





TRAFFIC MANAGEMENT POLICY

Version Control	Version 2
Adoption Date	18 th September 2025
Review Date	Autumn 2026

Chair of Governors		18 th September 2025
Headteacher		18 th September 2025



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OUR PURPOSE, VISION AND VALUES

PURPOSE

At Ysgol Bro Taf we are committed to harnessing the power of education to enrich our learners' lives, ensuring that the communities of Pontypridd thrive now and for future generations.

Delivering equity and excellence is at the heart of our school, where there is a place and opportunity for everyone, every day, to discover their brilliance.

VISION

- Foster a culture of aspiration where everyone strives to discover their brilliance
- Provide a dynamic and innovative curriculum which broadens our learners' horizons through progressive learning experiences
- Enable consistently outstanding teaching and embrace every moment as an opportunity to learn
- Build **ONE** community characterised by fun, equity, and inclusivity, where everyone feels supported, trusted and valued
- Empower our community to realise that leadership is not confined to a select few but can be embraced by all.

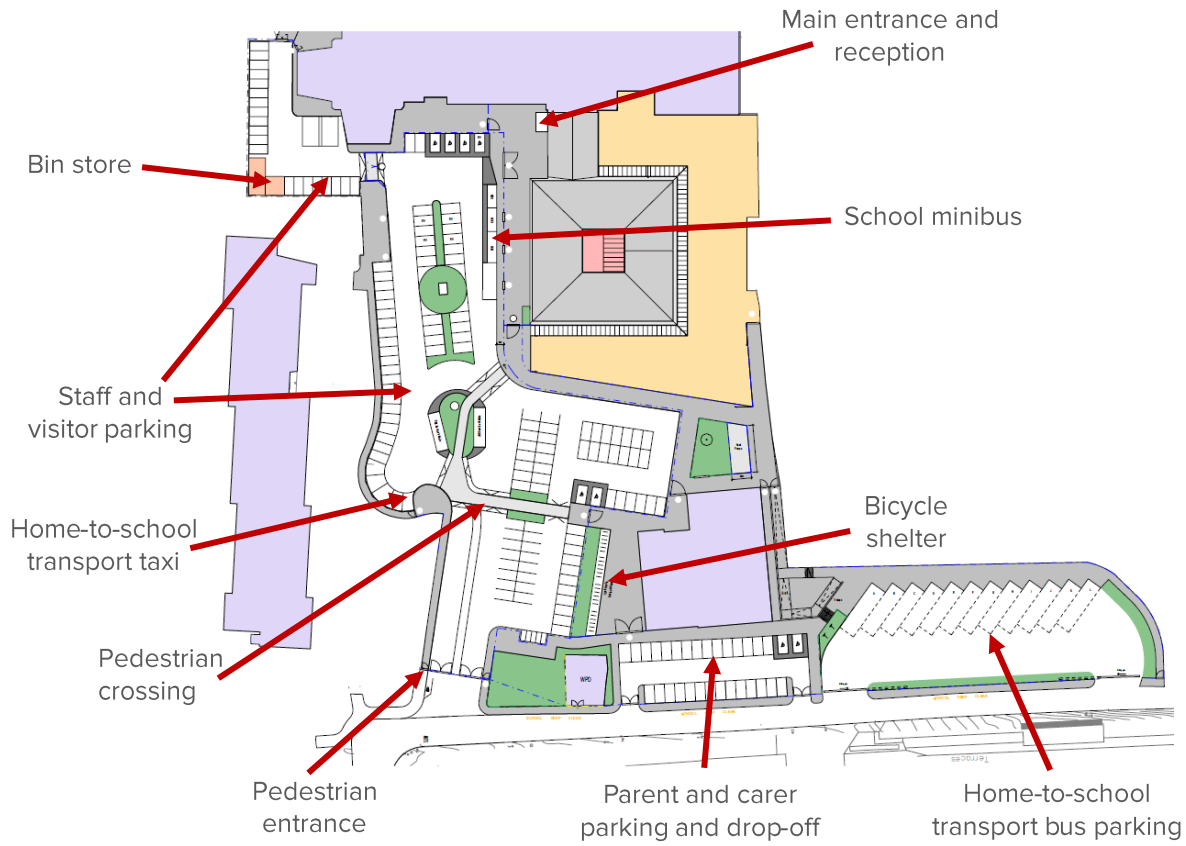
VALUES

Be Brave	We will not be afraid to take risks and will overcome challenges by being resilient.
Be Respectful	We will be kind and value everyone in our community.
Be Optimistic	We will embrace opportunities and challenges with a 'can-do' attitude.
Be Trusting	We will rely on each other's integrity and competence, fostering a collaborative and supportive culture.
Be Aspirational	We will set ambitious goals, strive for excellence and pursue personal growth to achieve our full potential.
Have Fun	We will promote enjoyment and seek fulfilment, celebrating both our individual and collective achievements.

1. INTRODUCTION

- 1.1. Ysgol Bro Taf is a large site with different types of vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, parent and carer cars, contract buses, minibuses and taxis, delivery vehicles and contractor vehicles including, for example, refuse collection.
- 1.2. As with other aspects of health and safety it is important that vehicle movements on site are properly managed. The Headteacher and governors have worked with Corporate Maintenance, Highways Department and the Council's Health and Safety Team to identify control measures so that risks are kept to a minimum.
- 1.3. This Traffic Management Policy (TMP) is produced to inform and instruct employees, pupils, parents, carers and other visitors concerning the site rules that are deemed suitable and sufficient to manage traffic movements at the school. The main objective is to keep people safe, principally by segregation of pedestrians and vehicles.
- 1.4. The school takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety on or around the site these should be reported to the Headteacher, Business Manager or Estates Manager.
- 1.5. The instructions contained within this TMP constitute site rules. Pupils and staff in breach of the site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP at induction, and at regular intervals as required. Pupils will be informed of the relevant parts at the start of the academic year or when they first enrol at the school if that falls outside of the start of the academic year. This is the responsibility of the relevant Well-being and Family Engagement Officer or Head of Year (whichever is undertaking the induction).
- 1.6. Relevant parts of this TMP will be used to inform parents, carers, contractors, delivery companies, contracted bus services, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.

2. SITE MAP



3. VEHICLE RESTRICTIONS

Speed limit

- 3.1. A significant factor in most traffic accidents is the speed at which the vehicle is being driven. This factor also significantly affects the severity of any injuries suffered by pedestrians. Therefore, the school operates a strict maximum speed limit of 5 MPH throughout the site.
- 3.2. Drivers are expected to adhere to the speed limit (as well as all other site rules) and drive appropriately, taking into account pedestrians as well as local weather conditions and other site traffic.
- 3.3. A range of traffic calming measures, such as speed ramps and signage, are used throughout the site.

Reversing

- 3.4. Reversing vehicles are a significant factor in many fatal accidents. Reversing on the school site should be avoided as much as possible. Where reversing is unavoidable, drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants, etc., and check that the area is clear of pedestrians before carrying out a reversing manoeuvre.
- 3.5. Pedestrians must keep clear of all reversing manoeuvres by positioning themselves in a safe location.

4. STAFF AND VISITORS

- 4.1. All members of staff and visitors should act as responsible adults and set a good example to pupils by complying with all site rules. This includes obeying the site speed limit (5 MPH) and not parking haphazardly about the site.
- 4.2. The staff and visitor car park operates a one-way system and this must be adhered to at all times.
- 4.3. Staff and visitors are only permitted to park in the following areas. They should ensure that they have parked suitably within the bays marked out.



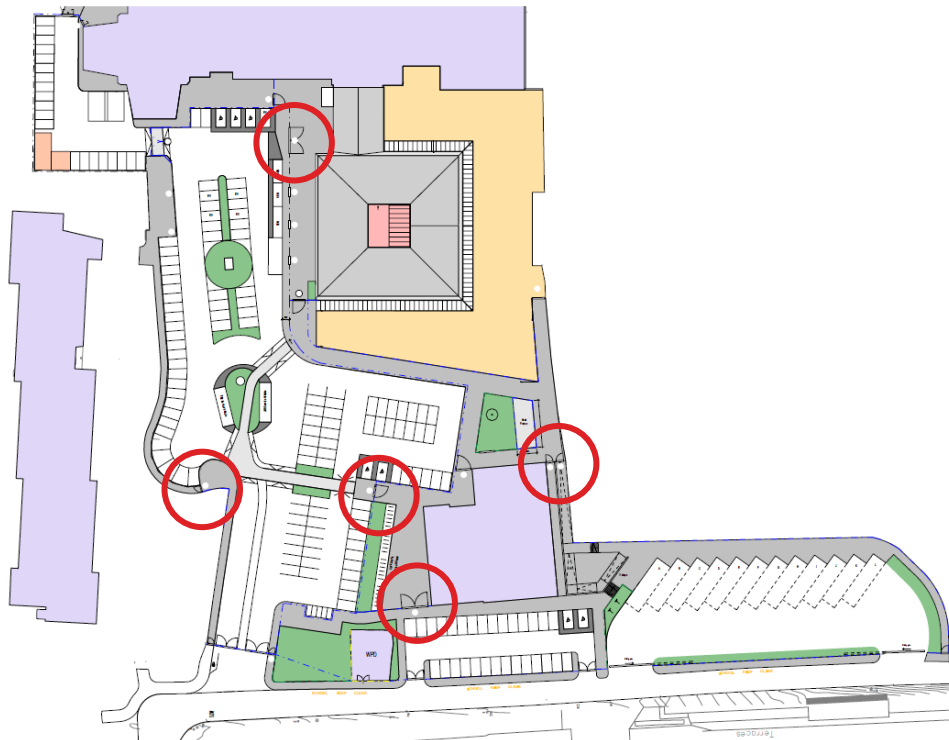
- 4.4. Visitor parking may at times be reserved. This will be clearly signposted, and we expect the bay to remain vacant until the visitor takes up their reserved space.
- 4.5. Wherever appropriate staff and visitors should use designated pedestrian routes after alighting their vehicles.
- 4.6. Staff and visitors must remember that some pupils, particularly younger pupils, will have limited appreciation of the risks associated with traffic movement and must take this into consideration when driving near or into and around the school.

- 4.7. Staff and visitors are required to sign in at reception. On departure, they should sign out at reception and leave the building by the main entrance door.
- 4.8. Staff, irrespective of whether or not they are undertaking any formal supervisory or monitoring duties, must report any incidents of non-compliance with site rules they observe to the Estates Manager.
- 4.9. Staff must not leave the school site in their vehicle at the end of the school day until authorised to do so by the staff on duty and no earlier than 3.00pm. The main gates to the staff and visitor car park will be locked from 2.40pm. This is important because of the number of pupils accessing school transport, a lift by their parent or carer and those walking home via the pedestrian gate.

5. START AND END OF THE SCHOOL DAY

General

- 5.1. It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. They should be aware that they are likely to mix with pupils aged 3 – 16 during this time and should be particularly mindful of their behaviour as role models. Failure to comply with this will be dealt with in accordance with the Attitudes to Learning Policy, including out of school hours when pupils are still onsite.
- 5.2. There are a number of rules that pupils should be aware of:
- Pupils should be particularly aware that pedestrian entry into the school grounds via vehicular access gates is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises their personal safety and the safety of others
 - Pupils found to be climbing over fences, railings or walls and not following staff instructions in relation to the site, or not adhering to the contents of this policy will be in breach of the site rules and this will be dealt with in accordance with the Attitudes to Learning Policy
 - When crossing roads within the school, pupils must use the pedestrian crossings provided
 - Pupils should enter / exit the site via the main access gates. They should remain behind the safety fencing at all times apart from this:



- Pupils should avoid using earphones that will distract them from vehicle movements
- Pupils should ensure that they stop, look and listen before crossing roads especially when wearing coats with hoods
- When using the pavements / footpaths all pupils should walk and not run, showing respect for others and all safety considerations.

Pupils arriving by bus (Middle and Upper School pupils only)

- 5.3. Buses must park in the designated 'home-to-school transport bus parking' area. Drivers must ensure that they are acting responsibly at all times.
- 5.4. Upon arrival buses will drive to the furthest bay available to them.
- 5.5. Buses must be at a complete stop before allowing pupils to get on or off the bus. Engines should be switched off unless there is a valid safety reason to have the engine running. Only when pupils / pedestrians are clear of the vicinity of the bays or all on board, should drivers exit this area following the agreed departure by the designated school supervisor. All buses must adhere to the 5 MPH maximum speed limit on site.
- 5.6. On exiting a bus in the morning, each pupil must take the following route which will allow them to access safe walkways behind the perimeter fencing:

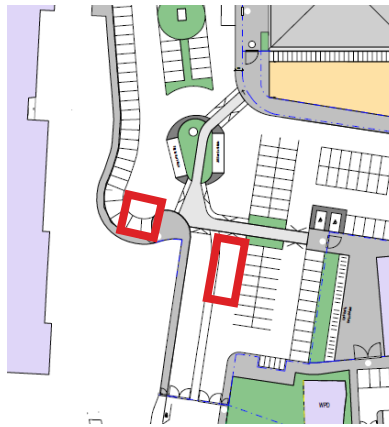


- 5.7. Pupils must take the same route in the afternoon to allow them to access the 'home-to-school transport bus parking' area safely.
- 5.8. Pupils must allow the staff and drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
- 5.9. At the end of the school day, buses will reverse out of their bay when leaving, operating a first-in-first-out approach. The reversing manoeuvre will be supported by a member of the Estates team who will act as a banksman. Bus Bay A is designated a spare bay.

- 5.10. On designated days, a late bus will collect pupils from the 'home-to-school transport bus parking' area. The policy outlined above will also apply to this bus.

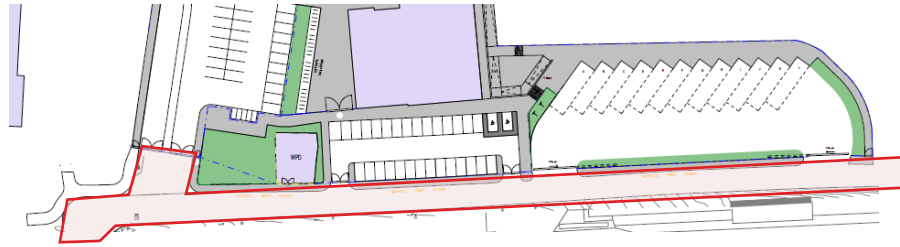
Pupils arriving by taxi

- 5.11. There are designated parking spaces for the use of the home-to-school transport taxis. No vehicles apart from the designated taxis are allowed to park in this area.

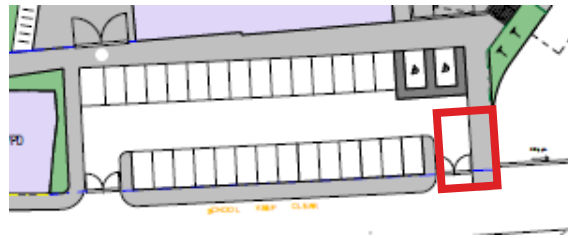


Pupils arriving by car

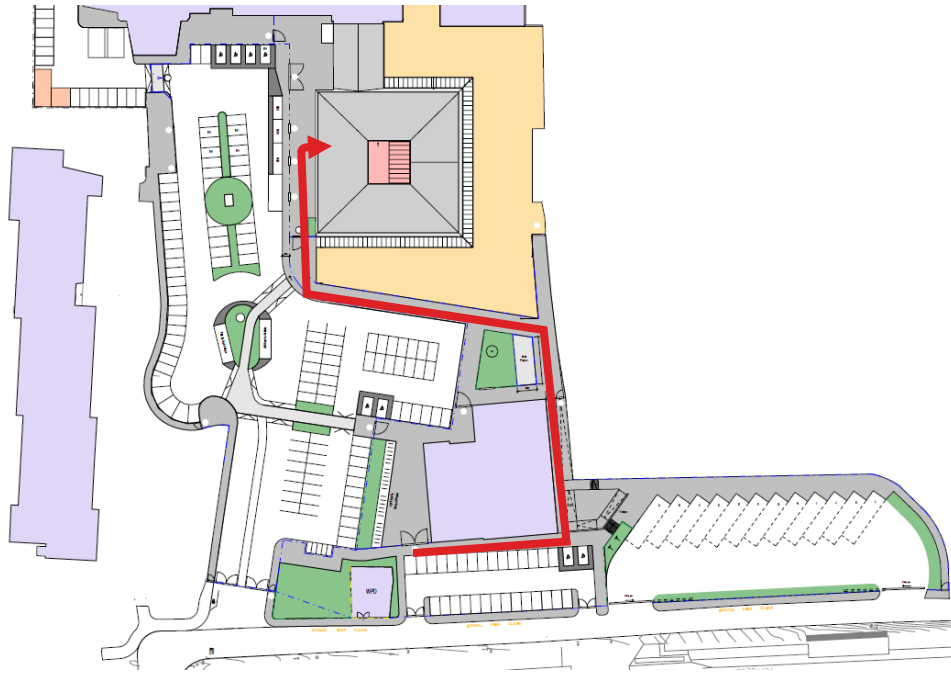
- 5.12. Prior to 8.30am and after 2.40pm, parents and carers must use the designated 'parent and carer parking and drop-off' area. Drivers must ensure that they are acting responsibly at all times.
- 5.13. The road outside should be kept clear to allow vehicles to pass safely. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys. **While the school respectfully requests that parents and carers refrain from parking on the main road outside the school, this area lies beyond the school's jurisdiction and authority, and the school cannot enforce restrictions there.**



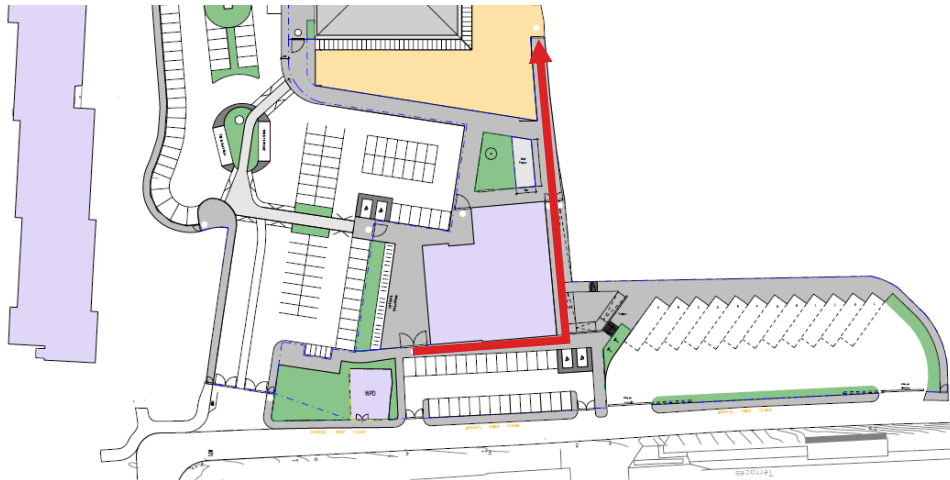
- 5.14. Pupils being dropped off by parents / carers should alight the vehicle on the kerbside within the 'parent and carer parking and drop-off' area:



- 5.15. Cars must be at a complete stop before pupils are allowed to embark / disembark. Pupils must keep to the pavement at all times prior to this.
- 5.16. Lower School pupils (and their accompanying parents / carers):
- 5.16.1. For Breakfast Club, pupils must take the following route to allow them to register in the Lower School Hall.



- 5.16.2. For pupil who don't attend Breakfast Club, they must take the following route which will allow them to access safe walkways behind the perimeter fencing:



- 5.16.3. Pupils must take the same route in the afternoon to allow them to access the 'parent and carer parking and drop-off' area safely.

5.16.4. Parents and carers are permitted to enter the Lower School yard to collect their children 5 minutes before the end of the school day. This will also provide a valuable opportunity to speak with staff when required.

5.17. Middle and Upper School pupils:

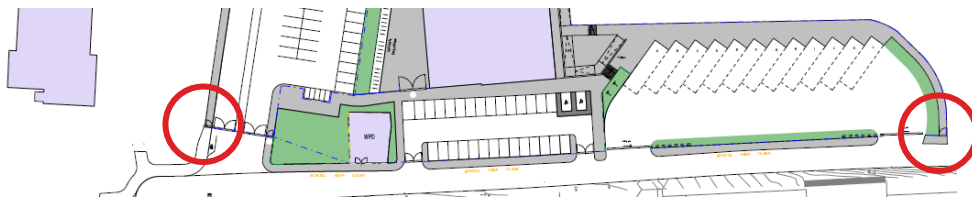
5.17.1. In the morning, pupils must take the following route which will allow them to access safe walkways behind the perimeter fencing:



5.17.2. Pupils must take the same route in the afternoon to allow them to access the 'parent and carer parking and drop-off' area safely.

Pedestrians arriving on foot

5.18. Pedestrians must only access the school grounds from the designated pedestrian entrances.



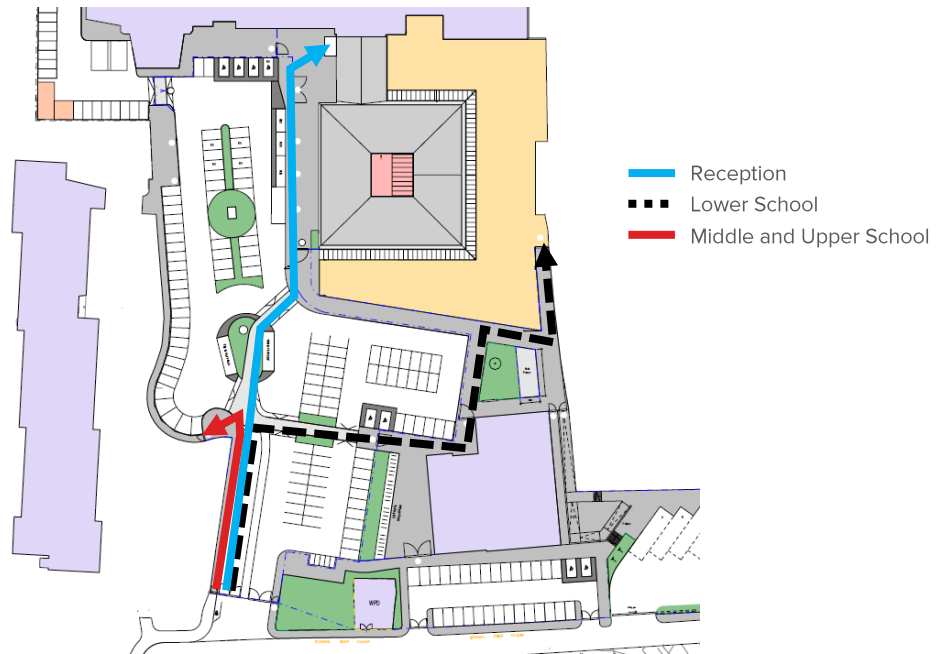
5.19. Pedestrians need to recognise that entrance gates are adjacent to vehicle access points that will be in use during peak times and should exercise caution.

5.20. At no time should pedestrians use the vehicle access points as there is a significant risk of a collision.

5.21. Pedestrians must use the pedestrian crossings where provided. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.

5.22. Pedestrians must make sure that they use the pavements and well-defined walkways safely and avoid spilling onto the roads used by vehicles.

5.23. Pedestrians entering the site via the pedestrian gate should follow these routes:



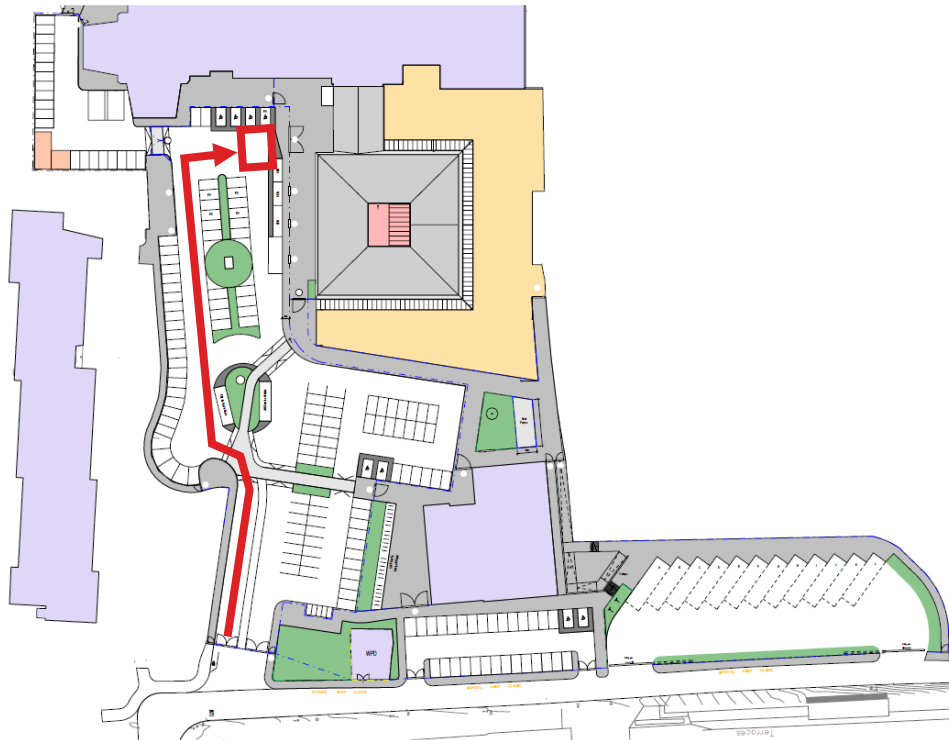
5.24. Pedestrians must take the same route in the afternoon to allow them to leave the site safely.

6. DURING THE SCHOOL DAY

- 6.1. The school's perimeter will be secured during the school day and as such, access to the 'parent and carer parking and drop-off' area and 'home-to-school transport bus parking' area will not be possible until they are re-opened at 2.30pm.

Arriving by car

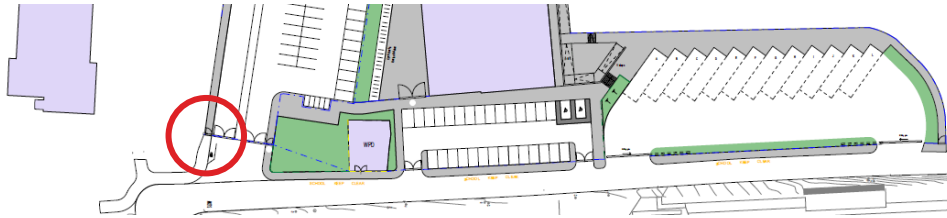
- 6.2. Pupils being dropped off late by parents / carers should enter the staff and visitor carpark and alight the vehicle on the kerbside outside main reception:



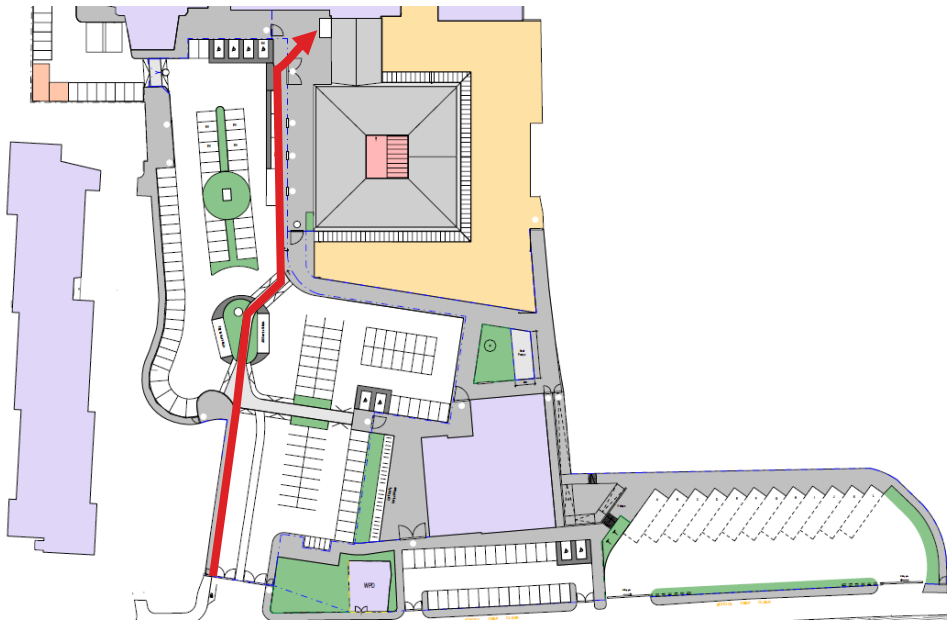
- 6.3. Pupils arriving late must only enter the school via main reception. They will be asked to sign-in on arrival.
- 6.4. Parents and carers who have an appointment onsite should refer to Section 2 and will be classed as visitors.

Pedestrians arriving on foot

- 6.5. Pedestrians must only access the school grounds from the designated pedestrian entrances.

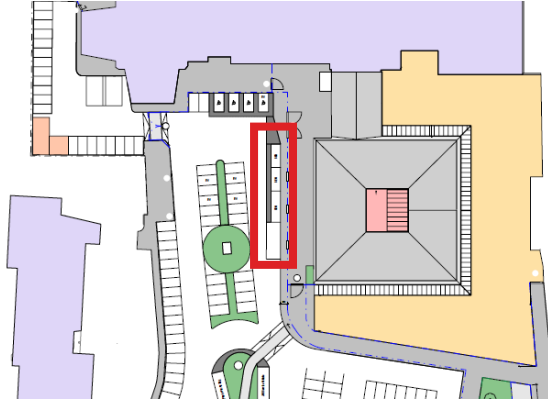


- 6.6. Pedestrians need to recognise that entrance gates are adjacent to vehicle access points that will be in use during peak times and should exercise caution.
- 6.7. At no time should pedestrians use the vehicle access points as there is a significant risk of a collision.
- 6.8. Pedestrians must use the pedestrian crossings where provided. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.
- 6.9. Pedestrians must make sure that they use the pavements and well-defined walkways safely and avoid spilling onto the roads used by vehicles.
- 6.10. Pedestrians entering the site via the pedestrian gate should follow this route and report to main reception:



Offsite excursions

- 6.11. During the school day, where up to two buses are required to facilitate an offsite excursion, they will collect pupils from the following reserved parking area outside main reception:



- 6.12. If the offsite excursion requires more than two buses, they will collect pupils from the 'home-to-school transport bus parking' area. The appropriate staff will supervise pupils entering the car park to board the bus. The policy outlined in Section 5 will apply to these buses.

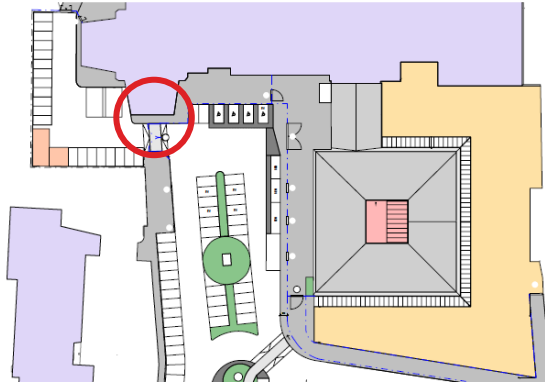
7. CONTRACTORS AND DELIVERIES

- 7.1. All deliveries are made prior to 7.30am, outside school break times or lunchtimes wherever possible or after school finishes when there are fewer people on site.
- 7.2. Contractors and delivery vehicles should drive with care and at 5 MPH to the area in front of the reception. On arrival they must report to the reception desk to advise the nature of their visit, parking in the designated delivery bay.
- 7.3. Drivers may be issued with a copy of this policy for reference or simply be advised of the site rules in relation to the area they are parking at the time.
- 7.4. Arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work.

8. WASTE AND RECYCLING COLLECTION

- 8.1. All refuse and recycling collections are made prior to 8.00am, outside school break times or lunchtimes wherever possible or after school finishes when there are fewer people on site.

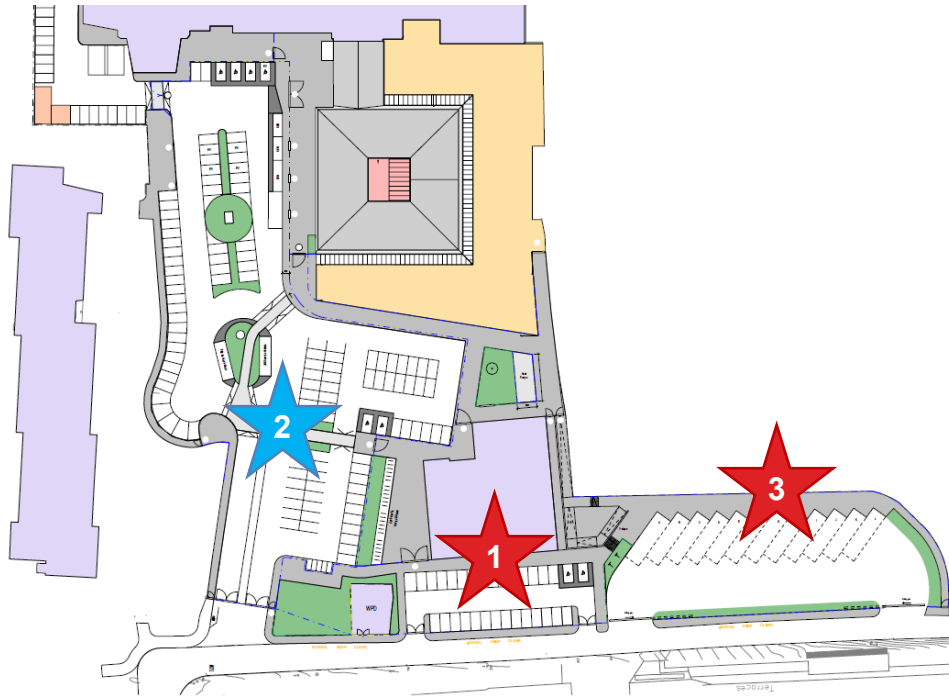
- 8.2. Vehicles should drive with care and at 5 MPH to the area in front of the delivery yard gate.
- 8.3. On arrival they must report to the reception via the intercom system to advise the nature of their visit. The receptionist will notify the Estates Team who will assist with pupil supervision during the collection.



- 8.4. The refuse / recycling drivers use reversing assistants during the reversing manoeuvre. All refuse and recycling vehicles must adhere to the 5 MPH maximum speed limit on site.

9. SUPERVISION

- 9.1. The Business Manager is responsible for a supervision rota so that staff are on duty at the designated times and locations.
- 9.2. Three members of supervisory staff will be in present in the morning (8.00 – 8.30am) and six member of staff will be present in the afternoon (2.30 – 3.10pm). They will position themselves in a safe location and wear a high visibility jacket whilst undertaking this duty.



- 9.3. In the afternoon, the lead supervisor (blue) will notify the bus supervisor when all pupils have left site and the buses are able to leave.

Staff Supervisor Role

- 9.4. Staff should be proactive in supervising. General duties include:
- challenging unauthorised or inappropriate parking which creates a hazard or congestion
 - steering pedestrians away from hazards
 - supervising bus collections and exits from the school site
 - challenging and reporting incidents of excessive speed
 - challenging and reporting drivers and pedestrians ignoring signs/instructions, using mobile phones when driving and other inappropriate behaviour
 - ensuring pupils access the school site using designated gates and as such remain behind the safety fence.

10. MONITORING COMPLIANCE

- 10.1. The ongoing monitoring of the policy is the role of SLT and any other staff on supervisory duty. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others. When appropriate the Headteacher will report any concerns with this policy to the Governing Body and a record kept through the minutes.
- 10.2. Traffic and driving issues arising from the behaviour of parents, carers, contractors, delivery drivers, cleaning and catering staff will be dealt with or escalated by the Headteacher or Business Manager. The appropriate Head of Year will be responsible for addressing the conduct of pupils where this is not consistent with the requirements of this policy.
- 10.3. Home-to-school transport issues will be reported to the Integrated Transport Unit. All staffing issues will be dealt with by the Headteacher. The Headteacher and Estates Manager will ensure that both the school traffic management risk assessment and this TMP is updated to reflect any amendments to the actual traffic management arrangements at the school. These will be discussed with Governors.

11. REPORTING AN ONSITE TRAFFIC INCIDENT

- 11.1. Incidents and accidents must be reported initially to the Estates Manager who will then inform the Business Manager.
- 11.2. The Business Manager will update the Headteacher, governors, and if appropriate the RCT Health and Safety officers.