

## **Traffic Movement Plan Durants school High Street Southgate N14 6BN**

Durants Southgate site is located off a main road and backs onto a public car park that is the exit from the school for vehicles. It is paramount that the safety of our pupils and all site users have been considered. Therefore we have a very comprehensive traffic movement plan in place.

The public car park (Leigh Hunt Drive) is not our responsibility to manage. We do however have an agreement in place with Enfield Council that we can open and close the height restrictor of the car park to allow the school buses to come in and out at the beginning and end of the day.

### **Pupils arriving on the school premises and leaving the premises at the end of the day**

- Senior members of school staff manage the car park in the morning as pupils arrive and in the afternoon as pupils leave
- Staff managing the car park are to wear hi visibility jackets or vests whilst carrying out their responsibilities.
- Local authority busses enter the school car park via the High Street
- 8 busses maximum can fit in the car park at any one time, stop signs indicate where the buses must drive up to and stop.
- Senior Managements assigned Roles

**Role A.** Calling over the portable radio to alert the person in the office of which busses and cabs have arrived, which parents are waiting in the public car park with the pupils they bring in and to notify all when the large black gate to public car park is closed.

**Role B.** Feedback over the portable radio to all when the gate from the High Street Entrance is open or closed. This helps to manage busses entering the car park.

**Role C.** Manages gates and playground side gate, also in radio contact.

**Role D (in the office).** Tannoys a list of busses/parents who are waiting to school staff. Staff then take out pupils as necessary to the car park. The person in this role also informs over the portable radio if any busses or parents are late.

- Office staff tannoy in the morning for all staff to come to busses to transition pupils.
- Any visitors or deliveries must wait until the all clear is given and pupils have transitioned in or departed safely.
- Busses/individual cabs may need to wait in side streets in Southgate i.e. Leigh Hunt Drive if they cannot get into the car park.
- Mini busses with individual pupils will have to arrive at 15.00 to collect these pupils.
- The first 2 busses park adjacent to each other at the front of the car park.
- All vehicles must remain stationary once in the car park.
- Vehicles only to move once asked to do so by senior members of staff.
- Vehicles to exit via public car park, the barrier will be open so no height restrictions apply.
- Busses driving onto the pedestrian crossing triggers the sensor and opens the large black gate to the public car park.
- Pupils must not disembark whilst this gates is open.
- Staff are to only approach busses once the all clear is given by a senior member off staff.
- Once some busses have departed as instructed to by senior members of staff and the gate has closed more pupils will disembark from busses
- Any pupil who is dysregulated and having difficulty transitioning either on or off a bus staff will risk assess the situation, close the bus door and allow other vehicles to depart.
- Cabs transporting pupils must not use the school car park, they must use the public car park and the escorts to bring pupils in via the pedestrian gate, members of school staff

will be waiting here to collect pupils. In a situation where we have risk assessed that this is not safe, i.e. the pupil is dysregulated and displaying behaviours of concern we will ask the cab to use the school car park.

- At the end of the day, once all busses have departed, Kevin/Mark/Costa closes the height restriction barrier to the public car park.

### **Emergency vehicles**

In the case of an emergency and where staff have called a 999 service, these vehicles can have access to the school car park or Mansion House drive during busy periods where access to the car park is congested.

### **Car parking**

Only staff who have an allocated bay can park in the school car park. Visitors to the school can park in an empty bay if one is available or are expected to park in the pay and display public car park. Under no circumstances can staff or visitors block cars in or park in areas that do not have a marked bay. This causes major disruption to the smooth running of the transition for pupils getting on and off buses in the mornings and afternoons.

### **Transitioning to art and cookery**

To get to the art and cookery block there is a designated enclosed pathway adjacent to the car park. You have to pass the entrance to the car park (the big sliding gates). Here there is an air lock system. If the gate on the pathway is opening allowing people to get to the art/cookery block then the main gate doesn't open and vice versa.

### **Embarking and disembarking the minibuses for out and about sessions**

Staff taking pupils on out and about trips file a risk assessment in the office so school are aware a group will be going offsite. They also verbally alert the office staff as to the time of their departure. Office staff can see on the CCTV when the pupils have left the building or re-entering. The car park gates would not be opened at this time for deliveries until the minibus have left the site or pupils are back in the building after returning from a trip.

It is always the responsibility of the out and about session leader to ensure their groups safety and ensure the car park is safe to enter before opening the gates to pupils.