

# Jersey College Car Park Use Protocol – JCG & JCP

*We continuously review the use of all our parking facilities to help identify where further adjustments can be made to provide a safe environment for all users.*

## 1. Purpose

This protocol sets out how the shared parking facilities at JCG and JCP are to be used safely and efficiently by staff, parents, and visitors. The aims are to:

- Provide a warm, friendly welcome to all car park users.
- Ensure the safety of students, staff, and visitors.
- Promote smooth traffic flow during peak times.
- Prioritise parking for staff and operational needs.
- Minimise congestion and environmental impact.

## 2. General Principles

- The car park is first and foremost a **staff and operational facility**, i.e. to provide a safe and convenient space for the dropping off and picking up of students.
- All users must **drive with due care**, follow **staff guidance**, observe **signage**, and adhere to designated **speed limits** (max 5 mph).
- For cleaner air, all vehicle drivers are asked to please **switch off engines while waiting**.
- **Pedestrian routes** are to be kept clear at all times.
- Use of the car park is **at the user's own risk**.
- There is **no permitted parking for students**, other than at the Astro area; parking here is arranged/managed by the SSLT.
- Parents are **not permitted to park in the main car park** during the school day, except where authorised (e.g. accessibility needs).
- Our Underground/Basement car park is designated for use by parents/carers to drop off/collect JCG and/or JCP students. Parents/carers are respectfully asked not to park and block other vehicles into spaces.
  - To prevent unauthorised parking, the shutters are automated to open at 07:40 and stay open until 09:00. They will then be closed during the school day, opening again at 14:15 in time for picking up students. Unless there is an evening event, the shutters will close by 18:00 each day. The opening and closing of shutters will be adjusted accordingly for events during the school day, e.g., plays and assemblies.
- No vehicles should reverse into pedestrian areas.
- Mobile phone use while driving on site is prohibited.

### 3. Staff Parking

- **JCG Staff** parking is in the Upper/Rear car park on Mont Millais.
- **JCP Staff** parking is in the car park off Claremont Road, north of the JCP building. There is a small amount of additional staff parking in the Admin car park/designated drop-off and pick-up area, south of the JCP main building.
- Staff are required to **register their vehicles** with the College Site Manager (JCG staff) or School Business Manager (JCP staff). They will issue a staff parking permit. This should be displayed when using the designated car park.
- **Allocated bays** are designated for specific roles (e.g. Principal/Headteacher, SLT, Visitors).
- Staff must use **designated staff-only areas** and not park in drop-off bays or pedestrian zones.
- On event days or when capacity is limited, staff may be asked to car share or park off-site, e.g. at Heathfield.

### 4. Additional Parent Drop-Off & Pick-Up

- A **designated drop-off/pick-up zone** will operate in the Admin car park at JCP during the following times:
  - **JCP:** 08:00–08:45 and 14:45–15:30
- This area is for **quick stop only (no waiting)**. Parents must remain in the vehicle and move off promptly after their child has exited or entered the car.
  - When exiting/entering the vehicle, the child should walk around the front of the vehicle to a place of safety before the driver moves off.
- Parents/carers should travel north up Claremont Road in order to access this zone and when leaving, turn right back onto Claremont Road.
- Use of **alternative parking (e.g. nearby public car parks)** and **'park and stride'** options is encouraged.

### 5. Event Parking

- For College/School events, additional parking guidance will be issued in advance, including:
  - On-site overflow parking (e.g. Heathfield, if suitable)
  - Encouragement of car-sharing and public transport

## 6. Visitors

- All visitors must **report to reception** and may be issued a temporary parking permit or allocated space.
- Contractors or suppliers must coordinate with the **Site Manager** in advance.

## 7. Accessibility

- Designated disabled parking bays are available for those with a blue badge or by prior arrangement.
- Families with specific access needs should contact the **School Office** to discuss individual arrangements.

## 8. Supervision and Safety

- Staff will be present during peak drop-off and pick-up times to provide guidance and assist with safe movement of vehicles.
  - **JCP Drop Off:** 08:00 – 08:45 and 14:45 – 15:15 *Daily*
- When events take place anywhere at the College, timings of supervision are subject to change.
- When conducting traffic management duties, staff should always wear a reflective jacket or similar.

## 9. Internal Access to CCTV

- Viewing of any recorded footage must only be conducted in accordance with the College CCTV Policy.
- Footage should be retained only for as long as necessary and in accordance with CYPES Retention Policy.

## 10. Behaviour Expectations in the Car Park

We expect all car park users, including parents/carers, visitors, students and staff, to behave respectfully and cooperatively while on our campus. Our Site Staff are here to provide support, keep everyone safe and ensure the smooth flow of vehicles and pedestrians. In return, we ask that all drivers:

- **Follow instructions** from Site Staff with the understanding that they are guiding drivers appropriately to support the safe and effective movement of **all** car park users.
- **Remain patient and courteous**, even during busy periods.

- **Avoid using mobile phones** while driving or moving through the car park.
- **Treat all staff and other members of the community with respect.**

Our Site Staff are trained to carry out their duties professionally, with calm and courtesy, even in high-pressure situations. We expect the same standards of behaviour from all car park users.

We will not tolerate any form of **rudeness, verbal abuse, or aggressive behaviour**, and such actions may lead to individuals being refused access to the College site. Maintaining a culture of **mutual respect** is essential to keeping our community safe, calm, and welcoming.

## 11. Communication & Review

- This protocol will be:
  - Communicated to all staff, parents, and visitors.
  - Reviewed annually or as required due to site changes or feedback.
  - Updated jointly by the JCG and JCP leadership teams in consultation with the Site Team.