SCHOOL CROSSING PATROL POLICY

March 2003
INTRODUCTION

1.1 The aim of this policy is to provide an efficient and effective school crossing patrol service, which is sufficiently flexible to accommodate the diverse needs of our local communities and national Best Practice.

1.2 The policy takes into consideration that the school crossing service is permissive, not mandatory and therefore provides a methodology for optimising the service provision based on a finite budget. The policy also acknowledges that parents and guardians have a responsibility for those in their care and that young persons of secondary school age have a personal responsibility for their own safety.

1.3 This policy is also sensitive to the needs of parents by recognising that although collision analysis provides compelling evidence that school crossing patrols have little impact in reducing road casualties per se, they provide considerable reassurance for local communities. Indeed, the service may well have an influence on the modal shift from driving to walking or cycling. Nevertheless, the crossing patrol service should not be seen in isolation but as part of a basket of measures that can provide safe routes to school. This policy therefore, provides an opportunity to introduce other innovative and effective initiatives to either supplement or replace crossing patrol sites, which have become vacant.

LEGAL FRAMEWORK

2.1 The County Council is the Authority which, under the Road Traffic Regulation Act 1984, may, but is not required to provide arrangements for the patrolling of sites where children cross roads to and from school. However, it is clear within that legislation that even where a school crossing patrol (SCP) is provided, parents and carers retain the responsibility for ensuring their children’s safety on that journey whether to or from school. The SCP is not responsible for any child whose parents have, for example, failed to collect the child at the end of the day.

2.2 Section 270 of the Transport Act 2000, which came into effect on 30th January 2001, amends sections 26 and 28 of the Road Traffic Regulation Act 1984. These changes now enable crossing patrols to stop traffic for any pedestrians and not just for those who are school children or accompanying a school child. The Act also removes the previous time restriction between 8am – 5.30pm when crossing patrols may be provided, thus providing local authorities with more flexibility in responding to the needs of the school.

3. ELIGIBILITY

3.1 School crossing patrols should be restricted to schools responsible for children between the ages of 5 – 11 years and categorised as Infant, Junior or Primary.

3.2 This policy applies to all schools regardless of establishment or status.
4. **AUTHERISATION**

4.1 The Principal Road Safety Co-ordinator has responsibility for the management of the school crossing patrol service and all requests for a patrol should be directed to the post holder. All requests will be assessed based on a risk assessment of the site (Appendix A) and site criteria survey (Appendix B).

5. **SITE SAFETY**

5.1. In addition to assessing sites regarding the above criteria, they must also be assessed in terms of the safety of the crossing patrol who will operate at them. When assessing sites, the following should be considered.

5.2 (a) Traffic volume, speed and type of vehicles  
(b) Route to and from the school  
(c) Junction design and complexity  
(d) Child pedestrian flows, volume and nature  
(e) Safe waiting places  
(f) Sightlines of traffic  
(g) Street lighting and signing  
(h) Traffic fumes

5.3 In the event of a major obstruction at the site, such as road works, an alternative place from which the crossing patrol shall operate must be identified, or the crossing patrol should discontinue operation for the duration of the obstruction and alternative arrangements are made for children’s safety.

5.4 To satisfy the Health and Safety requirements of section 5 above, only a person, who has successfully completed a recognised Risk Assessment course, may undertake this function.

5.5 Once a site has been risk assessed, the information will be recorded onto an approved form (Appendix A) and retained on file for the duration a school crossing patrol is required.

5.6 The school crossing patrol’s immediate supervisor will be responsible for carrying out the risk assessment and for making periodic checks to ensure the last recorded assessment is still relevant.

6. **THE CRITERIA**

6.1 The procedure for determining whether or not a patrol site is justified must be clear, logical and flexible, taking into account all those factors described at 5.2. above and include existing crossing facilities. For example, Pedestrian or Pelican crossing and School safety Zones. Their presence will not automatically exclude the need for a school crossing patrol but adjustment factors must be taken into account to ensure resources are appropriately targeted. The methodology for determining the criteria is identified in Appendix B.

6.2. The above process will be conducted automatically for all new and existing sites, which have become vacant through retirement or resignation, except, where the criteria were calculated within the previous twelve months from the date of this policy.

6.3 Should, for whatever reason, a site become vacant part way through a school term and which then fails to meet the standard criteria, all effort should be made to replace the crossing patrol until the end of that school term, using either a relief or temporary crossing patrol.
6.4 In the event of 6.4 above applying, the school will be notified as soon as possible by the line supervisor, in order that parents can be notified of the change of circumstances, so as to make any alternative arrangements.

7. FUNDING

7.1 The budget for the school crossing patrol service is provided by the County Council and managed by the Principal Road Safety Coordinator. The budget will cover all salary, clothing and associated training costs, providing the criteria are met as stated in Appendix ‘B’.

7.2 Following consultation with the appropriate Divisional Highways Manager, Head Teacher and Governors, the Principal Road Safety Coordinator may, commit up to 10% of the school crossing patrol budget, to provide school safety zones, where, following the procedures set out at paragraph 8.1. a vacancy for a crossing patrol has not been filled. This would then preclude a later replacement, except where the criteria and adjustment factors are met.

8. APPOINTMENT OF SCHOOL CROSSING PATROLS

8.1 The method of advertising vacancies for school crossing patrols will be at the discretion of the Principal Road Safety Coordinator but will comply with appropriate policies approved by the County Council.

8.2 The selection and appointment of school crossing patrols will be in accordance with the County Council’s recruitment procedures.

9. RELIEF SCHOOL CROSSING PATROLS

9.2 A relief school crossing patrol is defined as. ‘A person responsible for more than one school crossing patrol site, who will cover short notice absence in accordance with the role and responsibilities of the full time post holder.’ Mileage will be paid at the appropriate rate when authorised by the immediate supervisor. The maximum duration a relief school crossing patrol may cover a single site is one full term, unless exceptional circumstances apply. If such a vacancy is not filled within the appointed time, the relief may, subject to 8.2. above, be offered the full time post. If for whatever reason that person is unable to take up the position, the site will become vacant until alternative arrangements have been found.

10. TRAINING AND EQUIPMENT

10.1 All newly appointed school crossing patrols will receive training in accordance with the approved training manual. The immediate supervisor will be responsible for conducting the training and certifying that the crossing patrol is competent to carry out the task. The supervisor will also visit the patrol at least once per week during the first month. One such visit will be unannounced and include discreet monitoring of the crossing patrol’s working practices. If at the end of the month, the patrol is performing satisfactorily, supervised visits may be reduced to at least once each term.

10.2 As soon as practicable within the first month of employment, the supervisor should arrange for the crossing patrol to be introduced to the Head Teacher or Deputy. Where possible the crossing patrol should also meet the children during morning assembly. It is important that every effort is made to integrate the crossing patrol into the culture of the school at the
earliest opportunity. The supervisor should therefore also act as a catalyst in forging links between the crossing patrol and a school representative to enable regular contact to be maintained.

10.3 The appointed crossing patrol will be issued with approved clothing and equipment that conforms to the Regulations and in accordance with approved procedures.

10.4 In addition to 10.1 above, training programmes will be made available for one half day per year. Each school crossing patrol should attend at least one such training programme every three years. The training will be in accordance with National Best Practice and be attended by the Principal Road Safety Coordinator or his/her representative.

11. **ABSENCE FROM DUTY**

11.1 It is the responsibility of the school crossing patrol to notify their immediate supervisor when they are likely to be absent from their post. The line supervisor will make the necessary arrangements to have the following Authorities notified immediately and where possible find a temporary replacement.

11.2 (a) The local relief crossing patrol if possible.
(b) If (a) above not available, contact local radio stations.
(c) The school(s) affected by the absence
(d) Administrative support officer to progress sickness / payroll information.

11.3. Time off during the official school term will not be permitted unless there are exceptional circumstances and should only be taken when a relief can be found.

12. **REPORTING OF INCIDENTS**

12.1 In the event of an incident occurring as a consequence of a school crossing patrols lawful activities, but which does not require notification under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*. (RIDDOR) The school crossing patrol will report the matter at the earliest opportunity, but no later than that day’s tour of duty, to their immediate supervisor. That person will take whatever action is necessary and complete form P03 and Incident report. (Appendix C) The supervisor will ensure that copies of the incident reports are forwarded to the Principal Road Safety Co-ordinator for information as soon as possible but no later than 5 days from the date of the incident.

*In the unlikely event that RIDDOR applies, guidance should be immediately obtained from the Principal Road Safety Coordinator or an appropriate Health and Safety officer.
12.2 The process for dealing with this type of incident will be in accordance with the Approved Training Manual.

13. **CONDITIONS OF EMPLOYMENT**

13.1 Pay and conditions of employment for school crossing patrols will be in accordance with the statutory obligations of Lincolnshire County Council.

13.2 Subject to the discretion of the Director, all school crossing patrol personnel over the age of 67 years of age will be required to undergo an annual medical check carried out by an agency approved by the County Council. The patrol’s immediate supervisor will make the necessary arrangements to ensure compliance with this requirement. In the event of any issue being raised regarding the outcome of the medical examination, the supervisor will refer the matter to the Principal Road Safety Coordinator who will take the necessary action.

13.3 The above directive will always become subordinate to any amendments in Employment or Human Rights legislation.

14. **SERVICE AWARDS**

In addition to any long service award provided by Lincolnshire County Council, The Lincolnshire Road Safety Partnership will present awards of a certificate to all school crossing patrols completing five, ten, fifteen twenty and twenty five years of continuous service. Other non monetary awards may also be given at the discretion of the Principal Road Safety Co-ordinator.
Appendix A

LINCOLNSHIRE COUNTY COUNCIL
HIGHWAYS AND PLANNING DIRECTORATE
SITE RISK ASSESSMENT – SCHOOL CROSSING PATROL

This assessment is required under the Management of Health and Safety at Work Regulations 1992. This form should be completed in conjunction with the School Crossing Patrol.

Site Details:

Location: .....................................................................................................................................
Hours of Duty: ............................................................................................................................
Point No.: ....................................................................................................................................

I. Work Activity Details:

To assist in providing a safe place for children to cross the highway while going to and from school.

II. Personnel Involved:

Road Safety Officer: ....................................................................................................................
School Crossing Patrol: ...............................................................................................................

III. Task Details:

1. Stopping vehicles to allow children to cross the road safely.
2. Whenever possible to control groups of child pedestrians.
3. Wearing correct uniform and displaying sign in correct manner.
4. Operate the patrol site in accordance with L.C.C. code of practice.
5. Report any accidents, incidents, missing/damaged signs or crossing signals working incorrectly to the Road Safety Officer.

E. Hazard Identification:

Questions to consider. If the answer to a question is “YES”, place a tick against it and consider the level of risk.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have there been any accidents and/or incidents in the previous three years?</td>
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<tr>
<td>2. Does traffic speed appear to be exceeding the speed limit for that road?</td>
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<tr>
<td>3. Are there any visibility difficulties?</td>
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<tr>
<td>4. Are there any Road Signs and/or markings missing/ causing difficulties?</td>
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<tr>
<td>5. Has there been any incidents of violence and/or abuse?</td>
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<td>6. Are there any behaviour or discipline problems?</td>
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<td>7. Are there any problems with the relations between previous patrols and the public, motorists and/or pedestrians?</td>
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<td>8. Are there any parking or unloading problems?</td>
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<td>9. Are there any problems as a result of the weather, e.g., insects, water collection, likelihood of slips and/or falls?</td>
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<tr>
<td>10. Does the proximity of junctions cause any difficulties?</td>
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<tr>
<td>11. If the patrol is at a Pelican Crossing, Puffin Crossing or Traffic Lights, are there any problems with</td>
<td></td>
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</tbody>
</table>
red light jumping?

12. Has the highway geometry been changed or traffic flows increased since the last assessment?

13. Is there a problem with pedestrians waiting area, e.g., footway too narrow?

14. Is the presence and/or duration of any road works causing difficulties?

15. Do exhaust fumes collect at this location, e.g., location where traffic have to wait for any length of time?

16. Are there any other difficulties not already mentioned? State below:

F. Control Measures In Place:

Date of Initial Training/Retraining:..........................................................................................

<table>
<thead>
<tr>
<th>Personal Protective Equipment</th>
<th>Specialist Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Coat to BS EN 471</td>
<td>Hazard Warning Lights</td>
</tr>
<tr>
<td>Winter Coat to BS EN 471</td>
<td>Traffic Light Key</td>
</tr>
<tr>
<td>Over trousers</td>
<td>Traffic Light Key Number</td>
</tr>
<tr>
<td>Hat</td>
<td>Additional Provision</td>
</tr>
<tr>
<td>Sign</td>
<td>Refuge Provided</td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
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</tbody>
</table>

L.C.C. Code of Practice CPH1 – School Crossing Patrol

G. Assessment of Risk (delete as necessary)

To employees Low/Medium/High
To others Low/Medium/High

H. Remedial Actions

Having identified any hazards in E. that requires action – list in order of priority the remedial steps to be taken. (see note in Guidance Notes)

I. Re-assessment:

Required: Yes/No Priority: Low/Medium/High

Assessment Prepared By: .................................................................
Signature: .............................. Date: ..............................
Assisted By: Name and job title .............................................................
Review Dates: .....................................................................................

Appendix B
SCHOOL CROSSING PATROL

SITE SURVEY REPORT

Using the data recorded on the opposite page, the following formula should be used for all school crossing patrol site assessments.

FORMULA:

\[ V + C + R + S > 144 \]

\( V \) = Vehicles passing (both directions) the proposed site in 30 minutes (i)

\( C \) = Primary age Children (ii)

\( R \) = Width of carriageway in metres

\( S \) = Speed limit in force in miles per hour

(i) Must exceed 75 vehicles per half hour.
(ii) Must exceed 20 unaccompanied children

Total Score (TS) must exceed 144

ADJUSTMENT FACTORS
Where the following circumstances apply, add the appropriate percentage increase to above figure. The revised adjustment figure in brackets must then be met.

1. Light controlled crossing +50% of ‘TS’ (Min 216) Actual…………
2. Zebra controlled crossing +30% of ‘TS’ (Min 187) Actual…………
3. Central refuge +10% of ‘TS’ (Min 158) Actual…………
4. School Safety Zone +30% of ‘TS’ (Min 187) Actual…………

ACTUAL SCORE………………

SITE MEETS MINIMUM STANDARD YES / NO. Circle whichever appropriate

Lincolnshire Road Safety Partnership
School Crossing Patrol Service
<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>School(s) Served</th>
<th>Weather</th>
</tr>
</thead>
</table>

<p>| A.M. | | | |</p>
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Accomp. Children</th>
<th>Adults</th>
<th>Unaccp Children</th>
<th>Vehicles</th>
<th>Time Period</th>
<th>Accomp. Children</th>
<th>Adults</th>
<th>Unaccp Children</th>
<th>Vehicles</th>
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<tbody>
<tr>
<td>8.00 – 8.15</td>
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<td>3.00 – 3.15</td>
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<td>3.45 – 4.00</td>
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<td>9.00 – 9.15</td>
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<td>4.00 – 4.15</td>
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<tr>
<td>TOTAL BUSINESS 30 MINS</td>
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</table>

School Crossing Policy PH Decision 040303/EJ/Committee
1. NAME OF INJURED PERSON (STATE IF PATROL) _______________________________________________

2. ADDRESS____________________________________________________________________________

3. POINT NO. AND LOCATION __________________________________________________________________

4. AUTHORISED HOURS_______________________________________________________________________

5. WAS REGULAR PATROL ON DUTY OR STAND-BY? ___________________________________________

6. IF NOT REGULAR PATROL, GIVE REASONS__________________________________________________

7. ARE THERE ANY WARNING LIGHTS? _________ WERE THEY OPERATING? _________________________

8. WAS MEDICAL TREATMENT PROVIDED? ______________________________________________________

9. DATE, TIME AND TYPE OF TREATMENT ___________________________________________________________________

10. WHO, IF ANYONE, WAS TAKEN TO HOSPITAL? _______________________________________________

11. DATE(S) OF ANY PREVIOUS INCIDENTS AT THIS POINT __________________________________________

12. IF PATROL WAS INJURED, DID (S)HE RESUME WORK IMMEDIATELY AFTER THE INCIDENT?___________

13. DATE ON WHICH PATROL RESUMED WORK ____________________________________________________

School Crossing Policy PH Decision 040303/EJ/Committee
14. HAS THE INCIDENT BEEN RECORDED IN THE ACCIDENT BOOK? ________________________________

15. INVOLVED:
   NAME: _____________________________________________________________
   ADDRESS: ___________________________________________________________
   NAME: _____________________________________________________________
   ADDRESS: ___________________________________________________________
   WITNESS(ES):
   NAME: _____________________________________________________________
   ADDRESS: ___________________________________________________________
   NAME: _____________________________________________________________
   ADDRESS: ___________________________________________________________

COMMENTS (PLEASE ATTACH SKETCH) ___Use overleaf
SIGNATURE _______________________________ DATE ______________________

COMMENTS (ROAD SAFETY OFFICER) ___Use overleaf
SIGNATURE _______________________________ DATE ______________________