**SCHOOL DROP OFF**

### What is the Risk?

Parishes are increasingly being asked if their car parks can be used by neighbouring schools for parking or as ‘drop off zones’. It is important that the process of dropping off and collecting Primary School children is managed in a safe and efficient way. By having a simple drop off plan, this can improve safety as well as easing congestion outside schools.

### How does it work?

A ‘Drop-off and Pick-up scheme’ provides parents and carers with a safe environment to drop off and collect their children from school by car.

The Drop-off and Pick-up scheme generally use existing ‘No Parking’ areas at schools, which are generally the areas outside the gate, on an adjacent road.

Where a scheme is in operation, parents and carers are able to legally drop off or pick up their children within a two-minute timeframe, while a teacher or volunteer adult supervisor assists the children into or out of the car. The Drop-off and Pick-up initiative allows:

- Drivers to drop off or pick up students legally at busy times at the beginning and end of the school day.
- A volunteer adult supervisor to marshal the students at the designated school gate.
- The driver to pull into the Drop-off and Pick-up zone and remain in control of the vehicle while a volunteer adult supervisor assists the school student to exit or enter the vehicle.

### The advantages of a Drop off Scheme:

A Drop-off and Pick-up initiative has advantages for child road safety because it:

- Provides a designated zone at a school access point for drivers to stop and drop off or pick-up their children.
- Relieves traffic congestion around the school by ensuring cars do not park illegally.
- Provides adult supervision for students being dropped off and picked up from school by car.
• Allows smaller children to remain secured in the car while school age children are dropped off and picked up from school.

• Reinforces road safety messages and safe passenger behaviours to parents and children.

What to Consider:

If you are thinking of setting up a scheme there are a number of factors to consider before getting started:

• Decide on the parameters of the scheme, such as what times will the scheme operate and where will the drop off zone be set up.

• Once the details have been decided, write to any residents to explain what is planned. They should be supportive as this type of scheme will reduce congestion and illegal parking as well as improving safety.

• Consult with the Local Council to determine if the school environment is suitable to operate such an initiative.

• Write to all parents and explain what the scheme will involve and what the parents will need to consider when they arrive at the school gates such as:
  • Pull up with the pupil at the side of the car nearest to the pavement Drop Off area.
  • Be ready to drop of your child and don’t get out of the car.
  • Follow any instructions given by any of the volunteers or staff operating the scheme. Also follow any signs.
  • Once your child has been dropped off, move forewords to allow the next car to arrive.
  • Don’t reverse, park or turn round in the Drop Off Area.

• The staff members of volunteers that will operate the scheme will need to receive some basic training in what it is they will be expected to do.

• The staff members and volunteers will require high visibility clothing.

• Some signage, traffic cones and barrier tape may be required designate the area and explain what to do.

How can I get help?

If you need clarification on any of this material, please contact your dedicated health and safety consultant. If your consultant is unavailable, please contact the health and safety helpline on 0845 226 8393.