cannot be reasonably proven that the school is at fault.

The car park will be monitored by CCTV to deter any theft from, or damage to, vehicles parked on the premises.

Complaints

All complaints, from any party, are to be directed, in the first instance, to the car park co-ordinator. They will record the complaint and pass this to the site manager for review and investigation. If it is not possible to resolve it, then the complaint will be passed to the Headteacher, who will appoint a senior member of staff to take it further. They will report their findings to the Headteacher with relevant recommendations. All actions will comply with the school's complaint, grievance and disciplinary policies.

At the discretion of the Headteacher, access to the car park can be suspended pending an investigation, especially if there is any abuse of staff or any safeguarding concern. Any action deemed unsafe will result in an immediate ban.

Monitoring and review

The policy will be reviewed on an annual basis. The next scheduled review date for this policy will be September 2026.

Any incidents occurring during the school year will be evaluated and appropriate action will be taken to amend the policy accordingly.

Approved by:	Senior Leadership Team
Review cycle:	Annual
Last reviewed:	June 2025
Date of next review:	September 2026