

Ysgol Hendrefelin



Traffic Management Policy

MONITORING AND EVALUATION OF POLICY

Policy Type:	School
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1. Introduction

This policy sets out the traffic management arrangements for all sites of Ysgol Hendrefelin: the Bryncoch site and the Port Talbot sites (Theodore Road and Velindre). It applies to all staff, learners, parents, carers, visitors, contractors and transport providers who access any of these sites.

Ysgol Hendrefelin is a special school serving learners with a complex range of needs. Many learners have little or no awareness of road safety and may respond unpredictably in busy or noisy environments. This is a named principle that applies to every section of this policy. All site users must always take account of it.

The school takes the health and safety of all site users seriously. All individuals on or within the vicinity of the school grounds must exercise caution and follow the instructions in this policy. These instructions constitute site rules. Any concerns about traffic safety must be reported to the school leadership team immediately.

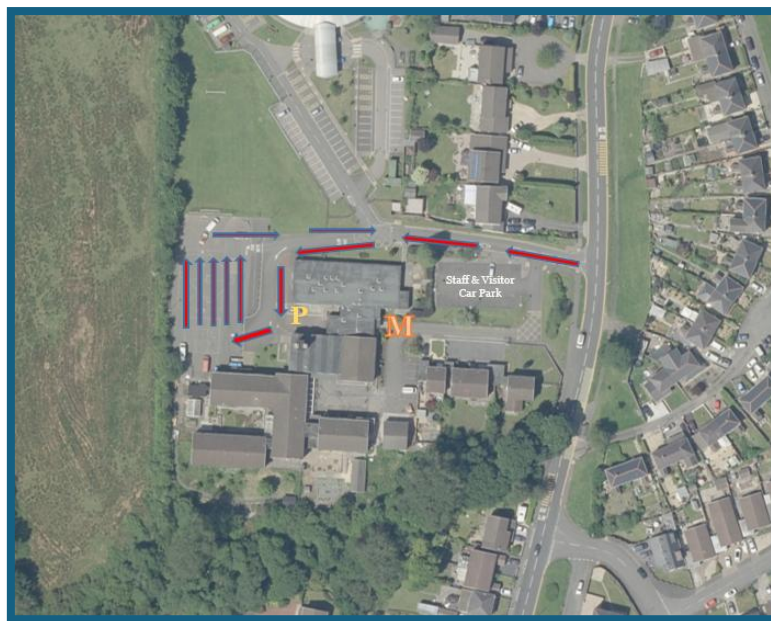
This policy has been written in accordance with the Equality Act 2010 and the Well-being of Future Generations (Wales) Act 2015. It supports the school's duties under the Rights of Children and Young Persons (Wales) Measure 2011 and reflects the principles of the United Nations Convention on the Rights of the Child (UNCRC).

2. Layout and Access

2.1 Bryncoch Site

Key:

- One-way traffic system for taxis and minibuses.
- Vehicles Park in 5 rows on the school yard and switch engines off.
- P = Pupil assembly point prior to boarding transport.
- M = Main school entrance.



Learners must only board or alight from transport when there is no vehicle movement and all engines are switched off. No learner is permitted to move from the assembly area onto the school yard until instructed by a member of staff.

- Every drop-off and collection is supervised by the school management team and/or Banksman trained staff.
- The gates to the Bryncoch site close at 8.40am and reopen at 3.10pm daily.

2.2 Theodore Road Site

Key:

- M = Main school entrance.



**Taxis and transport services drop learners outside the school entrance.
Vehicles do not enter the school grounds at this site.**

- Staff are located at the main entrance to receive learners on arrival.
- Learners are dropped off as close as possible to the front of the school.

2.3 Velindre Site

Key:

- M = Main school entrance.



**Taxis and transport services drop learners at the front gate of the school.
Vehicles do not enter the school grounds at this site.**

- Staff meet learners outside the main entrance on arrival.

3. School Opening and Closing Times

Bryncoch Site

- Start: 8.30am
- Lunch: 12.20pm - 1.00pm
- End of school day: 3.00pm

Theodore Road Site

- Start: 8.45am
- Lunch: 12.00pm - 12.45pm
- End of school day: 2.30pm

Velindre Site

- Start: 8.45am
- Lunch: 12.30pm - 1.00pm
- End of school day: 2.45pm

4. Minibus and Taxi Management

Bryncoch Site

Minibuses and taxis arrive on site in the morning between 8.15am and 8.30am. They arrive in the afternoon from 2.45pm to 3.05pm.

Minibuses and taxis park on the school yard in lines. Minibuses occupy the end 2 lines and smaller vehicles the next 3 lines. All drivers must turn their engines off. Learners remain in vehicles until instructed to depart by the school's Transport Management Team. The escort remains with learners until handover to school staff is complete.

At the end of the school day, staff and chaperones supervise learners' departures into home-to-school transport. Learners remain with staff until handover to chaperones is complete and they are safely in the minibus or taxi.

Theodore Road and Velindre Sites

Taxis and transport services drop learners outside the school entrance and do not enter the school grounds at either Port Talbot site. Learners are accompanied onto the school site by the transport chaperone. Staff are located at the front of the school to receive learners.

At the end of the school day, staff and chaperones supervise learners' departures at the front of the school. Learners remain with staff until handover to chaperones is complete and they are safely in their transport.

All Sites

Given that many learners have ASD, ADHD, BESN and/or CLD, the handover process must be managed calmly and at the learner's pace. Staff must not rush learners during boarding or alighting. Distress or refusal must be managed in line with the learner's Individual Development Plan (IDP) and the school's Positive Behaviour Support approach.

Staff Supervision

The Transport Management Team manages the taxi and minibus yard at Bryncoch. Staff at all sites must wear high-visibility clothing during all supervised handovers. Senior staff and other trained staff participate in Banksman training. See Section 14 for training requirements.

5. Vehicles at the School Site

All vehicle drivers authorised to enter any site must always exercise extreme caution during access and egress. Many learners have little or no awareness of road safety and may move unpredictably.

Authorised Vehicles

Authorised visitors may park in designated areas leading to the school gates. No vehicle is permitted within the school gates without prior agreement from the school. Visitors must park in available designated bays only to keep access routes clear during the school day and at peak times. There is no on-site parking at the Velindre site other than the school minibuses.

Alternative on-street parking is available in the surrounding areas. Drivers must not block residential driveways or park where this causes an obstruction.

School minibuses returning to the Bryncoch site must arrive in the car park before 2.50pm. If a school minibus arrives between 2.50pm and 3.15pm it must park with

the taxis in the back yard and wait until 3.15pm, when all learners have left the site, before moving to the designated minibuss bays.

Parents' and Carers' Vehicles

Parents and carers are not permitted to bring vehicles into the school compound at any site. The Acting Headteacher may grant permission in exceptional circumstances.

When dropping off or collecting learners, parents and carers must not park indiscriminately on the highway. Where possible, parents and carers are encouraged to walk learners to school.

Staff Vehicles

Staff who drive to work must arrive on site by the start of the school day at their site, before the arrival of buses, minibusses and taxis. Staff may leave after all learners have departed.

Staff must park in the allocated car park only. Staff must not obstruct any access routes. Drivers must always proceed slowly within the car park. Staff must remember that some learners have little or no awareness of road safety and must take full account of this.

Staff must supply the school with their vehicle registration number so they can be contacted if required.

Visitors

Visitors may park in available designated bays around the school. There is no access to areas within the school gates on any school day without prior agreement. Visitors arriving late or needing an early exit outside school start and close times must park outside the school grounds.

All visitors must report to reception and sign in before going anywhere in the school. Visitors must leave their vehicle registration number in the visitors' book. On departure, visitors must sign out at reception and leave by the main entrance. For advice on access or parking before a visit, call reception on 01639 642786.

Disabled Parking

Designated disabled parking bays are available on the Bryncoch and Theodore Road, Port Talbot sites. The school's duty to make reasonable adjustments under the Equality Act 2010 applies to all parking arrangements at all sites. Any learner, staff member or visitor with a specific access need must contact the school in advance so appropriate arrangements can be made.

Contractors' Vehicles

Contractors must arrange site visits by appointment. They must not arrive or depart at the start or end of the school day or during break or lunchtime.

Building Works Vehicles

Where significant works are proposed, vehicle access and working arrangements must be agreed between the Acting Headteacher and the contractor at the feasibility stage. Where possible, a dedicated vehicle entrance for construction traffic must be agreed. If this is not possible, the Acting Headteacher must agree and closely supervise the time construction vehicles enter site. A banksman must be present. All amended access arrangements must be recorded and communicated to all site users.

Servicing and Deliveries

Drivers of service vehicles who have not been on site before must report to reception at the main entrance. Drivers may be issued with a copy of this policy or advised of site rules on arrival.

Where a contractor is on site by prior arrangement, they must call reception on 01639 642786 in advance to agree a suitable parking location.

Service vehicles do not have access to the car park or delivery area between 8.15am and 3.10pm at Bryncoch, or between 8.15am and 2.45pm at the Port Talbot sites, without prior arrangement with the school office or caretaker/site manager.

Emergency Access

If a vehicle must be driven through a playground or yard it must be done when the area is free from learners. If this is not possible due to exceptional circumstances,

the vehicle must be driven slowly whilst sounding the horn and activating hazard warning lights. A nominated member of staff must clear the vehicle's route in advance.

6. Pedestrians at the School Site

All pedestrians must enter and exit the school from designated entrances and exits only. Pedestrians must use routes safely and must not spill onto the road. Groups must allow other users to pass safely.

Pedestrians must only access the school from designated entry points. These points may be adjacent to vehicle access routes that are in use during peak times. All pedestrians must exercise caution at these points.

7. Parking

A regular review of parking arrangements is undertaken at all sites to consider whether:

- Parking spaces are in appropriate locations.
- The position of spaces hinders access to or egress from the building.
- Vehicles must 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 give way to pedestrians at designated crossing points.

8. Cycles

Cyclists must dismount before entering the school premises at any site. Cycles must be parked in agreed locations.

9. Learners

Learners at Ysgol Hendrefelin present with a complex range of needs. Many learners have little or no awareness of road safety and may respond unpredictably in busy environments. All traffic management arrangements at all sites account for this.

- Parking areas are always out of bounds for learners.
- Learners must not be asked to collect or carry items from staff vehicles unless a member of staff accompanies them.
- Learners must not open or close school gates to allow vehicles access or egress.

Where a learner's IDP includes specific guidance on managing transitions, movement or sensory responses in busy environments, staff must follow that guidance during all transport handovers and vehicle-related activity on site.

10. Footways

Pedestrian footways must be always maintained in good condition at all sites. They must be free from obstruction, overhanging vegetation and moss. Footways in poor condition risk tripping accidents or force pedestrians onto the road.

11. Access to and from School

The school experiences vehicle congestion close to and surrounding its premises at drop-off and collection times. The school takes the following steps to reduce congestion across all sites:

- Encourages walking and cycling through collaborative work with the Road Safety Team and learner safety initiatives.
- Liaises with local police and parking attendants regarding enforcement.
- Revises the travel plan annually.
- Reminds parents and carers of the dangers associated with congestion at school entrances.

- Encourages car sharing to reduce the number of vehicles outside the site.
- Liaises with operators who transport learners by bus or taxi.
- Liaises with Neath Port Talbot local authority regarding remedial measures such as speed limits, road markings and traffic calming.
- Maintains a record of traffic incidents that occur off site in the vicinity of the school.

12. Physical Control Measures

Signage

The following signage is installed at all sites:

- Speed limit signs (5mph).
- Warning notices at entrances stating that only authorised vehicles are permitted on site.
- Warning notices highlighting that learners with complex needs may be present and that extreme caution must be exercised.
- Signage indicating where deliveries are to be made.
- Signage instructing users to close gates after entering and leaving.

Gates

Where the only point of access to the site is shared by pedestrians and vehicles, gates must be closed and locked at the start and end of the school day and at break and lunchtimes.

- Bryncoch site gates close at 8.30am and reopen at 3.10pm daily.
- Theodore Road site: 8.30am and reopen at 3.10pm daily.
- Velindre site: 8.30am and reopen at 3.10pm daily.

Poor Visibility

Where visibility is poor, the following measures apply at all sites:

- Adequate lighting must be in place for traffic routes and footpaths.

- Staff undertaking supervisory roles must be provided with high-visibility waistcoats/coats.
- Learners are encouraged to wear or carry reflective safety products or clothing.
- Mirrors are installed at blind corners or bends to enable pedestrians and drivers to see around them.
- Appropriate signage is in place.
- Speed cushions reduce traffic speed where visibility is obstructed by buildings or road layouts.

13. Roles and Responsibilities

Acting Headteacher

- Holds overall responsibility for the implementation of this policy across all sites.
- Grants permission for vehicles to access the site in exceptional circumstances.
- Approves building works vehicle arrangements with contractors.
- Ensures the policy is reviewed on schedule and presented to the Governing Body for approval.

Transport Management Team

- Manages the taxi and minibus yard at Bryncoch during all drop-off and collection periods.
- Supervises all learner handovers to and from transport at all sites.
- Wears high-visibility clothing during all supervised periods.
- Carries out or arranges Banksman duties where required.

All Staff

- Must follow all site rules in this policy.
- Must arrive on site before the start of the school day if driving to work.
- Must park in the allocated car park only or alternative on-street parking is available in the surrounding areas. Drivers must not block residential driveways or park where this causes an obstruction.
- Must supply their vehicle registration number to the school.
- Must exercise extreme caution when driving or moving within the site, accounting for the complex needs of learners.
- Must report any traffic safety concern to the leadership team immediately.

Caretaker/Site Manager

- Maintains pedestrian footways in good condition.
- Ensures signage is in place and in good repair.
- Coordinates servicing and delivery access with the school office.

Parents and Carers

- Must follow the site rules set out in this policy.
- Must not bring vehicles into the school compound without prior permission.
- Must not park indiscriminately on the highway at drop-off or collection times.

Contractors and Visitors

- Must report to reception and sign in on arrival.
- Must leave vehicle registration details in the visitors' book.
- Must follow all site rules communicated to them on arrival or in advance.

14. Training

Banksman training has been completed by a number of staff. A record of trained staff is held by the school.

Staff have refresher training every three years.

All staff are made aware of the traffic management arrangements at induction and through regular reminders via staff briefings and school communications.

15. Record Keeping

The school maintains a record of all traffic incidents that occur on or near any of its sites. This includes incidents involving vehicles, pedestrians and learners. Injuries are reported to the local authority via OARS.

All records are stored securely on the school SharePoint and treated as confidential. Access is restricted to relevant staff and senior leaders. Records are retained for a minimum of seven years or until the learner reaches the age of 25, whichever is later, in line with the school's data retention policy and GDPR requirements.

16. Monitoring and Review

This policy is reviewed every three years, or sooner if legislation, Welsh Government guidance or school circumstances change. The Acting Headteacher is responsible for ensuring the review takes place on schedule.

All revisions to this policy must be approved by the Governing Body before implementation.

Awareness of this policy is raised regularly through parental communications, staff briefings and school meetings.

17. Safeguarding

This policy operates alongside the school's Safeguarding and Child Protection Policy. All staff involved in transport supervision and vehicle management at any site must be familiar with that policy.

The Designated Safeguarding Officer for the Bryncoch site is Mr P. Thomas. The Designated Safeguarding Officer for the Port Talbot sites is Mr N. Lloyd. Any safeguarding concern arising during transport handover or site access must be reported to the relevant DSO immediately. If the concern involves the DSO or a

senior leader, staff must contact the Local Authority Designated Officer (LADO) at Neath Port Talbot local authority directly.

If a learner is not collected at the end of the school day, or if an unknown individual attempts to collect a learner without prior authorisation, staff must follow the school's Safeguarding and Child Protection Policy. Do not release a learner to any person not listed as an authorised contact.

This policy is written in accordance with:

- Keeping Learners Safe (Welsh Government, 2022)
- Wales Safeguarding Procedures (2019) - cross-referenced with Neath Port Talbot Regional Safeguarding Board updates
- The school's Safeguarding and Child Protection Policy

Mobile Phones and Personal Devices

Staff supervising transport handovers and learner movement on site must not use personal mobile phones or devices during supervised periods. Full attention must be always given to learners during handover.

Lone Working

No member of staff should supervise transport handovers alone where this can be avoided. Where sole supervision is unavoidable, the staff member must inform a colleague and remain in sight of the school building. The minimum staffing level for supervision during drop-off and collection is to be confirmed by the Acting Headteacher.

18. UNCRC: Key Related Articles

Wales is the first country in the UK to embed the UNCRC in domestic law through the Rights of Children and Young Persons (Wales) Measure 2011. This policy upholds that commitment by placing learner rights at the centre of every decision made within traffic management across all sites of Ysgol Hendrefelin.

Article	Relevance to this policy
Article 3	Every decision within this policy must prioritise the safety and wellbeing of learners above all other considerations.
Article 6	The physical safety arrangements within this policy directly support learners' right to life and safe development.
Article 23	This policy acknowledges that learners with complex needs require specific and individualised safety arrangements on site.
Article 28	Safe and well-managed access to the school site supports every learner's right to attend and access education.

Policy Review Record:

Policy Review		Signature	Signature
Date approved by Governors	07/07/2026	Mr R. Blank (Chair of Governors)	Mr R. Duford (Headteacher)
Date Reviewed			

