



Dream Big, Aim High
& Make a Difference

Potley Hill Primary School Road Safety Policy

At Potley Hill Primary School we believe that a road safety policy provides a framework of common understanding for students, staff, parents/carers and the community who interact with the school to provide a safe environment. The main intention of this policy is to ensure the health, safety and welfare of our students who use the services and facilities of this school. Potley Hill Primary School is concerned about all issues relating to road safety, both within the curriculum and day to day practices such as travel to the school site and organised school trips. The joint approach of everyone concerned with the care of children has been proved to be the most effective way of teaching road safety. Potley Hill will, when necessary, liaise with the Local Authority Road Safety Officer and local Police on all road safety matters.

Aims

To ensure that children, their parents and teachers are safe on the roads. Potley Hill Primary School recognises the threat of death and injuries on roads to pupils, parents and teachers and has prepared this policy to reduce that threat.

- The school encourages the use of other interested agencies in the delivery of road safety education and regularly uses the services of the Road Safety Officer and our Community Police Officer.
- YR and some Key Stage 1 pupils will be provided with a range of balance bikes, trikes and scooters to improve their balance and control skills. Safety aspects will also be taught.
- Upper Key Stage 2 pupils will be provided with training on the safe use of bicycles, in the form of Bikeability which includes all pupils becoming more proficient at riding a bike with some pupils also taking part in on-road cycling.
- The school appoints a Road Safety Team, who attend JRSO (Junior Road Safety Officer) training events and share their learning with their fellow pupils.
- The school supports local and national initiatives related to road safety, e.g. Hampshire's Living Streets project, WOW initiatives, Be Bright Be Seen.

Parents

- It is vital for the safety of all, that parents observe the road markings on the campus.
- Parents must ensure that children are restrained correctly in cars using seatbelts and where appropriate using a car seat or booster seat, (government guidance can be found [here](#)).
- Parents should help their children develop road safety skills and encourage them to become independent and responsible road users, before allowing them to walk or cycle to school unaccompanied.
- Parents are expected to park in the marked parking spaces on the Campus and give due regard to disabled bays.
- No parking is allowed on the double yellow lines by the entrance, even for dropping off. This is due to the pedestrian crossing directly in front of it.

Children

- During assemblies and lessons within their classes children are frequently reminded about safety on the roads both inside and outside the Campus and are required to use the marked crossings on site.
- Children are not allowed to cross the main Reading Road. The footbridge must be used.

Children in year 5/6 are allowed to walk to and from school independently with their parents' permission but any incidents of misbehaviour and carelessness are reported to parents.

School Trips

- Parents will be notified before any school trip. A consent form will have been signed in relation to short excursions off school premises.
- Adequate adult supervision will be provided (according to guidance from Hampshire County Council).
- Adults accompanying trips will be DBS checked together with being fully briefed on their responsibilities and duties.
- Adults should walk on the roadside of the pavement.
- One adult should be at the rear of the group and others spaced at intervals.
- When crossing a road any accompanying adults should follow the directions of the teacher in charge.
- In the majority of cases, a 'wave' approach should be used to allow children to cross roadways in 2 groups (or 'waves'). Teachers should liaise with the school's Educational Visits Co-ordinator to ensure they fully understand how to implement this. In a minority of cases, the 'wave' approach is not suitable. In this case, adults should stand on each side of the children crossing the road. They do not have the authority to stop traffic.
- Enough time will be allowed for a safe journey and, if appropriate, children will be involved in the planning of the route.
- A full first aid kit will be taken on all out of school trips and visits.
- A staff member will take a mobile phone out for all school trips and visits.
- In the Event of an Accident a designated adult will take responsibility for the group whilst the incident is dealt with. Wherever possible, a qualified "First Aider" will accompany the trip.
- **Pedestrian Trips** - When crossing roads, safe crossing places will be used wherever possible. If zebra or pelican crossings are used, the teacher in charge will proceed to the centre of the crossing only when vehicles in both directions have stopped and the adult helpers will lead the children across the road.
- **Coach/MiniBus Trips** - The children will wait inside the school until advised the coach/minibus has arrived at the pick-up point. Teachers will ensure that the children remain seated throughout the journey and do not distract the driver. A teacher or adult helper must disembark first. Coaches and minibuses with seat belts will be hired and belts worn at all times by adults and children.
- **Transport of Children in Staff Cars** – Staff transporting children in their own vehicles must complete and adhere to all the recommendations on the 'Agreement to Drive and record of details form' provided by Hampshire Outdoors, (EVOLVE). Staff will only be able to transfer 2 or more children at any one time in line with safeguarding protocols and all regulations regarding booster seats will be adhered to.

Use of Bicycles and scooters

- Children must wear helmets whilst riding to school.
- Children will be actively encouraged to attend a 'Bikeability' course during Upper Key Stage 2, (where necessary the financial cost of this will be supported through Sports Premium funding).
- Pupils are expected to keep their bikes and scooters in good working order. Checks may be carried out at anytime.
- The security of bikes and scooters are the responsibility of the individual and measures must be taken to protect against theft. The school accepts no responsibility for the safety of any bikes or scooters whilst on school premises.
- All cyclists (and children on scooters) should dismount when entering school premises.

Reviewed: May 2025

Next Review: May 2028