



Education Services

Policy: Traffic Safety in and around Schools

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1. Road Conditions around Schools

- 1.1 Headteachers should raise any concerns regarding traffic safety around schools, including the provision of pedestrian barriers at school approaches, road markings, pedestrian crossings and road signs with the Head of Operational Services.
- 1.2 Headteachers should remind parents of the importance of safe and considerate road use and parking around schools, for example in newsletters. Where unsafe road use and parking occur, Headteachers may report this to Police Scotland and seek enforcement action where appropriate.

2. School Crossing Patrols

- 2.1 School Crossing Patrols are established at locations where, in the opinion of the Transportation Manager, pupils require assistance to cross the road.
- 2.2 Headteachers should raise any requests for the establishment of a School Crossing Patrol, or alteration of the hours of operation of the patrol, with the Transportation Manager.
- 2.3 School Crossing Patrols are not normally established where only nursery school pupils are involved, as it is not expected that pre-school age children will travel to school themselves.
- 2.4 Headteachers should remind parents/carers, for example in School Handbooks that parents/carers have responsibility for their child's safety when travelling from home to school and vice versa, and that School Crossing Patrols are a service to assist them rather than a right.
- 2.5 Headteachers should also remind all pupils at appropriate intervals, for example at assemblies, about safety when travelling from home to school and vice versa, including crossing roads at safe places. Headteachers should seek the support of parents/carers, for example in school newsletters, in reinforcing this message.
- 2.6 Headteachers should inform parents/carers and pupils, for example in School Handbooks and assemblies, that there may be occasions when crossings will not be staffed due to absence, and that pupils will be required to exercise care in crossing by themselves. If Head Teachers become aware of the absence of a School Crossing Patrol, they should inform the School Crossing Patrol Guide Manager. Parents/carers and pupils should be encouraged to report any absences to the Head Teacher. When absences are reported, the School Crossing Patrol Guide Manager will attempt to arrange relief staff.
- 2.6 The School Crossing Patrol Guide Manager must be advised by schools of all occasions when start and finish times are to be changed. School Crossing Patrols may serve pupils from a number of schools, and changes for one could have implications for the others.
- 2.7 The School Crossing Patrol Guide Manager should be advised by schools of any concerns about the way in which a School Crossing Patrol is operating.
- 2.8 Head Teachers are expected to make arrangements for the storage of School Crossing Patrol equipment when it is not in use.

3. Vehicle Access to Schools

- 3.1. Headteachers are responsible for arrangements for managing vehicle access to school grounds in order to minimise the risk of accidents and to maximise safety for pupils.
- 3.2. Headteachers must conduct a risk assessment annually of arrangements for vehicle access to school grounds and take appropriate action.
- 3.3. This policy will form the basis for managing vehicle access in all schools, although it is recognised that Headteachers will have to exercise discretion in relation to the particular layout of their school site and any particular local circumstances.
- 3.4. The setting down and uplifting of pupils by parents/carers from within school ground, car parks and service areas should not be permitted, and all parents/carers reminded of this, for example in schools handbooks and newsletters. Any request from a parent/carer requesting vehicular access on the grounds of a disability may require an Equality Impact Assessment, which will balance the Council's responsibilities under equalities legislation and health and safety legislation.
- 3.5. No vehicles, other than emergency services responding to an emergency situation, will be permitted to enter or leave playgrounds, unless physically segregated access points exist, during the following times:-
 - For the period of 30 minutes before the time pupils arrive at school.
 - at break and lunch times
 - 30 minutes from the end of the school day.

The school gates (where available) should be closed to vehicles during these periods.

- 3.6. Where physically segregated access points exist, these will be out of bounds to pupils, and all pupils and parents/carers reminded of this, for example at assemblies, in school handbooks and school newsletters.
- 3.7. Where physically segregated access points do not exist, areas of vehicular access will be out of bounds to pupils at all times of the school day when vehicles may be moving (i.e. the times not covered in Paragraph 3.5 above), and all pupils and parents/carers reminded of this, for example in assemblies, school handbooks and school newsletters
- 3.8. Where physically segregated access points do not exist, vehicular access should be restricted to one point/gate where possible.
- 3.9. Where physically segregated access points do not exist and groups of children require to cross areas with traffic, supervision should be provided and any traffic stopped.
- 3.10. Notices should be posted at vehicle entrances indicating to commercial vehicles that reversing in playgrounds is not permitted, unless an adult at the rear of the vehicle is assisting the driver.
- 3.11. Staff car-parking will only be permitted in areas where physically segregated access points exist, or in accordance with Paragraph 3.5 above.

4. Road Safety Education

- 4.1 Road Safety education will be provided taking account of the experiences and outcomes of the Health and Wellbeing section of the Curriculum for Excellence, for example "I know and can demonstrate how to travel safely". This should include opportunities to participate in cycling proficiency training and driving instruction.

