

Request for a new or replacement School Crossing Patrol:

School:

Head Teacher:

School address:

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..... **Postcode:**

Requested site location (e.g. road name and crossing point between – use house numbers to pinpoint suggested location)

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Requested School Crossing Patrol duty times:

Morning: Afternoon:

Other:

Evidence to support request (continue on separate page if necessary):

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Where applicable, what effect would this request have on other nearby school crossings?

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Does the school have a Travel Plan? Yes/No

Has the school registered on KCC's Travel Plan database:
www.jambusterstpms.co.uk/

Have you updated/reviewed the travel plan within the last 3 years? Yes/No

What active travel and/or road safety initiatives does the school support e.g. Walking Bus, WoW, Active Bug, Bikeability, Responsible Parking:

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I understand and accept, on behalf of the school, the below responsibilities to locally support (or delegate tonamed postholder) a School Crossing Patrol;

- ***Provide a named contact for the SCP; including a school induction/welcome; information of the school safeguarding policy***
- ***Day to day management of welfare***
- ***Managing and notifying absence to KCC Safer Active Journeys Team***
- ***Ensuring the prompt reporting of incidents using the correct procedure***
- ***Periodically monitoring the SCP to ensure the KCC SCP Guidelines are being followed***
- ***Providing feedback to KCC SCP Instructors during annual monitoring visits.***
- ***Notify KCC Safer Active Journeys Team of any concerns as early as practicable.***

Signed: Date:

Print: Position:

KCC Use only:

Request received by SCP Service:

SCP Supervisor:

Site survey completed on: **by:**

Referred to Traffic Engineer (where applicable):

Justified / Non-justified

Date school informed of outcome: