

School Crossing Patrol Handbook



INFORMATION AND CONTACTS

Please complete the following table for your information.

CONTACTS	DETAILS
School	
School telephone number	
Site of crossing	
Headteacher's home telephone number (emergencies only)	
Relief patrol's name and telephone number	
Somerset Road Safety For all support services, including clothing and equipment	tel: 01823 423430 email: roadsafety@somerset.gov.uk www.somersetroadsafety.org fax: 01823 423439
Police	tel: 0845 4567000
Faulty Flashing Lights	tel: 0845 6010939
Somerset Education Service for all pay enquiries and personnel matters	tel: 01823 356776
Emergency Police, Fire or Ambulance	999

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SCHOOL CROSSING PATROL HANDBOOK

Your line Manager will be the Headteacher or someone appointed by him/her and queries should, in the first instance, be addressed to him/her.

I INFORMATION FOR SCHOOL CROSSING PATROLS, HEADTEACHERS AND SCHOOL GOVERNORS

INTRODUCTION

Welcome to your very important post as a School Crossing Patrol. The following pages are designed to help and guide you in the supervision of children at your site. Please take the time to familiarise yourself with the contents of this handbook.

School Crossing Patrols (SCPs) were established by the School Crossing Patrol Act 1953 and instituted on 1 July 1954 through the School Crossing Patrol Order 1954. The Road Traffic Regulation Act 1984 (sections 26-28) gave 'Appropriate Authorities' (defined as county councils, metropolitan district councils, the Commissioner of the Metropolitan Police etc) the power to appoint SCPs to help children to cross the road on their way to or from one part of school to another.

Section 270 of the Transport Act 2000, which came into force on the 30 January 2001, amended the 1984 Regulations to permit Patrols to operate "at such times as the authority thinks fit", and to stop traffic to help anyone (child or adult) to cross the road, whether or not they are travelling to or from school.

Your Headteacher will inform you of the times when you are required to be on duty at the crossing site. Apart from a few exceptions this will generally be for a period of thirty minutes in the morning and thirty minutes in the afternoon. Please ensure that you are there ready to work, wearing the approved uniform and carrying your sign.

The crossing site must not be varied without the permission from Somerset Road Safety. Requests to relocate the site must be made by the Headteacher and School Governors. Please be aware of any situation, which may make a temporary change necessary, for example road works.

You must remain on duty for the full duration of your time, as children can arrive late both to and from your school and late children may be inclined to take risks. POOR TIMEKEEPING COULD PUT YOUNG LIVES AT RISK.

I.2

APPEARANCE AND BEHAVIOUR

When on duty you are required to wear the full official uniform, carrying the official sign. Please remember that motorists and pedestrians will

judge your efficiency and authority by your appearance. Your own safety depends on you being clearly visible; the brightness of a clean coat and hat can be seen from a further distance than a dirty one. Please talk to your Headteacher about a suitable storage area for all your uniform and your sign, if one is not readily available.

Essentials to remember

- Remain alert at all times.
- Avoid distractions (Please do not hold conversations with passers by).
- If you have young children of your own, please make reliable arrangements for them; they must not remain with you when on patrol.
- Do not smoke whilst on patrol.
- Avoid consuming any alcohol for a period prior to being on patrol.
- Do not use an umbrella or wear a hood over your head whilst on duty. Full attention and visibility must be maintained at all times.

I.3

YOU AND THE LAW

You are only legally entitled to stop traffic when you are carrying the prescribed sign and wearing the full approved uniform as authorised by the Secretary of State, which is: -

- A yellow fluorescent coat with pairs of bands of reflective material covering the upper half of the coat. The winter and summer coat have two reflective bands on the arms.

- A yellow peaked cap or hat.

IF YOU ATTEMPT TO STOP TRAFFIC WITHOUT WEARING THE UNIFORM OR WITHOUT THE SIGN YOU WILL NOT BE ACTING IN ACCORDANCE WITH THE LAW.

YOUR INSURANCE COVER COULD BE NULLIFIED IF THE FULL APPROVED UNIFORM IS NOT WORN WHEN ON DUTY.

Your uniform has been provided for you and should not be worn at any other time, or for any other purpose.

Worn, damaged or defective uniform or equipment may be replaced on request to Somerset Road Safety on 01823 423430 email: roadsafety@somerset.gov.uk (see page 23). We will respond by return of post. Do not use defective uniforms or equipment on site.

I.4

ASSEMBLING A GROUP OF CHILDREN PRIOR TO CROSSING

To avoid making motorists angry and frustrated wait until you have a suitable group of children ready to cross the road. This will avoid further traffic hold ups. Avoid crossing children singly if possible.

When you are on duty you undertake a vital road safety role and have a wonderful opportunity to teach children the basis of road sense. Please use

each session as an opportunity to re-emphasise with children the rules of the road. STOP, LOOK, LISTEN AND THINK

Please stress the need for taking care when crossing the road, and set a good example yourself by following the Green Cross Code before stepping out into the road. Careless patrols can undo all the good work done by Teachers, Parents and Road Safety Officers.

We would encourage you to visit each class in your school to talk to the pupils to ensure that they have understood and know what they have to do when crossing and waiting to cross. Please ask your Headteacher if you can speak to pupils in their classes or assembly, to discuss the School Crossing Patrol Procedures, especially with new intakes of pupils.

1.5
USE OF THE AUTHORISED SIGN

(The authorised sign is in accordance with The Traffic Signs Regulations and General Directions 1994 Diag. 605.2)

The sign must always be used in the correct manner, as shown to you in your training.

Drivers of vehicles are required by law to stop when the authorised sign is displayed facing towards them by a Patrol who is wearing the approved uniform.

FAILURE TO STOP MEANS THAT THE DRIVER CAN BE PROSECUTED.

Most drivers will stop but be prepared in case a driver, for whatever reason, fails to do so.

Please make sure that your sign is kept in a clean and serviceable condition. Please ensure that it is stored under cover when it is not being used. If you have a problem with your sign, please contact Somerset Road Safety at once on 01823 423430. We will replace the sign as quickly as possible.

1.6
REVISED SCHOOL CROSSING PATROL OPERATING PROCEDURE CROSSING CHILDREN ACROSS THE ROAD (JAN 2001)

Provided you are wearing the approved School Crossing Patrol uniform and are carrying the lollipop sign, you have legal authority under the Road Traffic Act to stop traffic. Drivers who deliberately fail to stop at a School Crossing Patrol site are committing a traffic offence and may be prosecuted.

However, to enable the Police to take enforcement action, it is vital that you and all other School Crossing Patrols in Somerset use the same effective operating procedure to stop traffic. Through your actions you must demonstrate a clear intention to stop the traffic, so that there can be no



misunderstandings. Your actions must give the driver sufficient advance warning to see the hazard and stop safely, but remember that vehicles take twice the distance to stop safely on wet roads.

School Crossing Patrol sites usually fall into one of three categories:

- a) **Fairly quiet** – there should be adequate natural gaps in the flow of traffic to enable the School Crossing Patrol to safely escort the children across the road, usually without needing to stop the traffic.
- b) **Moderately busy** – there will be occasions when the School Crossing Patrol cannot find a natural gap in the traffic and will, therefore, have to stop the traffic in order to escort the children safely across the road.
- c) **Very busy** – there will be no natural gaps in the flow of traffic and the traffic will always have to be stopped. In this situation, although traffic is heavy, it is likely to be relatively slow moving due to its sheer volume.

When you are trained or monitored, your Monitor will advise on the type of site you are operating and advise you of any special considerations that need to be taken into account.

1.6.5

This revised operating procedure has been drawn up following advice from the Police. The procedure works on the principle that you never step in front of moving traffic until you are absolutely sure that drivers have recognised and acknowledged your request to stop. Good judgement of traffic speeds and stopping distances and the ability to communicate your intentions to drivers are essential to the success of School Crossing Patrol sites. Patrols must ensure that drivers are given adequate distance to stop before signalling them to do so.

Stand on the pavement near the kerb. Hold the lollipop sign upright facing the opposite side of the road so that the 'STOP' instruction is not readily visible to approaching drivers. Instruct the children (and parents) to wait on the footway until you are ready to call them across the road.

Watch for traffic approaching from all relevant directions. Select a suitable gap in the traffic travelling on your side of the road. Holding the lollipop in your left hand, turn and tilt the lollipop sign into the road so that the 'STOP' instruction becomes clearly visible to drivers. Using your right hand, point at the driver that you want to stop and establish eye contact with him or her. It is essential that the driver you have selected has adequate time to stop safely. Judgement of stopping distances and traffic speeds is crucial.





When the driver has slowed sufficiently and is clearly stopping in a controlled manner, make a ‘stop’ sign with your right hand (hand outstretched, flat, open palm towards the driver) and walk to almost the centre of the road. Ensure that children (and parents) have been instructed not to follow you out into the road at this stage. You must ensure that the lollipop showing the ‘STOP’ instruction is prominently displayed throughout the operation.

Once you have created a physical barrier with the stopped vehicle, turn around to face the other lane of traffic, remaining vigilant to any traffic that may be approaching the rear of the stopped vehicle in an unsafe manner. Keeping the lollipop displaying the ‘STOP’ instruction in your left hand, select a suitable car in the second lane ensuring that the driver has adequate time to stop safely. Point at the car, establish eye contact with the driver, and signal a ‘STOP’ sign with your right hand (hand outstretched, flat, open palm towards the driver). Maintain eye contact with the driver until he or she has stopped.

When the driver has slowed sufficiently and is clearly stopping in a controlled manner, adopt a confident broad stance in the middle of the road, lollipop in left hand and both arms outstretched.

When the traffic in both lanes has stopped and you are ready, call the children (and parents) across the road ensuring that they cross in front of you so that they are visible to you the entire time that they are crossing the road. Remain vigilant to any traffic

that may be approaching the rear of the stopped vehicles in an unsafe manner.

When the children (and parents) have reached the opposite side of the road and are on the footway, make a ‘Thank you’ gesture to the second driver you stopped and allow them on their way.

Walk back to your own side of the road, make a ‘Thank you’ gesture to the first driver you stopped and let them continue. Turn the lollipop sign so that the ‘STOP’ instruction is no longer visible to approaching drivers.

If you have any problems with any part of this procedure, please talk to your monitor or contact Somerset Road Safety on 01823 423430.

1.7 HAZARD WARNING LIGHTS AND LIGHT FAILURE

Where hazard warning lights are installed to protect crossings, it is usually the responsibility of the Patrol to switch them on and off at the stated times.

It is very important that the lights are switched off immediately after each session (unless they are automatic or self-cancelling lights).

The reporting of faults should be made via your Headteacher to the maintenance contractor on 0845 6010939.

All illuminated units are given either a number or letter for identification on reporting failures.

When reporting a fault please quote the following:-

- Unit Number/Letter
- Road Name
- Parish
- Nature of Complaint
- Name of School

Please bear in mind that if the above information is not provided, it could delay the repair.

The policy of the maintenance contractor is to endeavour to get the units back into operation within five working days. If you experience any difficulties when reporting faults on the above number please ask the contractor to record it as a formal complaint.

Replacement keys and magnetic pens for switching the lights on and off can be obtained from Somerset Road Safety on 01823 423430 at a cost of £20 (see page 23).

1.8 PATROLS AT ZEBRA CROSSINGS

In some cases Patrols are situated on Zebra crossings. Although drivers have a duty to drive at such a speed on the approach to a crossing so as to be able to give way to a pedestrian using it, CARE SHOULD BE TAKEN. You should use the sign in the normal way, to draw attention to the greater use of the crossing.

1.9 PATROLS AT TRAFFIC LIGHT JUNCTIONS WITH A PEDESTRIAN PHASE

At junctions controlled by lights. Patrols should confine themselves to collecting the children on the footway, and NOT crossing them over until the signals on the main road are red and the traffic has stopped. AT THE SAME TIME CARE MUST BE TAKEN WHEN THE TRAFFIC IS TURNING INTO THE MAIN ROAD FROM ANOTHER ROAD ON A GREEN LIGHT.

These vehicles are required to give way to pedestrians crossing the carriageway at the junction, but you should be stationed on the side of the junction to ensure that children are not exposed to danger from turning traffic.

1.10 PATROLS AT PELICAN AND TOUCAN CROSSINGS

Please note it is not the policy of the County Council to provide School Crossing Patrols at light controlled crossings, however, we are prepared to look at each crossing on an individual basis.

1.11 REPORTING OF INCIDENTS

Drivers of vehicles are required by law to stop when the authorised sign is displayed facing towards them by a Patrol who is wearing the approved uniform. FAILURE TO STOP MEANS THAT THE DRIVER CAN BE PROSECUTED.

The Police have given an assurance to School Crossing Patrol staff that when operating within the Law they will enjoy the positive support of police officers to deal with drivers who offend and expose children to risk of injury.

The circumstances of any complaint concerning the conduct of a driver should be reported to the Police THROUGH YOUR HEADTEACHER as soon as possible. DO NOT TRY AND TAKE ON THE DUTIES OF A POLICE OFFICER. Police contact numbers are as follows (please report in the first instance to your Community Beat Officer):- 0845 456 7000

You should note down as much of the following information as you possibly can and pass the information on to the Police: -

- Date
- Time
- Weather
- Visibility
- Location
- Speed Limit
- Registration Number of Vehicle
- Make of Vehicle

- Colour
- Description of Driver
- Direction of Travel
- Approximate Speed of Vehicle
- Brief Description of Incident
- Name and Addresses of Independent Witnesses

You will be issued with Incident Report Pads (see page 24) to enable you to record the above information should you need to. When your Headteacher reports the incident to the Police, please ask them to obtain a log number and the name of the person who took the call and make a note of it.

Drivers who park their vehicles near the crossing in a way that creates danger should be approached and courteously asked to move to a safe distance. If the driver is a persistent offender the Police should be informed via your Headteacher.

Please do not forget your sole role as a School Crossing Patrol, you are there to provide a safe place for children to cross, both on the way to and from school. SCHOOL CROSSING PATROLS ARE ADVISED NOT TO MAKE STATEMENTS TO THE PRESS OR/AND OTHER INDIVIDUALS.

1.12
ACCIDENTS

The likelihood of an accident to either yourself or any of the children (and their parents) will be minimised provided the guidelines in the handbook are followed. YOUR DUTY IS OF PARAMOUNT IMPORTANCE TO ENSURE THE SAFETY OF THE CHILDREN IN YOUR CARE.

Should an accident occur to yourself or a child under your supervision, report the matter at once to the Police/Ambulance service – dial 999. Find out now where the nearest phone is to the crossing site and note it down on your Information and Contact sheet, at the front of the handbook.

1.13
HIGHWAY CODE

You will be issued with a copy of the current edition of the Highway Code, which you should study. It is important that you learn and understand the section dealing with pedestrians with particular attention to the Green Cross Code revised 2007.

1.14
THE GREEN CROSS CODE

The Green Cross Code gives advice on crossing the road, it is meant for ALL pedestrians. Take the opportunity to teach older children (7 and over) the Green Cross Code (but take care, children under the age of seven will only be able to grasp the concept of STOP, LOOK, LISTEN AND THINK

Children cannot judge how far away vehicles are or how fast they are going.

You will soon find that children learn by your example and it will be you they will go to for help and advice on road safety.

The Green Cross Code:-

- First, find a safe place to cross, then stop.
- Stand on the pavement near the kerb.
- Look all around for traffic and listen.
- If traffic is coming let it pass. Look all around again.
- When there is no traffic near, walk straight across the road.
- Keep looking and listening for traffic while you cross.

1.15
ABSENCE FROM DUTY

Punctuality and reliability are ESSENTIAL and necessary for you to perform effectively.

If you know you are not going to be available, for example if you have a hospital appointment, you should tell your headteacher as soon as you know that you will not be available. The Headteacher will then have time to get a relief Patrol.

If you are suddenly unable to work for any reason and are expected to be working the next day or that morning, you should contact the Headteacher at his or her home address AS SOON AS POSSIBLE.

IT IS ESSENTIAL THAT YOU INFORM THE HEADTEACHER OF YOUR ABSENCE.

1.16
TRAINING AND MONITORING

Somerset Road Safety will train and equip all main and relief patrols. A member of Somerset Road Safety MUST train patrols before they can operate. TRAINING IS A LEGAL REQUIREMENT. UNTRAINED PERSONNEL WILL BE UNINSURED AND SHOULD THEREFORE NEVER OPERATE A PATROL.

It is important that high standards of operation are instigated and maintained for safety reasons, therefore you will receive a monitoring visit at least once a year. This applies to all main and relief patrols.

We are very aware that site conditions can change significantly over a period of time. Monitoring visits are very much a two-way affair, you will have the opportunity to raise any concerns that you have and our Monitor can suggest solutions or refer the issue back to Somerset Road Safety for their advice.

1.17
SPEEDS AND DISTANCES

It is best if you can cross the children during gaps in the traffic, but if it is necessary to stop the traffic, then you should take great care; the points to remember are: -

- Vehicles cannot stop dead. Even an alert driver with the best brakes will need a distance to stop after the warning is given. The stopping distance will vary considerably with the speed and size of the vehicle, the load being carried, the road surface and weather conditions. Please make eye contact with the driver of the vehicle you are asking to stop.
- Discretion is needed when operating in stationary traffic.
- These are the shortest possible stopping distances for an average family saloon car:-



SPEED DISTANCE

20 mph 12 m/40 ft or 3 car lengths

30 mph 23 m/75 ft or 6 car lengths

Most crossing places will be in this band.

40 mph 36 m/118 ft or 9 car lengths

50 mph* 53 m/175 ft or 13 car lengths

60 mph* 73 m/240 ft or 18 car lengths

70 mph* 96 m/315 ft or 24 car lengths

*speeds printed for comparison only

- Remember the distances required are much greater if the road surface is wet or slippery, and if vehicles are going downhill, the stopping distance also is increased, especially if the vehicles are heavily laden.
- You must act with care and good judgement and give drivers ample time to bring their vehicles to a halt.
- Traffic must not be kept at a standstill for longer than is necessary for you to carry out your duties in a safe and effective way. It is far better to collect another group of children together and make an extra crossing.
- Remember young children cannot judge how fast vehicles are going, or how far away they are, therefore great care should be taken to ensure that they do not start to cross before traffic has stopped.

1.18

SOLVING PROBLEMS

In the event of any problems occurring, either with the crossing site, the equipment, or pay queries; you should immediately speak to your Headteacher who will contact the following people:

- The Police
In the case of site obstruction, incident or road traffic accident.
Telephone 0845 4567000
- Somerset Education Services
Education Personnel enquiry line for all pay enquiries and personnel matters.
Telephone (01823) 356776 Queries concerning medicals contact Serco Occupational Health, 2nd Floor Viney Court, Viney Street, Taunton.
Reception T. 0844 826 0306
Administration
E. oh.tauntsupp@serco.com
F. 0844 826 0307
- Somerset Road Safety
For all support services, including clothing and equipment.
Telephone 01823 423430
- Faulty flashing lights
(See paragraph 1.7.4 for additional information required).
Telephone 0845 6010939
- Emergency
Police, Fire, Ambulance
Telephone 999

1.19**CONCLUSION**

It is hoped that this manual will provide you with a useful supplement to the direct training given by the Monitor – no instruction can cover every contingency and a great deal will depend upon your discretion and common sense.

The co-operation of all members of the public can only be ensured by a courteous and considerate approach. If you are polite on all occasions you will quickly win the support of the public.

Any difficulties encountered will be local in nature and the remedy should be easily found by seeking the co-operation of the school and the Police. Any further advice and information can be obtained from Somerset Road Safety – Telephone 01823 423430.

Please do not make any statements of any kind about your work before first consulting your Headteacher and Somerset Road Safety.

2**SOMERSET COUNTY COUNCIL ENVIRONMENT****SCHOOL CROSSING PATROL SERVICE STATEMENT OF POLICY****2.1****ELIGIBILITY**

All schools attended by any children aged between 4 and 11 years are eligible for the provision of a patrol. This applies regardless of establishment status, for example LEA, grant maintained.

2.2**AUTHORISATION**

A request for a patrol should be directed to Somerset Road Safety based at County Hall. Consideration will be given to all requests for a patrol. Assessment will be carried out as quickly as possible and authorisation will be given whenever the provision is considered to be in the interests of road safety.

2.3**FUNDING**

A school which receives authorisation for a patrol will be offered a contribution towards the cost of a school's patrol by Somerset Road Safety, the rest of the salary cost will be the responsibility of the individual school, which could be funded by the school finding their own sponsor.

In some cases a school may need a second patrol. In this situation Somerset Road Safety will offer a grant to cover 100% of the salary costs of the second patrol.

The County Council will make no charge for any administration associated with a patrol. Similarly, all equipment and training will be free of charge.

It should be noted that a school will always have the option of using a voluntary patrol. In this circumstance, the volunteer will be insured under the indemnity provided by the County Council. Full training by Somerset Road Safety will still need to be completed.



2.4 RECRUITMENT

A patrol officer will become a school employee, recruited and appointed by the Headteacher and Governors. Somerset Road Safety can help in this respect only in so far as providing information leaflets for distribution amongst parents and assisting with other publicity and advertising.

No applicant should be discriminated against on the basis of gender, colour or ethnic background. However, any patrol officer must be sufficiently fit and able to undertake his or her duties in safety. In order to ensure this, each patrol officer must, before appointment, undergo and pass a medical examination

If at any time your Headteacher has any concerns regarding health or fitness they can request a medical referral to determine whether the individual is still medically fit for the position. Somerset Road Safety will meet the costs of all medical examinations, although the Education Personnel Department will make all the arrangements.

Schools Please Note: If it is intended to employ, or to continue to employ, a School Crossing Patrol of age 70 or over, please refer in advance to your advisor in the County Education Department Personnel Group)

It is important to recruit employees who will create confidence and pride in their own ranks and in view of the general public.

Every applicant will be required to consent to a criminal record check. This will be initiated by the County Council's Education Department and carried out by the Police.

2.5 RELIEF PATROLS

It is recommended that each participating school should ensure that a trained relief is available to replace absentees at the shortest possible notice. Covering temporary vacancies in a service of this type is essential. A sudden failure to provide safe crossing facilities for children who have been used to them for a long period of time may expose them to serious risks. Moreover, it is not always easy for parents to make alternative arrangements at short notice.

If the relief patrol is not available, the school should in the first instance contact the Police in order to acquire the services of a Police Officer. Please note that due to a change in their contract of employment, traffic wardens are no longer able to undertake the duties of a school crossing patrol.

If the absence is to be more than one (1) day, and a relief patrol is unavailable, a letter MUST be sent to parents warning them of the situation.

2.6 UNIFORMS AND EQUIPMENT

All uniforms and equipment will be supplied by Somerset Road Safety free of charge. All items will comply with recognised British Standards (BS (EN 471 1994). The kit comprises the following obligatory items: -

- Winter coat
- Summer coat
- Peaked cap or hat

The above must be worn in order to meet the LEGAL REQUIREMENTS. Improperly kitted patrols will be uninsured. In addition a School Crossing Patrol sign must be carried.

The kit also comprises the following discretionary items;

- Over-trousers
- Gloves

For reasons of conspicuity, the school must endeavour to ensure that the uniform is kept clean at all times and make arrangements with Somerset Road Safety at County Hall to replace a deteriorated uniform.

2.7 SITING - CRITERIA USED TO ASSESS SUITABILITY OF A SITE FOR THE OPERATION OF A SCHOOL CROSSING PATROL

- Suitability of site - A school crossing patrol must not operate where it would normally be unsafe to cross, for example on a bend in the road or the brow of a hill.
- Availability and size of landing area for children - The landing area for the children must be adequate for small groups of children and parents to be crossed.
- Volume of traffic - A small number of cars does not necessitate the operation of a patrol.
- Location and continuation of footway within the vicinity of the school.
- Number of pupils likely to use the crossing - LARSOA guidelines states a minimum of 15 pupils.

However, proper use of a patrol is to obtain a gap in significant traffic flow, which would otherwise be difficult for pedestrians to do. The patrol is not there as a token visible pedestrian in case a car does not adhere to the speed limit or does not pay appropriate attention to the conditions on the road; this is a police matter.
(The use of a high visibility jacket is recommended to those parents who wish to walk to school.)

Where visibility is limited by any obstacles or topographical features (such as a bend in the road) and there is reason to suspect that other road users will not receive adequate warning of the School Crossing Patrol's presence, flashing lights can be used to warn drivers of the Operational patrol. The lights should not be used on any other occasion.

2.8 TRAINING AND MONITORING

It is essential to have a well-executed training and monitoring programme for patrols. The behaviour of a patrol at his or her site relating to the manner of stopping the traffic and marshalling the children safely across the road is the very essence of School Crossing Patrol service.

To enable training and monitoring of the patrols to be carried out adequately and in a professional manner, employees are appointed by Somerset Road Safety for this purpose. The monitors are each responsible for a given geographical area of the County and will live in the vicinity of the patrol officers for whom they are responsible.

The monitors will be responsible for training all newly appointed patrols and relief patrols before taking up their duties. In addition, each monitor should have the opportunity of seeing each patrol in his or her designated area of work on a regular basis in order to identify any need for further training. If necessary, further training will be given.

It is important that high standards of operation are instated and maintained for safety reasons. Untrained personnel may be uninsured and should therefore NEVER operate a patrol.

Enquiries: -

- Contracts and Salaries
Education Personnel Enquiry Line
(01823) 356776
- All other matters
Somerset Road Safety
01823 423430

2.9 LONG SERVICE AWARDS

Long Service Awards are made to School Crossing Patrols on completion of 5, 10, 15, 20, 25 and 30 years of service. Patrols are awarded a certificate and a specially commissioned lapel badge.

2.10 HEALTH & FITNESS

It is the responsibility of the crossing patrol person to report to the Headteacher after an illness and declare that they are fit and able to resume their duties and are not suffering from anything that might adversely effect their ability to carry out their duties.



3 SUPPLEMENTARY INFORMATION FOR HEADTEACHERS

3.1 RECRUITMENT AND SELECTION

A School Crossing Patrol is a school employee, recruited and appointed by the Headteacher and Governors, in line with Equal Opportunities’ best practice. Although we appreciate that recruitment and selection is the sole responsibility of the Headteacher and Governing Body, the Job description/specification on page 27 may be useful for reference when trying to recruit a suitable applicant for this highly responsible role in your school.

When attempting to recruit a Patrol please give consideration to alternative advertising within the equal opportunities guidelines.

3.2 EXCHANGE OF INFORMATION

School Crossing Patrols rapidly get to know the pupils who regularly use their crossing. They are able to anticipate those children who will arrive early or late and those who are not quite so quick to leave the school premises in the afternoon. You can help your Patrol by letting him or her know when ‘after school’ clubs and activities or school trips are likely to affect the number of children who usually use the crossing.

Please bear in mind that although some School Crossing Patrols are employed in some schools in more than one capacity and are very involved with school life, some Patrols operate away from the school site and have little or no daily contact with the staff in the school itself.

3.3 LEADING BY EXAMPLE

Children learn by example, therefore please encourage teachers and support staff that walk to and from school, to cross with the School Crossing Patrol at the crossing site. This will encourage good practice, both amongst the children and their parents, and assist the School Crossing Patrol with the management of his or her site.

Similarly, if staff members are accompanying a group of children out of the school grounds on a visit, please ensure that if the Patrol is operating, the staff and children cross with the Patrol. This again encourages good practice.

3.4 GETTING OFF TO A GOOD START

After discussions with a number of Patrols, it would appear that parental behaviour often gives the greatest cause for concern at a crossing site. A number of Headteachers have taken the step of inviting their Patrols to attend the New Intake Parents Evenings to enable the parents and children to meet the Patrol. This can be followed up when the children start school in September by

allowing the Patrol to visit the Reception Class and explaining to the children what is expected of them. This encourages good practice from the very start of their school lives.

3.5 SPONSORSHIP

In order to comply with (BS EN 471 1994) the recognised British Standard for School Crossing Patrol uniform, it is no longer possible to provide tabards for School Crossing Patrols with a sponsor’s name on. Instead Somerset Road Safety will provide the school with a sign that can be displayed inside the school grounds. Please contact Somerset Road Safety on 01823 423430 if you would like to discuss this matter further (see page 26).

3.6 INSURANCE

In order to be insured, your School Crossing Patrol must comply with the following criteria: -

- Correct uniform and equipment
A yellow fluorescent coat with pairs of bands of reflective material covering the upper part of the body, two reflective bands covering the arms of the winter coat and one reflective band covering the arm of the summer coat, and an appropriate peaked hat or cap. A School Crossing Patrol sign in a clean and serviceable condition.
- A yellow peaked cap or hat.

- Training
School Crossing Patrols must be trained by a member of staff from Somerset Road Safety before operating at any site and must be reviewed/monitored annually. This also applies to relief staff.
- If the Headteacher has concerns over your health or fitness they can request that you undertake a medical to confirm you are medically fit for the post.

3.7 FINALLY

Your School Crossing Patrol has a very responsible job and given the continued increase in traffic on our roads today and sadly the aggressive attitudes of a small minority of drivers, it is a job that is becoming increasingly demanding. Please support your School Crossing Patrol in every way possible. Remember that a good School Crossing Patrol will provide your pupils with an excellent role model and will be able to tell you exactly what is going on outside the front of your school.

4.1
REQUEST FORM

SCHOOL CROSSING PATROL EQUIPMENT AND UNIFORMS

TO: Somerset Road Safety, Somerset County Council, County Hall
The Crescent, Taunton, Somerset TA1 4DY
Telephone No. 01823 423430

EQUIPMENT	QUANTITY	COMMENTS
Baseball Hat (One Size)		
Huntsman Hat (S/M)		
Huntsman Hat (M/L)		
Summer Coat 36 – 38 (Small)		
Summer Coat 40 – 42 (Medium)		
Summer Coat 44 – 46 (Large)		
Summer Coat 48 – 50 (Ex large)		
Winter Coat 36 – 38 (Small)		
Winter Coat 40 – 42 (Medium)		
Winter Coat 44 – 46 (Large)		
Winter Coat 48 – 50 (Ex large)		
Over Trousers (Small)		
Over Trousers (Medium)		
Over Trousers (Large)		
School Crossing Patrol Sign		
Magnetic Pen for Flashing Lights £20		
Key for Flashing Lights		
Incident Report Notepad		
School Crossing Patrol Handbook		
Highway Code (for SCP only)		

Name of School:
Address of School:.....
Date:.....
Name of School Crossing Patrol:.....

4.2
INCIDENT REPORT NOTE

Date:

Weather:

Location:

Time:

Visibility:

Speed Limit:

Registration No:

Make of Vehicle:

Description of Driver:

Colour:

Direction of Travel:

Approximate Speed of Vehicle:

Brief Description of Incident:

Name and Addresses of Independent Witnesses:

Please ask your Headteacher to report this incident to the Police.

Please keep this information in a safe place; you may need to refer to it at a later date.

Police Officer:

Police Log No:



4.3
SPONSORSHIP SIGN

TO: Somerset Road Safety
Somerset County Council
County Hall
Somerset
TA1 4DY
tel: 01823 423430
e-mail: roadsafety@somerset.gov.uk
www.somersetroadsafety.org

EXAMPLE

TRINITY CEVA PRIMARY SCHOOL

CROSSING PATROL SPONSORED BY

WILCON HOMES WESTERN LTD

610mm LONG x 450mm DEEP

PLEASE COMPLETE YOUR DETAILS BELOW

CROSSING PATROL SPONSORED BY

610mm LONG x 450mm DEEP

Name of School:

Address of School:

Date:

Name of Contact: (in case of query)

4.4
JOB DESCRIPTION

To provide daily care, support and a safe environment for students by

- ensuring safety and good kerb drill in the crossing of roads outside the school
- provide a safe well defined crossing position outside the school
- maintain a clear and unobstucted area of road outside the school
- ensure the proper procedure is followed in halting traffic flow for safety of students and drivers.

The job requires experience of working with students and a range of interpersonal skills and an understanding of when and how to intervene.

PURPOSE OF JOB:

To ensure the safety of children crossing the road at a designated point between specified times, without detriment to the welfare of other road users. Providing a safe environment for children to cross both on their way to and from school.

MAIN DUTIES AND REPSONSIBILITIES:

- To undertake necessary training as delivered by Somerset County Council's Somerset Road Safety.
- To carry out the Council's policy with regard to the School Crossing Patrol Service which includes Health and Safety procedures.
- To use all legally authorised uniform and equipment provided for the safety of you, children and all members of the public, when stopping traffic on the highways. (Fluorescent coat with reflective bands, appropriate hat, and stop sign (lollipop)
- Maintain complete control over the children awaiting your instruction to cross.
- Maintain a high standard of operation at all times, working within the law and training procedures provided.
- To safely stop traffic on the roads, on which you operate following the correct procedure, allowing safe passage of children across the roads.
- To report any problems, difficulties of incidents to the Headteacher, Somerset Road Safety and relevant authorities.
- Read and familiarise yourself with the School Crossing Patrol Handbook and the most recent version of the Highway Code.

WORKING CONDITIONS:

- You are required to be on your feet during work periods.
- Work in all weather conditions.
- Wear the legally required uniform whilst you are on duty.
- Carry and control a School Crossing Patrol Sign using the correct procedure.

GENERAL:

- The duties must at all times be carried out by the post holder in compliance with the Council's Equal Opportunities policies.
- Ensure that output and quality of work is of the highest standard and accords with current legislation/regulations.
- Be responsible for own safety and not endanger that of others in the workplace.

GENERAL NOTE:

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties and requirements needed to carry out the role of a School Crossing Patrol. It will be necessary for the post holder to complete training and read and familiarise himself or herself with the School Crossing Patrol Handbook.

Notes

This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the entire width of the page. There are no margins, text, or other markings present.