

BURE PARK PRIMARY SCHOOL
SCHOOL CAR PARK AND BLUE BADGE POLICY



Teamwork Honesty Kindness

ROLE	NAME	DATE OF RATIFICATION
Leader	Emma Porter	17 th September 2026
Headteacher	Sarah Moon	
Chair of Governors	Alastair Deacon	

Next Review	September 2029
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School Car Park and Blue Badge Policy

Effective from: September 2026

1. Purpose of this Policy

This policy sets out the arrangements for the use of the school car park, including the use of designated disabled parking spaces by Blue Badge holders.

While a number of the guidelines specifically relate to Blue Badge holders, several of the principles apply to all users of the school car park.

The school is committed to ensuring that disabled pupils, parents, carers, staff, visitors and other members of the school community are treated fairly and that appropriate reasonable adjustments are made where required.

The school will comply with its duties under the Equality Act 2010, including the requirement to make reasonable adjustments where appropriate to ensure that disabled people are not placed at a substantial disadvantage compared with non-disabled people.

2. Department for Transport Guidance

The arrangements within this policy have been informed by the Department for Transport guidance “The Blue Badge Scheme: Rights and Responsibilities in England.”

A Blue Badge is issued to an individual rather than to a vehicle. The badge is intended to assist the badge holder with parking close to their destination when they are travelling as either the driver or passenger.

The Blue Badge must only be used when the badge holder is travelling in the vehicle, either as the driver or as a passenger.

3. Blue Badge Scheme and the School Car Park

The Blue Badge Scheme is a statutory scheme which provides certain parking concessions on public roads and in other locations where the relevant parking restrictions recognise the scheme. The legal rights and concessions associated with a Blue Badge do not automatically give the badge holder an unrestricted right to park on private land.

The school car park is private property and is managed by the school. The school therefore has the right to determine who may use the car park and under what circumstances, subject to its legal obligations, including those under the Equality Act 2010.

The school recognises the purpose of the Blue Badge Scheme and is committed to supporting disabled pupils, parents, carers, staff and visitors wherever reasonably practicable. Possession of a valid Blue Badge will therefore be taken into account when considering requests to use the school car park or designated disabled parking spaces.

However, a Blue Badge does not, by itself, create an automatic entitlement to enter or park within the school car park. Access remains subject to the school's parking arrangements, safeguarding procedures, traffic management requirements and any temporary restrictions that may be in place.

Where a Blue Badge holder requires access to the school car park as a reasonable adjustment because of their disability, the school will consider the individual circumstances and make reasonable adjustments where appropriate.

The school may therefore:

- permit Blue Badge holders to use designated disabled parking spaces;
- set reasonable conditions regarding when and how those spaces may be used;
- restrict vehicle movements at particular times for safeguarding or operational reasons;
- require regular Blue Badge users to identify themselves to the school so that appropriate arrangements can be put in place; and
- refuse or restrict access where there is a legitimate safeguarding, safety, emergency or operational reason, while having regard to its obligations under the Equality Act 2010.

The school's arrangements are intended to ensure that designated disabled parking facilities are available to those who genuinely require them, while maintaining the safety and security of the whole school community.

4. School Car Park

The school car park is private property and is primarily provided for the use of authorised staff and other individuals authorised by the school.

Use of the car park is therefore subject to the school's own rules and conditions. Possession of a Blue Badge does not, in itself, provide an automatic right of access to the school car park.

The school reserves the right to control access to the car park at all times where this is necessary to:

- protect the safety and welfare of pupils, staff and visitors;
- manage traffic and pedestrian movements;
- maintain emergency access;
- address safeguarding concerns;
- prevent misuse of parking facilities; or
- respond to an emergency or other exceptional circumstance.

The school may challenge or refuse access to any person attempting to enter the car park where there is a legitimate reason to do so.

5. Designated Disabled Parking Spaces

A designated disabled parking space means a clearly marked disabled parking bay or another parking space specifically allocated by the school for use by an eligible disabled person.

The school provides two designated disabled parking spaces.

These spaces must not be used by non-disabled parents, carers, staff or visitors unless specifically authorised by the school.

The availability of a disabled parking space cannot be guaranteed and use of a space is subject to the conditions within this policy.

6. Blue Badge Holders

Blue Badge holders who require regular access to the school car park should make themselves known to the school office or an appropriate member of staff.

The school may request that a Blue Badge holder identifies themselves and explains their connection with the school so that appropriate arrangements can be made.

Blue Badge holders using the school car park are expected to:

- display their Blue Badge clearly through the front windscreen;
- ensure that the badge is valid and belongs to the person travelling in the vehicle;
- use the designated disabled spaces responsibly;
- comply with all school traffic, parking and safeguarding arrangements; and
- ensure that any driver transporting them is aware of this policy.

The school may request to see the Blue Badge where necessary to establish eligibility to use a designated space.

7. Display and Use of a Blue Badge

Where the school has authorised a Blue Badge holder to use the car park, the badge should be displayed clearly through the front windscreen while the vehicle is parked in a designated disabled space.

The Blue Badge remains the property of the issuing authority and is issued to the individual, not to a particular vehicle. It must only be used for the benefit of the badge holder.

A Blue Badge should not be used to obtain parking concessions for another person when the badge holder is not travelling in the vehicle.

The school reserves the right to challenge the use of a Blue Badge where there are reasonable grounds to believe that it is being misused or that the conditions of the school's car park arrangements are not being followed.

8. Parents and Carers

Parents and carers who are not disabled should not use the school car park unless they have been specifically authorised to do so by the school.

Parents and carers who are Blue Badge holders may be permitted to use the designated disabled parking spaces where they are the legitimate badge holder and are travelling in the vehicle.

The school may need to make alternative arrangements where a vehicle contains a Blue Badge holder but the badge holder is not the person requiring the parking concession.

9. Reasonable Adjustments

The school will consider requests for access to the car park by disabled people on an individual basis.

Where a disabled person requires access to the car park as a reasonable adjustment, the school will consider what arrangements are reasonable and practicable in the circumstances. This may include access to a designated disabled parking space or other arrangements that enable the individual to access the school safely.

Any decision to restrict or refuse access will take account of the school's safeguarding responsibilities, the needs of other disabled users, available parking provision and any relevant operational or emergency requirements.

The school will aim to apply these arrangements fairly and consistently and will review individual circumstances where a person's needs change.

10. School Arrival and Departure Restricted Access Periods

For safeguarding reasons, the school car park operates restricted access during the following times:

- 8:30am – 9:00am
- 2:30pm – 3:30pm

During these periods, vehicle movements in and out of the car park are restricted.

Blue Badge holders who have been authorised to use the car park must therefore plan their arrival and departure accordingly.

Where a Blue Badge holder needs to use the car park during these periods, they may be required to:

- arrive before 8:30am and remain on site until 9:00am before leaving; or
- arrive before 2:30pm and remain on site until 3:30pm before leaving.

This arrangement is necessary to support the school's safeguarding procedures and to minimise vehicle movements while pupils are arriving at or leaving school.

Exceptional Circumstances

There may be occasions when authorised staff need to enter or leave the car park during these restricted periods. This may include, but is not limited to:

- a safeguarding concern;
- a medical emergency;
- police, fire or ambulance attendance;
- a serious incident on the school site;
- flooding or another natural disaster;
- a chemical spill or other environmental hazard;

- a bomb threat or terrorist incident;
- a criminal incident;
- a missing child;
- an individual posing a threat to pupils, staff or visitors; or
- any other situation where the Headteacher or their authorised representative considers access necessary.

The school's safeguarding and emergency requirements will always take priority over normal car park arrangements.

11. Circumstances in Which Access May Be Challenged or Refused

1. The Blue Badge holder is not present in the vehicle.
2. The Blue Badge holder has not identified themselves to the school where regular access is required.
3. The person is not visiting the school on legitimate school business or does not have prior authorisation to use the car park.
4. The vehicle is obstructing access to the school, including gates, entrances, emergency routes or pedestrian areas.
5. The Blue Badge is not clearly displayed or cannot be verified where necessary.
6. The Blue Badge appears to be being misused.
7. The vehicle or its occupants are causing a nuisance or presenting a safety or safeguarding concern.
8. The occupants are breaching school or local authority rules, including smoking on the school site, playing excessively loud music, behaving aggressively or abusively, or causing distress or disruption to pupils, staff, parents or visitors.
9. The Blue Badge holder leaves the school premises while the vehicle remains parked in the school car park, unless this has been specifically agreed with the school.
10. The vehicle is attempting to enter or leave during a restricted access period when this has not been authorised.

Repeated breaches of the school's car park arrangements may result in access being withdrawn.

12. Legitimate Use of Designated Disabled Parking Spaces

Subject to the availability of a space and the requirements of this policy, a vehicle may use a designated disabled parking space in the following circumstances:

12.1 Pupils, Staff and Other Authorised Individuals

Where the Blue Badge holder is a pupil, member of staff, trainee, governor or authorised visitor, the vehicle may use a designated disabled space for:

- dropping off;
- collecting; or
- waiting, where this is reasonably required.

12.2 Blue Badge Holders Visiting the School

Where a Blue Badge holder is visiting the school for legitimate school business, such as a meeting with staff, an appointment, a school event, a concert or another authorised activity, they may use a designated disabled parking space, subject to availability and the school's access arrangements.

12.3 Blue Badge Holders Who Are Drivers

Where the Blue Badge holder is the driver of the vehicle and is attending the school for a legitimate reason, the vehicle may use a designated disabled space for dropping off, collecting or waiting, subject to the conditions of this policy.

13. Blue Badge Holder Travelling as a Passenger

Where the Blue Badge holder is travelling as a passenger, the badge may be used only when the badge holder is actually travelling in the vehicle.

The badge holder is responsible for ensuring that the driver understands and complies with the school's parking arrangements.

The badge must not be used to obtain parking concessions for the benefit of another person when the badge holder is not travelling in the vehicle.

14. Additional Passengers and Non-Disabled Drivers

Where a Blue Badge holder is a pupil or another individual receiving support from a parent, carer or authorised adult, the school may consider whether the use of a designated disabled space is appropriate based on the circumstances.

Where the Blue Badge holder is not driving, the school may refuse access where it reasonably considers that the non-disabled driver or additional passenger could complete the drop-off, collection or waiting arrangements without requiring use of the disabled parking concession.

The purpose of the designated spaces is to provide reasonable access for disabled people and not to provide a general parking facility for non-disabled parents or carers.

The school will consider individual circumstances and any reasonable adjustments that may be required.

15. Misuse of Blue Badges

A Blue Badge is issued to an individual and must only be used for the benefit of that individual.

It is an offence to misuse a Blue Badge on public roads. The school will not knowingly permit misuse of a Blue Badge on school premises.

Examples of misuse include:

- using a badge when the badge holder is not travelling in the vehicle;
- allowing another person to use the badge for their own parking benefit;
- using an expired or cancelled badge; or
- using a badge that belongs to another person.

Where the school has concerns about potential misuse, it reserves the right to challenge the use of the badge and, where appropriate, refer concerns to the relevant authority.

16. General Car Park Rules

All users of the school car park must:

- drive slowly and carefully;
- follow any signs and instructions issued by the school;
- give priority to pedestrians;
- keep emergency access routes clear;
- park only in authorised areas;
- avoid obstructing gates, entrances or pathways;
- comply with safeguarding arrangements; and
- treat pupils, parents, staff, visitors and other car park users respectfully.

Aggressive, threatening or abusive behaviour towards staff or other members of the school community will not be tolerated.

17. School's Right to Manage Access

The school will seek to apply this policy fairly and consistently. However, there may be circumstances where access to the car park must be restricted or refused.

The Headteacher, or an authorised member of staff, retains the right to make reasonable decisions regarding access to the car park where this is necessary to protect the safety, security and wellbeing of the school community.

Where a disabled person requires an adjustment to the arrangements set out in this policy, the school will consider the request on an individual basis and in accordance with its responsibilities under the Equality Act 2010.

18. Review of Policy

This policy will be reviewed regularly to ensure that it remains appropriate, effective and consistent with current legislation, government guidance and the school's safeguarding arrangements.

Policy owner: Headteacher / School Business Manager

Review date: September 2027