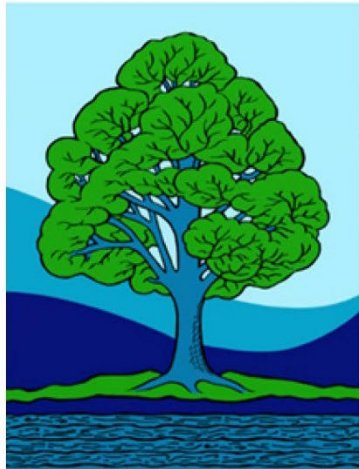




Rivertree Free School

Dream • Discover • Develop

Article 3: *All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.*

Article 6: *You have the right to be alive.*

Fire Safety Policy

Policy Status: Statutory

Review Cycle: Annually

Owner: Headteacher

Date: September 2026

Approved by: SLT

Date: September 2026

Review Date: September 2027

Introduction

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

Rivertree Free School takes the health and safety of all site users very seriously. It is, therefore, imperative that individuals exercise caution when on school grounds or in the vicinity and follow instructions to avoid the risk of injury. Any concerns about traffic safety should be reported to the school.

We urge all site users to read this document carefully and adhere to the instructions contained herein. These instructions constitute site rules.

Copies of this document have been distributed to school staff, pupils, parents, and carers. Additional copies are available at reception and on the school website.

This document will be reviewed annually, with awareness regularly raised through school meetings.

General Information about Access for Both Pedestrians and Vehicles The school site is open from 6:00am until 6:00pm, Monday to Friday.

Delivery access times are from 9-11:30am and 1:30-2:45pm After-school lettings vary from day to day.

The speed limit on the school site is always restricted to a maximum of 5 mph for all users.

Parking Guidelines

Designated Parking Areas

All vehicles must be parked in designated parking areas. Unauthorized parking in restricted zones pedestrian pathways, is strictly prohibited.

Visitor Parking

Visitors should use the top car park only. If these are full, please park outside of the school grounds.

Staff Parking

Staff members are required to park in the top car park only. Staff must be parked by 8:30am before school transport begins. If they arrive after this time, staff must find alternative parking.

Parent Drop Off

Parents/carers should use the main pedestrian gate to enter the school site and walk down to the entrance pedestrian gate. This gate will be opened at 8:40am and 3:10pm

Parking Etiquette

Be considerate of others when parking. Ensure your vehicle is within the lines of the parking space and avoid blocking other vehicles or pathways.

Bicycle Parking

Designated Bicycle Parking Areas

Bicycles must be parked in the designated bicycle racks on school grounds. Please ensure your bicycle is securely locked.

Safety and Security

It is recommended to use a sturdy lock to secure your bicycle. The school is not responsible for any loss or damage to bicycles parked on the premises.

Access Routes

Cyclists should use the designated access routes to enter and exit the school grounds. Cyclists should dismount before they come onto school site.

In case of an emergency, please use the following contact information: School Reception: 01234

745200

Emergency Services: Dial 999

School Health and Safety Officer: Mrs Breare 01234 745200 Local Police Station: 01234 841212

Local Fire Department: 01234 845000

Local Hospital: 01234 355122

Designated Entry Points

There is a pedestrian walkway that runs from the top end of the car park by the zebra crossing. Pedestrians can then go down the ramp or stairs, which leads to the entrance gates close to the school. Pedestrians should always follow the pathway.

For entry to the school building, pedestrians should walk from the main entrance gate towards the main school situated under the canopy.

Pupils will access/leave the school building via a second entry/exit point by continuing past main reception, turning left and following the secure walkway. The vehicular access should not be used by any pedestrians.

No pedestrians should be moving in either car park during transport drop off/collection unless authorised by a member of the transport team.

Pupils

The school day is 8.40am until 3.20pm

School transport times are 8.30am until 9.00am and then 3pm until 3.30pm.

It is important that staff set a good example to others. There are several site related areas pupils/staff should be aware of:

- Pupils must not walk in the staff car park at any time unless they disembark the school buses.
- Pupils must follow the instructions of staff; they will be supported by staff who will make sure they are acting responsibly.
- Only use the paths identified by staff to access the entrance.

- When using the footpaths, ambulant pupils must walk and not run. This will
- prevent accidents and increase awareness of the environment.

Non-Ambulant (wheelchair users) Pupils Accessing Transport

Non-ambulant pupils may access transport while other vehicles are moving on site. Pupils must be accompanied by an adult at all times and use designated pedestrian walkways. All drivers must adhere to site speed limits, remain vigilant for pedestrians, and give priority to pupils and accompanying staff. Any vehicle involved in boarding, alighting, or wheelchair transfer must remain stationary during the transfer process.

Parent/Carer Drop Off

Parents/carers should accompany their child safely onto the school site via the main entrance school pedestrian gate at the top of the car park, following the main footpath to the school gate. No unauthorised vehicles should access the school car park without discussion with SLT.

Staff

During drop-off and pick-up times, the gates to the car park will be closed and locked and traffic in and out of site will be restricted.

School Transport Providers

School transport is provided for many of our children, by either taxi or minibus. School transport times are 8.40am until 8.50am and then 3.00pm until 3.20pm

The school busses must be at a complete stop and engines off before dis/embarking. Drivers cannot see pedestrians who are out of their view.

Staff members will assist pupils in dis/embarking the vehicles where required.

Transport is over seen by a member of SLT daily. There are members of staff marshalling doors and gates at transport times. They must be wearing high visibility jackets, so they are easily recognisable.

At 8:30am and 3.00pm the gates are closed to all vehicular access. They will remain closed until all children have either disembarked or embarked their transport. Only when all children are inside gated school grounds, will the vehicle gates be opened. Any late transport must wait in the upper car park (with engines turned off) until asked to enter. School staff on transport duty liaise via walkie-talkie to ensure good communication and safety during transport times.

Drivers cannot see pedestrians who are out of their view. Staff should ensure that all pupils enter and exit the bus responsibly.

Until pupils have dis/embarked they should be supported by their passenger assistant from their transport.

All vehicles must ensure that their engines are off when stationary.

Only the school transport team can unlock or lock the main gate during transport time.

Transport providers must not start or drive their vehicles once the gates are shut. At 8:40am and 3:20pm, the gates are closed to all vehicular access and remain closed until all children have disembarked or embarked their transport. Late transport must wait outside the gated car park until asked to enter.

If a pupil refuses to leave the car park SLT on duty will dynamically risk assess the situation and decide the safest option.

Children cycling to school

Children cycling to school must enter the grounds via the pedestrian access into the school grounds. They must dismount the cycle before entering the gate and walk to where the bicycles are stored in the bike shed. They should exit the school via this same routine and route.

Visitors

Visitors are welcome to park in the school grounds outside of transport times providing there is space within the car park. Please be aware that the car park is often busy so please park sensibly, doing so will allow unrestricted movement of other vehicles during the school day, users of our car parks do so at their own risk. The Academy will not accept responsibility for any damage, accidents, or losses. Visitors should leave via the gate marked 'way out'.

All visitors must report to main reception on arrival to sign in.

Contractors / Deliveries

Drivers of service/delivery vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. 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. The school actively discourages deliveries between 8.30am-9.30am and 2.30pm-4pm. This is to avoid the busier times.

Disabled Access/Parking

There are disabled parking bays located opposite the main entrance to the building. A blue badge must be displayed in the vehicle.

Management Practices

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

Monitoring of compliance against this plan

Where issues arise with vehicular access, taxi/minibus drivers, pupils, and staffing, these will be dealt with or escalated by the school Transport Liaison Assistant.

SLT will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded by those monitoring the site and appropriate action will be taken.

This includes possible disciplinary action and reports going to Bedford Borough Transport or other appropriate officers which may result in investigative action.

Supervision

SLT will arrange for daily supervision around the school transport parking and the pedestrian areas

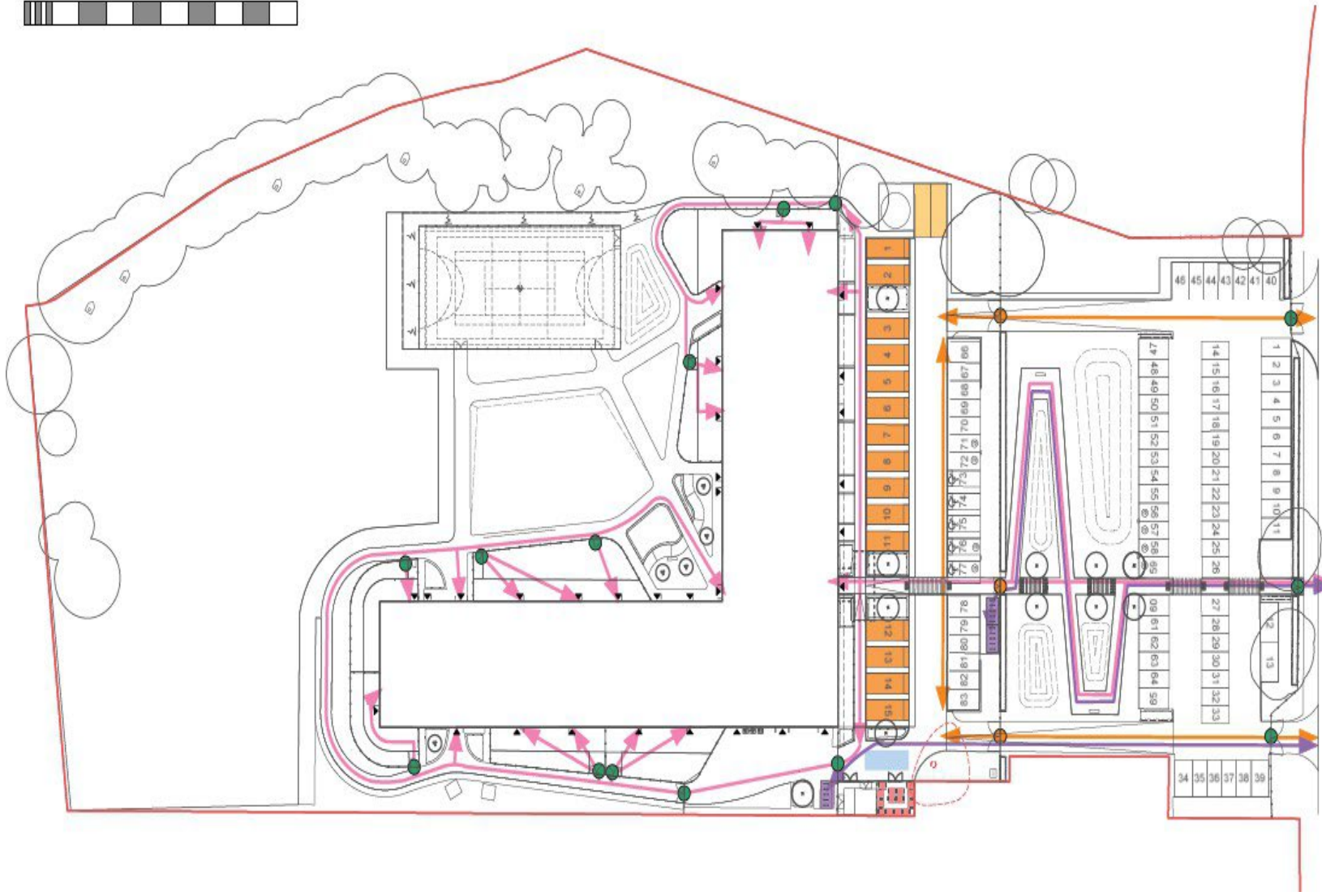
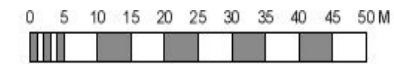
at the beginning and end of each school day. All staff members on duty will wear high visibility jackets and wear a walkie talkie.

General Parking

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed, or pedestrians must negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys. Emergency services must always be able to have easy access.

In addition, minibuses need to be mindful of their vehicle lengths and ensure that other drivers can drive pass with ease or be directed by the school transport team as appropriate.

Rivertree Free School access points



- DROP OFF / PICK UP ACCESS**
- ▲ Building Entrance
- Gate Locations**
- Gate Location - OPEN
 - Gate Location - MANAGED
 - Gate Location - LOCKED
- Movement**
- Pedestrian Access
 - Minibus Access & Parking
 - Cycle Access
- Parking**
- Temporary Minibus Parking
15 Nr Spaces
 - Permanent Minibus Parking
2 Nr Spaces
 - Cycle Parking
30 Nr Spaces
 - Ambulance Pull in
1 Nr Spaces