

School Crossing Patrol

Guidelines

These guidelines are for schools and patrols and cover the detailed operational aspects of a school crossing patrol in Kent.



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Introduction

School Crossing Patrols (SCPs) are employed by The Safer Mobility Team, Highways, Transportation and Waste (HTW), Kent County Council and line managed by the Head Teacher at the school. SCP's can only operate on an authorised School Crossing Patrol site.

Requests for New School Crossing Patrol Locations

If a school wishes to use a completely new crossing site, or move a site if the entrance to the school is moved, initial authorisation **MUST** be obtained from Kent County Council.

Applications should be made to The Safer Mobility Team and an assessment will be carried out in line with Road Safety GB's guidelines. This will include vehicle and pedestrian counts and a full risk assessment. Once the site is approved and a patrol has been recruited, they will be fully trained.

Recruitment of Replacement School Crossing Patrols

When a SCP resigns their post, the school should not automatically assume a replacement can be appointed. The school **MUST** ask Kent County Council for permission.

In some cases, local circumstances may have changed since the original patrol was appointed and a re-assessment of the site may be required.

Support, Training and Monitoring

SCP's are line managed by the Head Teacher of the school which appointed them but are paid by Kent County Council HTW.

New SCP personnel should be given an **induction** by the Head Teacher or an appropriate alternative member of school staff to ensure that they have been made aware of the school's and KCC's procedures. They will also be trained by their School Crossing Patrol Supervisor, to stop traffic on both a morning and afternoon session at the site they will be working at.

All SCP staff's personnel issues, such as sickness, first aid and safeguarding training should be discussed and organised by the school which appointed them.

SCP's will be monitored periodically e.g. at least once per year. An annual personal risk assessment will also be conducted as part of a monitoring. Any ad-hoc training needs will be identified as part of this process.

Relief School Crossing Patrols

Having a relief SCP is strongly recommended. The relief must also be employed by Kent County Council and trained in the same way as a permanent SCP. Schools should follow the same recruitment procedure as for a permanent SCP, even if the relief is already employed in another role at the school.

The Law

Drivers must stop and remain stationary when a School Crossing Patrol indicates they should. Failing to stop when a SCP enters the road to cross pedestrians is an offence and the penalty can be a fine of up to £1000 and three points on the driver's licence.

NB: SCP's will be trained not to attempt to stop certain types of vehicle e.g. buses, emergency and heavy goods vehicles.

If an incident occurs, the registration number of the vehicle, the time and details of any adult witnesses should be noted. The school should then report the matter to the police and a KCC incident form should be completed by the school and forwarded to The Safer Mobility Team.

Uniform

Failure to wear the approved uniform of a high visibility coat and hat to the latest European standard means the SCP is operating illegally and may become personally responsible for any claim. Summer or winter coats and hats are available from various suppliers. Mittens and over trousers are also available but are not compulsory.

The cost associated with the purchase of uniform will be reimbursed under the excepted items scheme by contacting the Schools Personnel Service. Fluorescent materials gradually fade when exposed to daylight, so coats and hats will need to be replaced every 2-3 years. Storing them in darkness helps to maintain their brightness.

The coat should not be modified and should be fastened at all times.

Coats



The legislation states that a full length outer garment with full length sleeves should be worn. Plus a peaked cap or alternative headwear for religious reasons.

The standard for high visibility warning clothing is:

BS.EN471:2003+A1 2007



Hats



School Crossing Patrol sign

The SCP must use a sign which conforms with School Crossing Patrols Sign (England and Wales) Regulations 2006

The sign must not be modified and should not be decorated with anything, eg tinsel.



Hazard Warning Lights

Where amber hazard warning lights are installed, as part of the crossing site, it is the responsibility of the SCP to ensure they are used. It is very important that the lights are switched off immediately after use.

Only keys or other devices approved and supplied by the manufacturer, to operate the lights must be used. Any faults that occur should be reported immediately to the HTW contact centre 03000 418181.



Appearance and Behaviour

Motorist and pedestrians will judge the efficiency and authority of the SCP by their appearance. SCP's are responsible for cleaning and maintaining their uniform and the official sign. A SCP's own children or pets must not be present at the place of duty. It is essential for SCP's to remain alert. Distractions e.g. talking to friends must be avoided.

Control of children

Instructions to children must be given in a clear and firm manner. Any behaviour problems must be reported to the school for action. The SCP must only use verbal discipline and it should never be necessary to make physical contact with any child except in an emergency. NB: Friendly gestures can be misinterpreted.

Hours of duty

SCP's are authorised to operate at the time agreed with the school and may now stop traffic for ALL PEDESTRIANS, not just children going to and from school.

A SCP must arrive on time at the crossing point and remain on duty for the agreed length of time. Poor timekeeping by a SCP must be considered as a serious issue. The Head Teacher should contact Schools Personnel Service for advice on how to manage such issues.

Under no circumstances must operating times be changed by a SCP without the agreement of both the Head Teacher and HTW. Children are sometimes late for school and under these circumstances are more inclined to take chances, so the arranged operating times should allow for this.

Absence from duty

If the SCP is unwell, they should contact their school immediately, indicating the probable duration of the illness. Ultimately, it is the parent's responsibility to deliver their children to school and if a relief cannot be provided, parents should be advised by the school as soon as possible to enable them to make alternative provision.

N.B. If a SCP fails to report their absence, it may place the lives of children at risk. The Headteacher will advise Schools Personnel Service and The Safer Mobility Team of any absences.

Operating at the crossing point

The crossing point will have been carefully selected and risk assessed. The Safer Mobility Team staff will check periodically that the patrol is operating in the correct place. If the crossing point needs to be moved, a reassessment will be made and a new location authorised.

The SCP is responsible for the safety of the children when they arrive at the crossing point. They are allowed to stop traffic for both adults and children. The SCP must ensure that children remain on the pavement until instructed to cross. They must not be allowed to block the pavement.

The SCP must remember to allow sufficient time for vehicles to stop safely. Vehicles which are heavily laden may need a longer stopping distance and therefore SCP's are trained not to stop lorries, buses and emergency vehicles. Poor weather will also affect stopping distances. The safety of everybody is the main priority.

The SCP must watch for a safe gap in the traffic flow. As an indication to motorists that they intend to leave the pavement, they should hold their sign high before stepping into the road. The sign must be clearly displayed to traffic as the SCP steps into the road. They must position themselves in the centre of the carriageway, continuing to display the sign clearly. At the same time, using their other hand held parallel to the ground as an additional indication to vehicles behind them that they must stop.

The SCP should wait until ALL vehicles have stopped and only when they are happy that the situation is safe, should they instruct the pedestrians to cross IN FRONT of them (you lose control of people you cannot see). Any cyclists or people using scooters wishing to cross must walk.

The SCP must remain in the centre of the carriageway with their sign clearly displayed until everyone has cleared the crossing. They must not hold up traffic while waiting for children to arrive at the crossing point. When returning to the pavement, the sign must still be held upright. Drivers who have been waiting should be thanked for their patience.

Once the SCP has returned to the pavement, the sign should be held upside down or turned away from the traffic so that motorists are not confused – patrols need to be POSITIVE and OBVIOUS in all of their actions. They must not attempt to control traffic by giving random hand signals such as waving on. Drivers must be allowed to decide when it is safe to move on.

Traffic lights with no pedestrian phase

Where there are traffic lights with no 'green man' facility, the SCP re-enforces the traffic light signals to drivers. The SCP must use their sign, in conjunction with the red light for traffic. They must ensure that turning traffic has also stopped before instructing pedestrians to cross. When the green light for traffic shows, the SCP cannot attempt to stop the traffic and therefore pedestrians should be informed to wait for the signal to change.

Traffic islands/refuges

At some places where wide roads are divided by central refuges or where there is a dual carriageway which have central reservations, crossing procedures can only be carried out in two stages and pedestrians must wait in the centre until the SCP has stopped the traffic on the other side of the road.

Sometimes, the central refuge is not large enough to contain a group of pedestrians, in which case, the crossing procedure will need to be completed in one action. In some locations, two or more SCP's are needed and they will work together to control the situation.

Crashes/casualties

A SCP is one of the safest of all crossing places, but, if an incident occurs, the SCP must continue to ensure the safety of the pedestrians in their charge. **THIS IS THEIR MAIN PRIORITY.**

If possible, they must protect the scene and make sure that the incident does not become more serious. Seriously injured casualties must not be moved unless there are exceptional circumstances e.g. fire.

A by-stander should be instructed to telephone the emergency services and the registration numbers of any vehicles involved along with the names and addresses of drivers and independent adult witnesses should be noted. The Head Teacher **MUST** be informed as soon as possible.

All incidents must be recorded and reported using the Kent County Council SCP Incident Reporting Procedure. The Safer Mobility Team should be alerted and a copy of the incident form sent as soon as possible.

SCP's MUST NOT BECOME INVOLVED IN ARGUMENTS OR MAKE STATEMENTS TO ANY PERSON OTHER THAN THE POLICE. THEY SHOULD REFER ANY ENQUIRIES TO THE HEAD TEACHER.

Statements

Remarks or statements made on the spur of the moment may involve both the SCP and KCC in serious legal commitments. SCP's must not make a statement on working conditions to anyone e.g. the press. Issues should be discussed with their Head Teacher and/or Supervisor.

Parking

There are sometimes various parking restrictions around schools, mainly yellow zig zags, but sometimes single or double yellow lines. These are enforced by the local district or borough council. Parking in these restricted areas can lead to congestion and difficulties for the SCP.

Schools are encouraged to ensure that the parents are aware of what the restrictions mean and that the site where the patrol works is not made unsafe by inappropriate parking.

Kent County Council has launched a campaign called Responsible Parking and there is a website with advice and resources which can be used to encourage parents to park in a responsible way.

www.responsibleparking.co.uk



Useful Contacts

School Crossing Patrol School Line Manager:.....
Position:.....

☎ :.....

✉ :.....

Crossing Times:.....
Contracted Hours:.....

Requesting new sites, operational issues and training and monitoring of patrols.
Please ask for the Safer Mobility Officer (School Crossing Patrols) - HTW

☎ 03000 418181

✉ Email: SCP@kent.gov.uk

📍 Address: Safer Mobility Team, HTW, 1st Floor, Invicta House, County Hall,
Maidstone, Kent. ME14 1XX.

Recruitment and Personnel issues are dealt with by Schools Personnel Services

☎ 03000 411112

✉ Email: SPSIntePay01@kent.gov.uk

📍 Address: Schools Personnel Service, Worrall House, Kings Hill, West Malling,
Kent. ME19 4RE

Highway issues


To report issues concerning road signs, flashing lights, road and footway surfaces,
vegetation and any other aspect of the road environment and road safety advice.
Please speak to our contact centre or report via our website.

☎ 03000 418181


Report online using: <http://www.kent.gov.uk/roads-and-travel/report-a-problem>

Law enforcement

Kent Police should be contacted where there is an imminent danger to life or property using;

 999

If an incident occurs using threats, abusive or insulting behaviour, this should be report using the SCP Incident Report Form and calling;

 101

If an incident occurs where a driver fails to stop, the incident reporting procedure should be followed and reported to KCC Safer Mobility Team, who will liaise with Kent Police.

SCP Information

There is information on the following websites for school crossing patrols, schools, parents/carers and drivers:

KCC: <http://www.kent.gov.uk/roads-and-travel/road-safety/school-crossing-patrols>

Kelsi: <http://www.kelsi.org.uk/Curriculum/curriculum-resources/road-safety/school-crossing-patrol>