



**WOKINGHAM
BOROUGH COUNCIL**

SCHOOL CROSSING PATROL POLICY

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INTRODUCTION

In June 2008 the Local Authority Road Safety Officers Association (LARSOA) published a document titled 'School Crossing Patrol Service Guidelines'. In 2009 LARSOA became 'Road Safety GB' and in June 2009 they published a revised version of the 'School Crossing Patrol Service Guidelines' with accompanying documents titled 'School Crossing Patrol Service – Guidance for patrols working on light controlled crossings' and 'School Crossing Patrol Service – Training for Managers and Supervisors'. The guidelines were updated and published online in June 2010 including new notes to accompany the training DVD and a Handbook for adaptation to meet individual authority's policies and procedures. The standards set out in these guidelines are nationally accepted as best practice and are considered appropriate for adoption by Wokingham Borough as a framework when considering all issues relating to School Crossing Patrols. These guidelines will continue to be updated by Road Safety GB.

School Crossing Patrols are established to assist children to cross the road on their way to or from school. The patrol staff contribute not only to road safety, but by making routes feel safe, parents and children are encouraged to walk to school. This has sustainable travel, environmental and health benefits for our communities. It should be noted that parents remain responsible for ensuring their children are able to travel to school safely, whether or not the Council are able to provide safer routes or safer crossing facilities. The School Crossing Patrol service is a non-statutory function.

Below is a summary of the main topics within the 'School Crossing Patrol Service Guidelines'.

MANAGEMENT AND SUPERVISION

The Borough will ensure that School Crossing Patrollers are recruited, trained and adequately supervised. A supervisor will visit each site a minimum of once a term and when issues arise.

ESTABLISHMENT OF NEW SITES

We will not be increasing the number of patrollers in the service as a matter of course and so applications must be considered against both safety and availability of posts. Therefore when applications for potential new sites are received they will be considered against the following criteria:-

- The site meets the criteria set out in the latest version of the 'School Crossing Patrol Service Guidelines'
- A risk assessment of the site carried out in accordance with the latest version of the 'School Crossing Patrol Service Guidelines' is undertaken and any issues requiring attention are adequately addressed
- Funding is available to fill the post and make any changes to the location identified as part of the site risk assessment criteria
- A vacant position exists across a light controlled crossing and it is considered suitable for dis-establishing or a site has already been dis-established and has not been reallocated to a new location.
- A suitable person can be found to fill the post
- There is significant support to establish the new site

RISK ASSESSMENT AND RISK MANAGEMENT

School Crossing Patrol sites are risk assessed to ensure that they are 'safe' for the patrollers to operate. These assessments will be undertaken on a biennial basis or when alterations within the

highway network affect the site. Works identified during the assessments will be undertaken to mitigate the risks.

COVERING VACANT SITES OR ABSENCES

The Borough does not currently provide relief patrollers as standard on individual sites.

PAY ARRANGEMENTS

The Borough has its own pay scales and the payment arrangements have been made in line with these.

UNIFORM

School Crossing Patrollers must be provided with, and wear while working, high visibility garments complying with both the Home Office Circular 3/1989 and EN 471. For extremely hot conditions, summer coats are provided by the Borough that are shorter than the standard knee length, with three quarter length sleeves, that also comply with the above documents. New national uniform guidelines will be introduced in 2012/3 which will be taken into consideration.

PATROLS AT SIGNAL CONTROLLED CROSSINGS

The document 'School Crossing Patrol Service – Guidance for patrols working on light controlled crossings - June 09' states that it is not necessary for patrols to work on this type of crossing unless there are exceptional circumstances, because they are by definition safer places to cross. Signal controlled crossings are defined as Puffins, Pelicans, Toucans and traffic signal controlled junctions. School Crossing Patrols and signal controlled crossings fulfil the same purpose, they both stop traffic so pedestrians may cross the road safely. Therefore having both in place at the same site is a duplication of resources and may be confusing to drivers if differing messages are being given.

It also states that where they do work on such crossings, School Crossing Patrollers should be specifically trained how to do so and that they must use the crossing lights to stop the traffic and display their sign as normal. Under no circumstances should the School Crossing Patroller attempt to stop traffic when a green traffic light is showing, or hold traffic at a stop after the lights have changed. It is accepted that this situation may occur in exceptional circumstances and if it does the sign displayed by the patroller takes legal precedence over the green light.

The Borough will only consider patrols on signal controlled crossings where exceptional circumstances have been experienced and documented. Current sites that are on signal controlled crossings will be re-assessed as part of the risk assessment process and if necessary removed or relocated if an alternative site that would benefit from the patroller can be found.

Patrollers on sites which are at signal controlled crossings that leave through resignation, retirement or other reason will not be replaced unless exceptional circumstances require it.

OPERATIONAL PROCEDURES

Only persons who have been trained, reference and Criminal Record Bureau (CRB) checked, and judged competent will be allowed to undertake the role of School Crossing Patroller. All patrollers will be re-assessed on a regular basis to ensure they are complying with the procedures as set out in the latest version of the 'School Crossing Patrol Service Guidelines'.



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