

## For Groups to self-manage Pinsent traffic system for evening sessions

### **Prior to the event**

All parents should have been sent a copy of the "Briefing Notes for Parents" document so that they are aware of the procedures

A person should be appointed in advance of the event to manage the traffic movement in the car park. This can be either a Leader or a Parent who has DBS clearance

A copy of this document, including the car park plan, should be sent to the appointed person

If possible, it would be helpful to have two people to carry out this role, especially if a large number of cars are expected.

### **At the start of the event**

The appointed person should be at the site at least 20 minutes before the session start time

The appointed person should wear a Hi-Vis Jacket at all times whilst in the car park

Both gates should be unlocked. The far gate, Entrance, should be opened whilst the main gate should be left closed. (The "No Entry" and the "Entrance arrow" should be attached to the outside of the main gate.)

When the Leaders arrive, 15 minutes before the session start time, they should be directed to park in the areas marked on the plan. It is helpful if all Leaders from one group park in the same area.

A Leader, not the appointed person, should remain by the entrance to the site (next to the Toilet Block) to "welcome" the young people.

Now you are ready to receive the cars

### **Dealing with the cars (and parents) on arrival, drop-off (see attached diagram)**

As the cars arrive at the Campsite entrance they should be directed to form a queue on the left-hand side of the car park, Point (1). Subsequent cars join the queue. Once the first queue reaches Point (2) the next car should be directed to form a new queue starting at Point (3). And so on

Once the car has joined the queue the young people can be discharged from the car and follow the path to the left of the queued cars to where the "Welcoming Leader" is waiting to move them on to their activity area

Once the Leader is confident that all the young people have arrived the cars can be released via the main double gate (it is best to allow batches of five or six cars to drive off, then hold the next batch for about a minute to create a gap, in case they meet traffic coming in the opposite direction)

If it gets to a couple of minutes after the session start time and there are still some more arrivals expected, it is best to release the cars with the advice to the drivers to "take care and expect to meet cars coming in the other direction"

Once all the cars have departed the car park the main gate should be closed again.

### **Dealing with the cars (and parents) on departure, collection**

Exactly the same procedure as for arrival for queuing the cars.

When all the young people are ready at the entrance to the campsite the parents are directed to walk up and collect their charges

Once all the young people have been collected and back in the cars they can be released as for the arrival procedure

**All Leaders should be encouraged to leave as soon as possible so that they are not caught up in the arrival/departure of another group.**

## At the end of the Session

If another group is on site, then the main gate should be closed again once all your group has left the site. If you are the last to leave, close and lock both gates.

