Mickleton Primary School



Car Park, Vehicle Access and Accessible Parking Policy

Approved by:	Governing Body	**Date:**	September 2025
Next review due by:	September 2028 (reviewed in 2026)		

1. Purpose

Mickleton Primary School is committed to ensuring the safety, wellbeing and accessibility of all members of the school community.

This policy establishes clear arrangements for vehicle access, parking and the use of the school's designated accessible parking provision. The policy aims to:

- Prioritise the safety of pupils, staff, parents, carers and visitors.
- Minimise risks associated with vehicle movements on site.
- Support accessibility for disabled members of staff.
- Ensure compliance with the Equality Act 2010.
- Maintain effective safeguarding arrangements.

The school's arrangements have been informed by the Department for Transport publication *Blue Badge Scheme: Rights and Responsibilities in England*. The guidance recognises that parking on private land, including school car parks, is governed by the rules established by the landowner or site operator.

In implementing this policy, Mickleton Primary School will have due regard to its duties under the Equality Act 2010, including the Public Sector Equality Duty. The school will seek to eliminate discrimination, advance equality of opportunity and foster good relations whilst maintaining appropriate safeguarding, health and safety arrangements.

This policy should be read alongside the school's Accessibility Plan and Equality Information and Objectives.

2. Scope

This policy applies to:

- Staff
- Governors
- Volunteers
- Contractors
- Visitors
- Parents and carers
- Any individual seeking vehicle access to the school site

3. Ownership and Control of the Car Park

Mickleton Primary School occupies premises owned by Gloucestershire County Council.

The school car park forms part of Gloucestershire County Council property and is private land. The use of the car park is managed by the school and remains at the discretion of the Headteacher in accordance with safeguarding requirements, site safety and operational needs.

Possession of a Blue Badge does not confer an automatic right to park within the school grounds because the Blue Badge Scheme primarily applies to on-street parking, whilst arrangements for private land are determined by the landowner or site operator.

The school reserves the right to refuse access to any member of the public where vehicle access may compromise safeguarding, safety or the effective operation of the school.

4. General Parking Requirements

All drivers using the school site must:

- Drive slowly and with due care and attention.
- Follow any instructions given by school staff.
- Park only in authorised areas.
- Not obstruct emergency access routes, gates, pathways or entrances.
- Observe all signage and site rules.
- Comply with the school's reverse parking requirements.

The car park is primarily provided for staff and authorised visitors undertaking school business.

5. Reverse Parking

All staff, contractors and authorised visitors must reverse park into parking spaces wherever reasonably practicable.

Reverse parking is considered safer because:

- Visibility is improved when leaving a parking space.
- The risk of collisions with pedestrians is reduced.
- Drivers undertake the more complex manoeuvre when arriving rather than when leaving.
- It improves overall safety within the car park.

6. Vehicle Access Restrictions

Priority for the School Community

The safety of the school community is the school's overriding priority.

During pupil arrival and collection times, significant numbers of pupils, parents, carers, staff and visitors access the school site. To ensure safe and unrestricted pedestrian access and to reduce risks presented by vehicle movements, the school car park will be closed to all vehicles during the restricted periods outlined below.

The school considers the safe access and egress of pupils, families, staff and visitors to take priority over vehicle access during these times.

Restricted Times

No vehicle may enter, leave or move within the school car park during the following periods:

- **8:30am to 9:10am**
- **2:50pm to 3:20pm**

These restrictions apply to all vehicles, including those displaying a Blue Badge.

Exceptions

The Headteacher may authorise vehicle movement during restricted periods in exceptional circumstances, including:

- Medical emergencies;
- Safeguarding incidents;
- Emergency service access;
- Essential operational requirements; or
- Other circumstances where an exemption is necessary to protect the welfare and safety of members of the school community.

Any permission granted under this section will normally be:

- Considered on a case-by-case basis;
- Subject to an individual risk assessment where appropriate;
- Temporary in nature; and
- Granted as a **one-off exception only**.

The granting of a one-off exception does not create an ongoing entitlement, reasonable expectation or precedent for future access requests. Each request will be considered on its own merits having regard to safeguarding, health and safety and the school's duties under the Equality Act 2010.

This provision relates to vehicle movement exceptions and does not prevent the school from considering ongoing reasonable adjustments under Section 8 where appropriate.

The Headteacher reserves the right to refuse, restrict or withdraw access where necessary to maintain:

- The safe access and egress of the school community;
- Effective safeguarding arrangements;
- Emergency vehicle access;
- The efficient operation of the school; and
- The safety and welfare of pupils, staff, parents, carers and visitors.

7. Designated Accessible Parking Space

The school provides **one designated accessible parking space** within the staff car park.

The arrangements for this space have been informed by the Department for Transport publication *Blue Badge Scheme: Rights and Responsibilities in England*, which recognises that arrangements for off-street parking are determined by the landowner or site operator.

Due to its location adjacent to the school building and the need to provide immediate and safe access to the workplace throughout the school day, the designated accessible parking space forms part of the school's workplace reasonable adjustment arrangements.

The designated accessible parking space is reserved for authorised members of staff who:

- Hold a valid Blue Badge;
- Have a recognised disability;
- Have mobility difficulties; or
- Require a reasonable adjustment under the Equality Act 2010.

The provision of this parking space supports staff in accessing and undertaking their employment duties safely and effectively.

Due to the physical layout of the school site, the location of the parking area, existing safeguarding arrangements and the operational requirements of the school, the designated accessible parking space is **not available for use by parents, carers, visitors or contractors**.

The school has determined that the space is required to ensure that staff members who rely upon this workplace adjustment are able to access and leave their place of work safely throughout the school day.

8. Equality Act Duties, Disabled Parents, Carers and Blue Badge Holders

Mickleton Primary School recognises its duties under the Equality Act 2010 and will consider requests for reasonable adjustments from disabled parents and carers on an individual basis. The school is committed to ensuring that disabled parents and carers are able to access school services without being placed at a substantial disadvantage, so far as it is reasonable to do so.

Mickleton Primary School operates from a site with restricted vehicle access arrangements that are necessary to maintain safeguarding, site security and the safe movement of pupils, parents, carers, staff and visitors. The school's physical layout, safeguarding arrangements and vehicle movement restrictions significantly limit the adjustments that can reasonably be made in relation to vehicle access and parking on the school site.

The school car park is private property owned by Gloucestershire County Council and managed by the school. Consequently, neither possession of a Blue Badge nor the existence of a disability creates an automatic entitlement to:

- Access the school car park;
- Use the designated accessible parking space;
- Enter or leave the site during restricted vehicle movement periods; or
- Receive exclusive vehicle access arrangements.

The designated accessible parking space is reserved for authorised members of staff in accordance with Section 7 of this policy and is not available for parent, carer or visitor use.

Where a disabled parent or carer experiences difficulty accessing school services because of their disability, they should discuss their circumstances with the Headteacher.

The school will consider whether any reasonable adjustment can be made having regard to:

- The individual's circumstances and access needs;
- The school's safeguarding responsibilities;
- Health and safety requirements;
- The practical limitations of the site;
- The availability of alternative arrangements;
- The safety of the wider school community; and
- The efficient operation of the school.

For the purposes of this policy, school services include:

- Communication with staff;
- Attendance at meetings;
- Participation in school events;
- Receipt of information; and
- Access to school administrative and complaints processes.

Due to the site's physical layout and safeguarding arrangements, the range of adjustments available may be limited. However, where appropriate, the school may consider:

- Arranging meetings at mutually convenient times;
- Offering telephone or online meetings where appropriate;
- Providing information electronically;
- Providing assistance to access school facilities for pre-arranged appointments; and
- Other arrangements considered reasonable in the circumstances.

The school's duty is to consider reasonable adjustments that enable disabled parents and carers to access school services. The duty does not require the school to provide vehicle access to the site, use of the designated accessible parking space, or access during restricted vehicle movement periods where this would compromise safeguarding arrangements, create an unacceptable health and safety risk, adversely affect the safe operation of the school, or place other members of the school community at risk.

Any adjustment agreed by the school will be determined on a case-by-case basis. The provision of an adjustment in one case will not create an entitlement, expectation or precedent for future requests. Each request will be considered on its own individual merits.

9. Staff Parking

The school car park is primarily provided for the use of employees undertaking their duties on behalf of Mickleton Primary School.

Staff parking is provided as a workplace facility and not as a contractual entitlement. Parking spaces are allocated and managed by the school on behalf of Gloucestershire County Council.

All staff using the car park must:

- Park considerately and only within designated parking spaces.
- Reverse park wherever reasonably practicable.
- Ensure that access routes, pedestrian walkways, gates, emergency exits and entrances to the school building remain clear at all times.
- Comply with any instructions issued by the Headteacher or other authorised staff.
- Drive with due care and attention whilst on school premises.

The designated accessible parking space is reserved exclusively for members of staff who:

- Hold a valid Blue Badge;
- Have a recognised disability;
- Have mobility difficulties; or
- Require a reasonable adjustment under the Equality Act 2010.

Staff must not:

- Allow unauthorised persons to use their parking privileges.
- Park in the designated accessible parking space unless authorised to do so.
- Obstruct the safe movement of pedestrians or vehicles.
- Use the car park in a manner that compromises safeguarding or site safety.

The Headteacher reserves the right to allocate, restrict or withdraw staff parking arrangements where necessary to:

- Maintain the safe operation of the school;
- Support safeguarding arrangements;
- Facilitate emergency access;
- Meet operational requirements; or
- Protect the safety and welfare of the school community.

Any misuse of the car park may result in parking privileges being reviewed or withdrawn.

10. Refusal or Withdrawal of Access

The school reserves the right to refuse, restrict or withdraw permission to access the car park where:

- Vehicle use presents a risk to pupil, staff or visitor safety.

- Safeguarding concerns arise.
- School procedures are not followed.
- A vehicle obstructs emergency access routes or entrances.
- Access arrangements interfere with the safe operation of the school.
- Agreed parking arrangements have been misused.

Any decision regarding a disabled person will be made having regard to the school's duties under the Equality Act 2010 and the individual circumstances of the case.

11. Emergencies

The Headteacher may suspend or amend normal parking arrangements in response to:

- Medical emergencies;
- Safeguarding incidents;
- Fire or police incidents;
- Severe weather;
- Site emergencies; or
- Any circumstance requiring immediate action to protect pupils, staff or visitors.

12. Responsibilities

Governing Body

The Governing Body is responsible for:

- Reviewing and approving this policy.
- Ensuring appropriate arrangements are in place to support safety, accessibility and safeguarding.

Headteacher

The Headteacher is responsible for:

- Implementing this policy.
- Determining access arrangements.
- Authorising exceptional access requests.
- Considering requests for reasonable adjustments.

Staff, Visitors and Drivers

All users of the car park are responsible for:

- Complying with this policy.
- Following instructions given by staff.
- Driving and parking safely.
- Respecting safeguarding and safety arrangements.

13. Monitoring and Review

This policy will be reviewed every three years or sooner if:

- There is a significant change to the school site;
- Relevant legislation or guidance changes;
- Gloucestershire County Council requirements change; or
- A significant safety or safeguarding incident necessitates a review.