

Traffic Management Policy



Baglan Primary School Baglan Primary School
Elmwood Road, Baglan, Port Talbot SA12 8TF.

Tel: 01639 813112

Headteacher: Mrs N E Morgan

Autumn 2025

Reviewed: 01.12.2025

Agreed: 01.12.2025

Adopted by the Governing Body: 01.12.2025

Review Date: Autumn 2026

Mrs N E Morgan
Headteacher

Date Adopted: 01.12.2025

Mr L Rees
Chair of Governors 2025/ 2026

Review Date: Autumn 2026

**TRAFFIC MANAGEMENT ARRANGEMENTS AT
Baglan Primary School
from 01.12.2025**

Contents

Section

1. Introduction

2. Layout / Access

3. School Opening / Closing times

4. Vehicles at school site

- Vehicles on site
- Parents vehicles
- Staff vehicles
- Visitors
- Contractor's vehicles
- Building works vehicles
- Servicing / Deliveries
- Emergency Access

6. Pedestrians at school site

7. Parking

8. Cycles

9. Pupils

10. Footways

11. Access to and from school

12. Split sites

13. Shared sites

14. Physical Control Measure

1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Baglan Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when in the school grounds or within the vicinity of the school grounds, take care, exercise caution and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

Copies of the traffic management arrangements are also available from reception and on the school website: baglan-primary-school.j2bloggy.com

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

For further information, please contact:

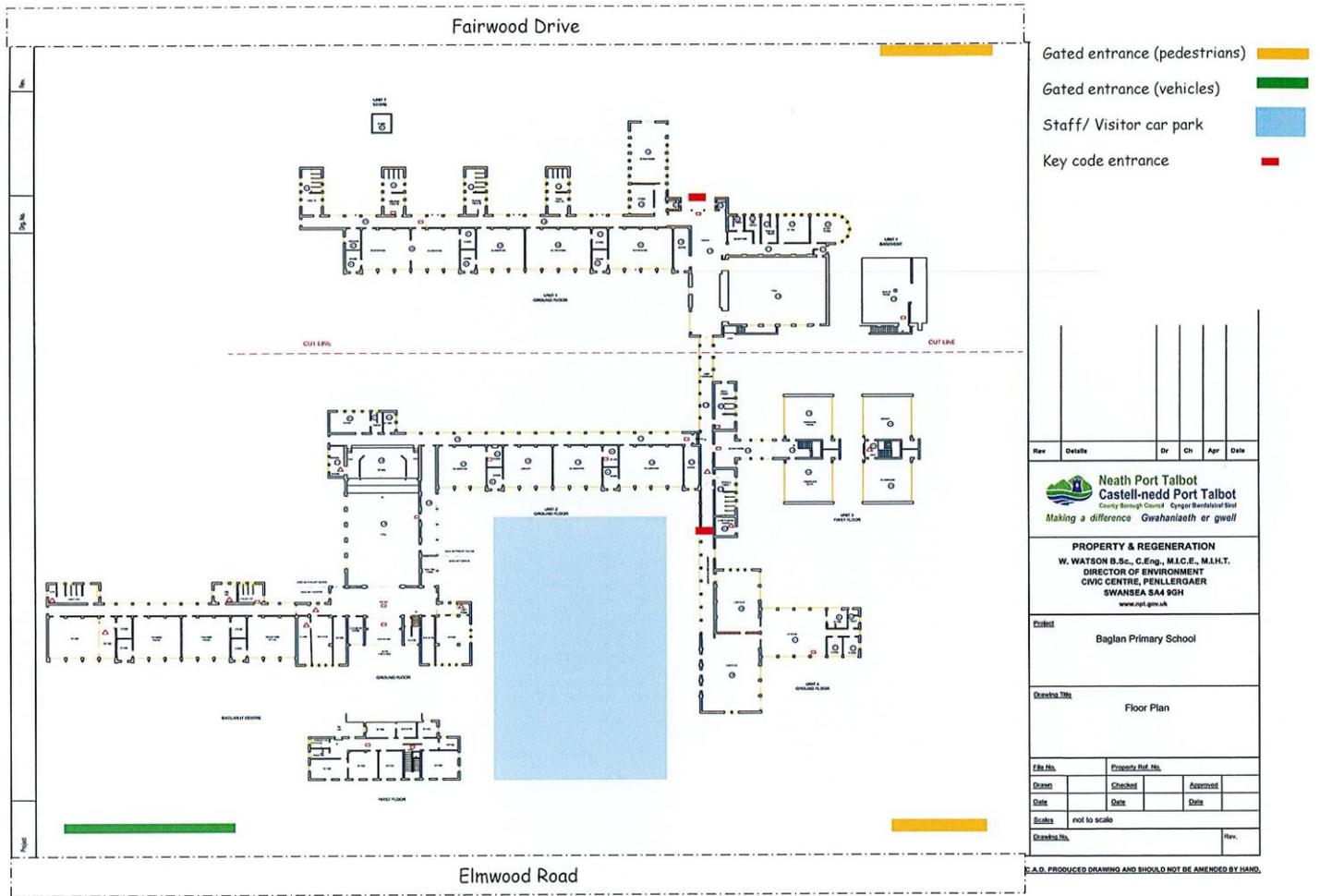
Mrs N E Morgan

Headteacher Baglan Primary School

Tel No: 01639 813112

Email: office@baglanprimary.npt.school

2. Layout / Access



3. School Opening / Closing times

	Full Time Pupils	Part Time Pupils/ Nursery
Morning Session		
Registration	8:50am	9:00am
Morning Break	10:30am	
End	12:00pm	11:30 - 11:45am
Afternoon Session		
Registration	13:00pm	13:00pm
Afternoon Break	14:15pm	
End	15:20pm	15:15pm

Staff supervision

Staff supervise pupils' arrivals and departures in the morning and in the afternoon. Staff supervision and traffic management are monitored daily by senior staff and they are discussed and reviewed each half term in SLT meetings, taking into account any recent issues or cases of long-term staff absence or staffing change.

Staff supervision location & timings at start / end of school day

Key Stage 2 teaching staff will be located in the junior yard and Foundation Phase teaching staff will be located in the Foundation Phase yard in the mornings from 8:40am to supervise pupils arriving at the start of the school day and in the afternoon from 3.20pm.

4. Vehicles at school site

All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress.

Vehicles on site

Authorised visitors are welcome to park in the school grounds. The car park is often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. Alternative street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

Parents' vehicles

Parents/ Guardians are not permitted to bring vehicles into the school compound at any time, however the Headteacher may give permission in exceptional circumstances.

When dropping children off, or picking them up, parents are requested not to park indiscriminately on the highway, and where possible are encouraged to walk their children

to school. In the light of the Authority's "Safe routes to schools" initiative, parents/guardians are reminded of this request via newsletters and social media.

The school displays clear 5mph speed limit signs, which should be respected by all road users.

Parents are not permitted to park in the staff car park unless authorised by a member of the senior management team.

Staff vehicles

Staff must park in the allocated car park only and should take care not to obstruct any access routes. Drivers should proceed slowly within the car park at all times. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this. Staff are expected to act responsibly on the site when parking and accessing the school building.

Visitors

Visitors may park in the staff car park in a designated parking bay. Visitors should exercise extreme caution when driving on the school grounds.

All visitors must report to reception and sign in before going anywhere in the school. Visitors are required to leave a note of their registration number with staff. On departure, visitors should sign out at reception and leave the building by the main entrance door. There are also disabled parking bays for use by permit holders.

If visitors need any advice on access or parking before their visit, please call the school reception on 01639 813112.

Contractor's vehicles

Contractors should arrange to visit the site by appointment, and they must be informed not to arrive or depart at the start/end of the day or break/lunchtime.

Building works vehicles

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Headteacher and Contractor.

Where possible, arrangements should be made to dedicate one particular vehicle entrance for construction traffic only. If this is not possible then the time the construction vehicles enter site needs to be agreed with the Headteacher and closely supervised by a banksman.

The amended site access arrangements need to be recorded and communicated to all site users.

Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01639 813112 in advance, to agree the most suitable parking location.

Emergency Access

If a vehicle has to be driven through the playground it should be done when the playground is free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the playground whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person should clear the vehicles route in advance.

6. Pedestrians at school site

All pedestrians are advised to enter/exit the campus from the designated entrances / exits. The main pedestrian entrances are on Elmwood Road and Lodge Drive.

Pedestrians should make sure that they use routes safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

7. Parking

A regular review of parking arrangements is undertaken to consider if:

- The parking spaces are in appropriate places
- The position of the spaces hinders access to/egress from the building.
- Vehicles have to cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements are in place for visitor parking.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.

8. Cycles

Cyclists must dismount before entering the school premises and park in the cycle shelters or in an agreed location.

9. Pupils

Pupils are made aware that parking areas are out of bounds. Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

10. Footways

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

11. Access to and from school

The school suffers severe vehicle congestion problems close to and surrounding the premises. Parents who drop off and pick up their children by car, cause much of the congestion.

The school considers the following, in an attempt to reduce the congestion:

- Liaise with local Police/Parking Attendants regarding enforcement.
- Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
- Revise the travel plan annually.
- Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.)
- To ensure that a record of traffic incidents that occur off site in the vicinity of the school is maintained.

12. Split sites

Some schools operate on split sites and this sometimes necessitates the pupils having to cross a highway to access certain parts of the site. Where this is the case an appropriate level of supervision must be maintained. The pupils must be informed of the dangers associated with crossing roads and the correct procedures for crossing the highway safely must also be demonstrated.

13 Shared sites

Where sites are shared, the traffic arrangements need to be developed in partnership to ensure that the risk is minimised and that any possible conflict is eliminated.

14. Physical Control Measures

Signage

The installation of appropriate signage needs to be considered such as:

- Speed limit signs (5mph).
- Warning notices at entrances stating that only authorised vehicles are permitted on site.
- Warning notices highlighting that children could be at play and the need to exercise caution.
- Signage indicating the route to the car park.
- Signage indicating where deliveries are to be made.
- Signage to close the gates after entering and leaving.

(Signs used in connection with traffic should where possible comply with the Highway Code).

Speed humps

The installation of speed humps at appropriate positions within the site can be used to control the speed of vehicles on the site. (Speed humps need to be supplemented with suitable warning notices and road markings).

Fencing

Fencing should be considered at strategic points of the site where the segregation of pedestrians and vehicles is deemed necessary. Fencing should also be considered where there are elevated footpaths adjacent to slopes or internal roads.

Temporary barriers can be utilised to control pedestrian and vehicular traffic in appropriate circumstances.

Road markings

Where pedestrians share the same access as vehicles it is advisable to permanently mark the route on the ground.

Where the pedestrian route crosses the vehicular traffic the provision of a safe road crossing should be marked on the ground (zebra crossing).

Gates

Where the only point of access to the site is shared by pedestrians and vehicles then strong consideration must be given to closing and locking the gates at certain times of the day e.g. at the start and end of the school day, at break and lunchtimes. (If the school gates are locked for this purpose then your emergency procedures must be amended to incorporate this feature).

Footways

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

Poor visibility

Where the visibility is poor then the following must be considered:

- Is there adequate lighting for traffic routes and footpaths?
- Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- Encourage pupils to carry/wear reflective safety products/clothing.
- The use of mirrors at a blind corner/bend can enable pedestrians and drivers to view around the corner/bend.
- Appropriate signage
- Features including speed cushions to reduce traffic speed where visibility is obstructed by buildings, road layouts etc.

Accepted by Baglan Primary School Governing Body

Designation	Name	Signature	Date
Headteacher	Nicola E Morgan		01.12.2025
Deputy Headteacher	Mrs A Smart		01.12.2025
Chair of Governors – Baglan Primary School	Mr L Rees		01.12.2025