

HARMONY HOUSE

STAFF PARKING POLICY

Goal

At Harmony House Retreat, we want to run the home in a way that respects the people who live nearby. Following comments raised by local residents—and to support our planning application—we have introduced this Staff Parking Policy to reduce inconvenience, prevent congestion, and set clear expectations for considerate parking whenever staff attend the home.

Who this applies to

This policy covers **everyone** who comes to Harmony House Retreat in a work capacity, including employees, agency staff, contractors, and any other professionals working at the children's home.

Key parking rules

Discourage parking on Church Lane immediately outside the house

- Staff are discouraged and requested to not park on the main road (Church Lane) directly outside the property. Keeping this stretch clear helps traffic move freely, protects access for emergency vehicles, and reduces disruption for our neighbours.

Use car sharing wherever it works

- We ask staff to share lifts when shift times make it practical. Fewer cars mean less pressure on local parking, a smaller environmental footprint, and a better experience for residents living close by. Where possible, colleagues should arrange shared travel in advance.

Parking on nearby streets

- If you cannot share a car, and there is no alternative solution and you park on surrounding roads, you must do so responsibly. In particular, you must ensure:
- You do not block any driveway, dropped kerb, gate, or access point.
- Your parking does not inconvenience residents or interfere with day-to-day local activity.
- Road space remains clear for emergency and service vehicles to pass and stop safely.

Please use good judgement and park with courtesy at all times, remembering that we share these streets with the wider community.

Keeping all routes clear

- The site has two separate access points from the main street. This helps vehicles enter and exit smoothly, particularly at handover times, and supports continued access for emergency response without creating bottlenecks.

Roles and Enforcement

- **Everyone:** Follow the parking arrangements at all times and raise any problems or repeated non-compliance with the Home Manager.
- **Registered Individual and Home Managers:** Make sure all staff understand this policy and that it is followed consistently.
- **Initial Training Lead:** Include the policy in initial training and regularly remind staff of our expectations through ongoing communications and reminders.

Implementation and review

- Not following this policy may lead to action under Harmony House Residential's conduct and disciplinary procedures. Where issues continue or are serious in nature, formal warnings may be issued. We will also keep this policy under review, so it remains effective and proportionate, taking account of operational needs and any feedback from the local community.

On-site spaces and access

- There is on-site parking for a minimum of up to four vehicles:
- Two cars(possible more due to size) in the double-width driveway
- Two cars on the dedicated hardstanding area
- The driveway has two separate parking areas, which makes arrivals and departures more flexible and reduces the chance of vehicles being trapped in. Staff should plan parking around shift changeovers and agree an order of parking where needed to limit vehicle movement during the day.
With clear communication and sensible planning, we can keep access workable without constant moving of cars. This approach helps the home run smoothly while keeping our impact on the surrounding area as low as possible.

Visitor parking

- We will receive Health care visitors, Ofsted inspectors, and other pre-planned guests. To keep disruption to a minimum, we ask visitors to follow the guidance below.
- Visitors will be advised of the Parking Policy before they arrive.
- When spaces are available, visitors should use on-site parking rather than stopping on the road outside.
- If on-site spaces are full, visitors should park on nearby streets with the same standards expected of staff, avoiding driveways and access points and ensuring traffic flow and emergency access are not affected.