

**Ysgol Greenfield  
School**



*"Opening doors to the future"*

CYNGOR BWRDEISTREF SIROL MERTHYR TYDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

## **GREENFIELD SCHOOL**

### **Traffic on School Site Management Policy and Home to School transport procedures.**

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**‘ Opening Doors To The Future ’**

**‘ Agor drysau i’r dyfodol’**

**Original Completion Date**

February 2024

**Author**

Gwyn Daniels

## **MONITORING THE POLICY**

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: ..... Date:  
.....

Headteacher

Signed: ..... Date:  
.....

Chair of Governors

**Review Date**

**Author**

## Our Vision

**'To open the doors to the future'**

## Our Mission Statement

In Greenfield we aim to create a strong sense of belonging within our pupils that extends to our families and local community. We will share in each other's successes and support each other in our aspirations to achieve. Together we will nurture confident, happy and independent pupils who show positive Greenfield values as they continue their journeys into the future.





## Aims

- To develop pupils' communication skills
- To use technology to impact positively upon quality of life
- To develop pupils' independence and ability to communicate their choices
- To inspire a love for learning
- To provide a meaningful curriculum for all
- For pupils to value themselves and others
- To try new things and overcome challenges
- To foster a sense of belonging to a community
- For pupils to develop an increasing understanding of their role and responsibilities in life
- To respect the needs and rights of others as a member of our community

## We Value

- Communication
- Kindness
- Creativity
- Respect
- Well-being
- Effort

Our vision and values have been developed using the UN Convention on the Rights of the Child (UNCRC) as our guide, to create a safe and inspiring place to learn, where children are respected, their talents are nurtured and they are able to thrive. Our vision and values also compliment the 'Four Purposes of Learning' which underpin Curriculum for Wales. The Four Purposes are the shared vision and aspiration for every child and young person in Wales and support our pupils to become;

<b>Ambitious Capable Learners</b> 	<b>Healthy Confident Individuals</b> 	<b>Enterprising Creative Contributors</b> 	<b>Ethical Informed Citizens</b> 
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## **Greenfield School**

### **Traffic on School Site Management Policy**

#### **Aim**

The aim of this policy is to minimise, as far as possible, the health and safety risk to all users (staff, pupils, parents and visitors) of the school site as a result of vehicular traffic.

#### **Access**

Access by all vehicles – Greenfield

Access by pedestrians – Greenfield (Main reception).

The Greenfield entrance has shared access for visitors, staff and pupils.

In order to minimise risks to health and safety the following procedures apply:

#### **Staff**

1. Restrict speed on the school site to a maximum of 5mph
2. Be vigilant of pedestrians and other vehicles
3. Take extra care at crossing – vigilant at all times
4. Staff parking within school site and grounds area are only permitted to arrive before 8.45am and leave after 3.30pm. This is to prevent traffic movement while pupils are on site.
5. To park in marked parking bays only
6. Staff to reverse in to parking bays only
7. Not to park on double yellow lines or hatchings

#### **School Transport Companies – minibuses and taxis**

1. Restrict speed on the school site to a maximum of 5mph
2. Transport not to arrive on site earlier than **8:45am** for pupil drop off and no earlier than **2:50pm** for pupil pick up.
3. Take extra care at crossing – vigilant at all times
4. Drop off and pick up in the designated bus bays only
- 5: Greenfield transport marshals to monitor/supervise during drop off and pick up times
6. Traffic on school sites risk assessment to be followed at all times

#### **Parents**

1. Restrict speed on the school site to a maximum of 5mph
2. Be vigilant of pedestrians and other vehicles
3. Take extra care at crossing – vigilant at all times
4. Not to park on double yellow lines
5. Traffic on school sites risk assessment to be followed at all times
6. Parking for parents' evening and other evening events: Bus parking bays, access road and access ramp between upper and lower schools to be used (after 3:30pm)

#### **Others e.g. Visitors/Contractors/Suppliers**

1. Restrict speed on the school site to a maximum of 5mph
2. Be vigilant of pedestrians and other vehicles
3. Take extra care at crossing – vigilant at all times
4. Delivery times to be established with suppliers
5. Not to park on double yellow lines
6. Larger deliveries to be made out of peak times by prior arrangement

**Staff Parking**

Full time staff - parking spaces are limited on the school site but every effort is made to accommodate the vehicles of full time staff.

Staff to only park in designated parking spaces

If you park in front of another vehicle, please display your name and class number on your dashboard.

Part time staff e.g. supply staff, cleaners and canteen staff can park on access road on left of entrance or on access ramp between upper and lower schools between the hours of 9:15am and 2:45pm and after 3:30pm

**Managing Traffic on School Sites Risk Assessment (see below)**

Traffic risk assessment to be followed at all times. Failure to comply with "Notable Points" will be reported to Transport Department.

**Injuries to persons/Traffic Accidents on Site**

All traffic accidents on site should be reported to the school immediately and will be investigated

**Damage to vehicles**

The school will not be responsible for claims relating to damage or theft from vehicles on the site. If the owner/driver feels that the school has been negligent in any way then the matter should be reported to the school immediately.

**Disabled persons**

There are designated disabled parking bays for staff/visitors.

**Compliance**

All site users are expected to comply with this policy. Persistent offenders will be banned from bringing vehicles onto the school site.

## RISK ASSESSMENT: Managing Traffic Safely on and around School Sites

School: Greenfield Special School	Head Teacher: Rhiannon stevens Davies	School Phone No: 01685 351817 School Emergency No:
Assessed by: Gwyn Daniels	Date of Assessment: 08-02-2024	Review Date: 08-02-2025

HAZARD	RISKS	LOW/ MED/ HIGH	CONTROLS IN PLACE	ADDITIONAL CONTROLS REQD
<b>Speed Limitation: Speed Limits</b>	Staff/ pupils/ escorts/ visitors injured by being hit by fast moving traffic. Fractures, sprains, and lacerations leading to hospitalization.	Low/ Med	<b>CROSSING TO BE USED AT ALL TIMES – DRIVERS/ESCORTS NOT TO WALK ACROSS ROAD.</b> EXCESSIVE SPEED - drivers will be reported to County Council Transport Department.	
<b>Parking: Pickup &amp; Drop off points:</b>	Staff/ Pupils /Escorts being run over or hit by other vehicles.  Collisions with other vehicles.	Low/ Med	NO minibuses to be moved without being accompanied by an escort on board – drivers will be reported to County Council Transport Department. DESIGNATED BAYS OR PARKED DIRECTLY NEXT TO THE PAVEMENT. Ensure staff/ pupils/ escorts do not walk in between vehicles when transport is moving. Dropped kerbs are to be used for loading/unloading wheelchairs ONLY. Buses, Taxis and parents to be parked in designated lanes as directed by Greenfield transport marshals. Vehicle routes kept free of obstructions, Transport marshals to wear hi viz clothing Buses <b>do not</b> mount kerbs at any time.	
<b>Reversing:</b>	Staff/ Pupils /Escorts being run over or hit by reversing vehicles which may lead to Fractures, sprains, and lacerations leading to hospitalization.	Low/ Med	School transport vehicles are only permitted to reverse if supervised by a Greenfield transport marshal.	
<b>Staff Parking:</b>	Risk of injury to staff, pupils or visitors.	Low	Staff to be parked in bays before 8.40am and remain stationary until 3.30pm Mon-Thurs and 3.20pm on a Friday. Staff are requested to use discretion when vacating, particularly in unforeseen circumstances if any pupils are still on site Staff must not obstruct loading bays or walkways. No Parking on yellow hatchings – bus parking only.	
<b>Walking Between primary</b>	Staff/ pupils/ escorts/ visitors being hit by moving vehicles suffering	Low/ Med	DRIVERS, ESCORTS AND STAFF TO USE DESIGNATED WALK WAYS AND CROSSINGS AT ALL TIMES.	

<b>&amp; senior Department:</b>	fractures or lacerations leading to hospitalization due to congestion on the pavement.		Pupils to be adequately supervised at all times. Pupils should be walk on the innermost side of the path.	
<b>External Lighting:</b>	Staff/ pupils/ escorts/ visitors may be injured by being hit by moving traffic due to low light conditions.	Low	Adequate lighting around school Minimal lighting at Lower school entrance. Ensure staff/ pupils/ escorts keep to well-lit pavements.	
<b>Loading Deliveries &amp; Collections:</b>	Risk of injury to pupils if unsupervised access is gained to canteen entrance. Delivery vehicles to park at front of upper school and use side access gate to make deliveries.	Low	Designated delivery times established with suppliers. No pupil access allowed. School electronic door access system to control/prevent pupil access to this area. CCTV to monitor if pupils gain access to this area.	
<b>Slip, trips or falls in car park:</b>	Staff, pupils and visitors may be injured by tripping over objects or slip on spillages. Fractures, sprains, and lacerations leading to hospitalization.	Low	Ensure a first aider is available on site. Ensure car park is kept clear of any trip hazards. In icy conditions gritting to be carried out on pavements and car park area as soon as possible. Parking staff to highlight slippery areas.	
<b>Incidents:</b>	Medical emergencies e.g. allergy, asthma, epilepsy. The need for an ambulance.	Low	School phone located in reception to call 999 if medical assistance is required. Ensure a first aider is available on site – First Aid kit located in reception and school nurse requested to attend.	
<b>CCTV:</b>	CCTV to prevent crime and disorder and to safely monitor staff, pupil, visitors, drivers and escorts at all times.	Low	Purposes of CCTV scheme in Greenfield School are: To assist with the protection of, Public Property Law Enforcement Traffic Management Community, pupil and staff Safety Reduction of Crime and Disorder CCTV to be observed by school staff for the safety of the community, pupils and staff.	

## Notable Points

Drivers will be reported to County Council Transport Department if any of the following are evident:

- Excessive Speed
- Minibuses moving without being accompanied by an escort on board
- Smoking or vaping on vehicles
- Use of a mobile device by the driver or escort in a way that poses a risk or infringes GDPR
- Mounting of verges or kerbs at any time
- Arriving outside of the agreed times
- Using a school minibus or staff vehicle arrival to gain early site access through the school gates
- Blocking of transport routes
- Any abuse of school staff



### School transport pupil arrival and departure procedures

- Pupils using local authority home/school transport enter Greenfield School through the one way system at the main gates.
- Each vehicle transporting pupils is allocated a number by the LA transport manager that identifies the provider and corresponds with the pupil passenger list
- There are key members of the on-site transport team (SLT, HLTAs and Level 4 LSAs) stationed at intervals between the main entry gate, exit gate, on-site road and on the school path between the secondary and primary department. These members of staff assist traffic flow and parking and ensure that pupils disembark kerbside or from a dropped kerb if they are wheelchair users. A number of other staff support the safeguarding of pupils, drivers, escorts and visitors. The Greenfield School members of staff wear yellow high-viz jackets during the entry and exit times of school. The members of staff at the entry gate, exit gate, classroom and office communicate via licenced radio.
- Staff are in place at 8:50am to meet and greet pupils and support their transition into school. No pupils will be permitted to alight from a vehicle before this time.
- Most minibuses and taxis will have a mix of senior and primary pupils on board. All primary department pupils will be met at the door of the vehicle by a member of Greenfield staff who accompany them to the primary department upon entry and back to their designated vehicle at the end of the school day. Secondary department pupils enter the building via the main school entrance and via the side gate by the S6 class. All pupils are supervised to transition to and from their designated vehicle by Greenfield School staff.
- Any pupils arriving late report to the main reception.
- In the event of behaviour related incidents, Greenfield School staff will support the drivers and escorts, following Positive Behaviour Support practices as per training.
- Class teams are to inform reception of any notifications from parents/guardians that there is a change in a pupil's transport arrangements.

- Any transport concerns are reported to the SLT member of staff on duty and in turn this information is shared with the Local Authority's transport manager.
- At the end of each day, a Google sheet for each class records that each pupil has left the room and also that a member of staff has verified that they have been handed over to the escort on the vehicle.

### **Relevant key landmarks on the premises**

#### **Main entrance gates**



**Main exit gates**



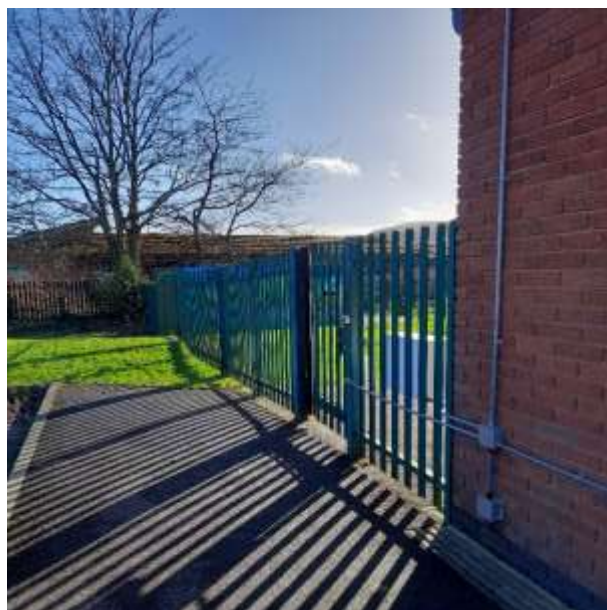
**Primary department gate and main entrance**



Main school entrance (secondary dept)



Side gate at south side of secondary dept.



One way road – minibus queuing area



Dropped kerb parking area

for pupils requiring wheelchair access



### Morning procedure Primary Department:

- Primary department opens at 8:50am
- Greenfield support staff in hi-viz jackets are present on the school path in order to receive pupils and supervise them safely to their classes.
- Where possible, the staff will walk on the kerb side of the path with the pupils innermost on the path.
- Staff are required to accompany any pupils into the building in order to expedite the transition. However, some of our pupils will need to see a familiar face and adhere to their routines if they are going to transition calmly and without distress.

### Morning procedure Secondary Department

- Senior Department main entrance opens at 8:50am
- Greenfield support staff in hi-viz jackets are present on the school path in order to receive pupils and supervise them safely to their classes.
- Many secondary department pupils are able to walk independently from their vehicles into the school. Where the pupil has capacity to do so safely, this is encouraged. No short cuts onto the car park are permissible and only the path is to be used.
- Greenfield support staff supervise the transition the pupils into the building and to their respective classroom. Some Post 16 students will be escorted by Greenfield School staff via the senior school grounds to the south side of the school and into the ICC building.
- Pupils that are transported to school by their parents are handed over to staff at the pedestrian gates.

### End of school day routine: Whole School

(See the appendix for the operational procedure document that has been shared with staff)

- At the end of the school day pupils wait in their classroom areas
- The main school gates are fobbed open at **2.50pm** and transport vehicles begin queuing.
- Via Google Drive, the school office provides teachers with a pupil list of any changes to the school register such as pupils that have gone home ill.
- Each class is logged into a live table in Google Drive
- The live document is populated via an iPad with the taxi identification number as the vehicles arrive. This indicates to staff which taxis have arrived and the approximate order that they occupy in the queue. The document also gives up to date information on any changes to transport arrangements including Bridging the Gap club/Engine House Club
- The exit procedure has two phases.
- No pupils will be allowed onto the path until all Phase 1 vehicles have entered the premises.

- The duty traffic lead will announce on the radio that Phase 1 is complete (stationary and safe) and that pupils for the listed vehicles can proceed to be supervised to their taxis.
- Pupils departing with parents/carers/link workers/Bridging the Gap Club may now be called.
- Only when all pupils are aboard the vehicles and doors are closed will the exit gates be opened, and Phase 1 be instructed to vacate.
- Phase 2 vehicles will then proceed to line up and the procedure is repeated for Phase 2.
- Any changes to the usual transport arrangements require that *parents* notify the transport department in advance.
- Any pupils remaining due to delay in transport, or any other reason will wait in their classroom with their teacher until transport can be arranged and parents/guardians contacted.

## Appendix

### Exit procedure instructions for staff

1. Transport will start to arrive at 14:50
2. Transport list will begin to be edited. **(DO NOT ESCORT TRANSPORT PUPILS AT THIS POINT)**
3. At 15:05 an announcement to the whole school when the transport list is complete for phase 1 of the numbers, and ONLY when transport is static on the driveway. The LIST will be called over the walkie talkies for staff to escort their pupils to the designated transport. **(START TO ESCORT TRANSPORT PUPILS AT THIS POINT)**
4. Then Parent/Carers and Link Calls are made over the walkie talkies for Primary Gate and Secondary Gate. **(ESCORT PUPILS AT THIS POINT FOR PARENT/CARER LINK COLLECTION)**
5. When the pupils are safe on the **PHASE 1** transport vehicles, the main exit gates will be fobbed open allowing them to leave site.
6. At that point any new transport arrivals will be added to the list **PHASE 2**, and the phase 2 transport call over the walkie talkies will be announced when transport is static and safe. **(START TO ESCORT TRANSPORT PUPILS AT THIS POINT)**
7. Bridging The Gap club pupils are called when the staff are in the school grounds at the Secondary Gate. **(ESCORT PUPILS AT THIS POINT FOR AFTER SCHOOL CLUB)**
8. Finally an announcement will be made to make sure no pupils are left in school when the last transport leaves site.