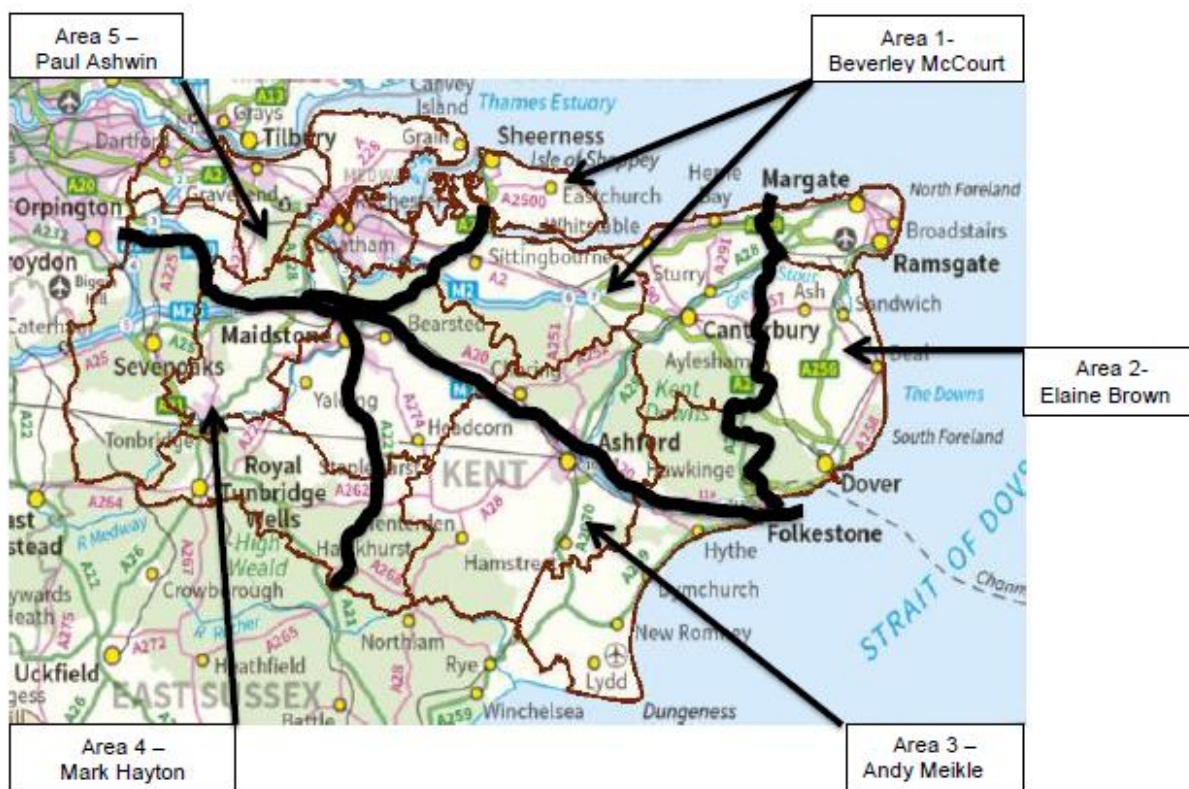




## Welcome to the SCP Newsletter

Welcome back to the new school year and hope you all had a relaxing, enjoyable summer break. We also extend a warm welcome to the new SCP's that have joined us in the last year and hope they are settling in their new role. Please share this newsletter with your SCP.

This is the first edition of the SCP Newsletter since changes have been made to the KCC Safer Mobility Team who co-ordinate the provision of SCP's. Katie Ireland is the Safer Mobility Team Leader and David Weller now liaises with schools and patrols on day to day matters. We now have five part-time SCP Instructors covering their own areas across the County.



## Latest News

### New SCP Incident Reporting Procedure

Sadly we have seen an increase in the numbers of incidents of drivers failing to stop and even being threatening and abusive to SCP's. These incidents remain rare given the numbers of crossings that are completed every day without incident. KCC will not tolerate this



type of behaviour and we have been working with Kent Police to develop a more robust and consistent approach to reporting incidents. A new SCP Incident Reporting Procedure has been launched and emailed separately to school's; information can also be found on the school crossing patrol pages of [KCC](#) and [KELSI](#), with copies of the forms available for future use.

**It is extremely important to report incidents as soon as possible as there are legal time limits that must be met if driver's are to be prosecuted.**

## E-Learning

A year ago KCC required all employed staff to complete 3 modules of e-learning and we're pleased to say that to date we have achieved approximately 82% of our patrols completing the training. Thank you to everybody who has completed the training and to those who have assisted in getting the training completed. SCP's who have yet to finish the training are asked to get it completed as soon as possible. Also, as part of the KCC Safeguarding Policy, we will be sending out training for safeguarding this school year.



Kent E-Learning

## E-Payslips

KCC are transferring all staff away from receiving paper payslips in the post. At the moment we have only been able to transfer approximately 60% of staff, mostly because SCP's need to have a personal email address that can be used to set them up on the electronic payslip system. If you still receive a paper payslip but have a personal email address, please contact [scp@kent.gov.uk](mailto:scp@kent.gov.uk).

## SCP Service Awards

This year we have introduced the awarding of pin badges to patrols that reach their 5,10,15,20,25,30,35 years' service as an SCP. At the next monitoring visit, the SCP Instructor will present the relevant award and some schools have made a more formal occasion by presenting the badge as part of a celebration during assembly. We recognise the value of the SCP's to the wider school community and is a small token to thank them for their service. Yes, we do have SCP's with more than 35 years' service!



## Body Worn Video

There have been several enquiries into the use of body worn video (BWV) by SCP's, especially following a news item on BBC South East of a pilot being run by a Sussex Council. The report does not show the additional legal considerations that must be made before such schemes can be introduced. We have been liaising with the Sussex Council on progress of their schemes and will continue to monitor the value of such initiatives but currently do not endorse the use of BWV's.



## School Responsibilities – some reminders

Although KCC fund the provision of the SCP, we have approximately 160 SCP's and require the Headteacher (or their nominee) to locally line manage the patrol. This begins with recruitment and selection, as well as managing their day to day welfare and absences. Many Headteacher's have delegated the line management responsibility to other staff e.g. business, finance or facilities manager's which provides an easier contact for the patrol. We encourage daily contact between the SCP and school, particularly where they work slightly remotely from the school and keep their equipment at home.

## SCP Recruitment

KCC follow the national advice on the establishment and recruitment of SCP's issued by Road Safety GB. When a patrol resigns the school must receive authorisation from KCC before advertising for a replacement by emailing to [scp@kent.gov.uk](mailto:scp@kent.gov.uk). Before giving authorisation we have to check the criteria remain relevant, which may require a pedestrian and traffic survey to be completed first.

If you do not have a relief SCP, it is always worth considering trying to recruit one at the same time as the full-time patrol.

With the introduction of e-learning, we cannot train a new SCP until they have completed this training, but it cannot be issued until the employment number is issued by SPS.



## Schools Personnel Service

All HR matters regarding SCP's are managed by SPS. They have information on the relevant forms to be completed for recruitment on their web portal or available from the KCC Safer Mobility Team for non-SPS schools. A leaver's form must be completed when a patrol resigns and SPS advised as soon as practicable to avoid complications with pay.

## Uniform

It is a legal requirement for the SCP to wear the correct uniform of the yellow peaked hat and full length coat that must be fully fastened. Unfortunately, this does mean that patrols must not wear sleeveless vests, roll up sleeves or not wear a hat, even when the weather is hot (see [KCC SCP Guidelines](#)). If the uniform is not correctly worn it means the patrol is not working lawfully and could be liable for any incident that occurs. It also means the driver who fails to stop cannot be prosecuted. School's purchase the uniform and reclaim from KCC using SPS Excepted Items; or invoice to KCC for non-SPS schools. Information on suppliers can be found on the KCC or KELSI web pages for SCP's.



## Parking

A problem around most schools, but are you signed up to the [KCC Responsible Parking](#) Scheme?



## Highways Faults



Did you know these can be reported to KCC Highways using telephone number: 03000 418181 or [online](#)?



## Contact numbers:

Safer Mobility Team  
(Training, monitoring and safety issues)  
03000 418181  
[SCP@kent.gov.uk](mailto:SCP@kent.gov.uk)

Schools Personnel Service  
(Recruitment and HR issues)  
03000 411798  
[SPSIntePay01@kent.gov.uk](mailto:SPSIntePay01@kent.gov.uk)