

Employing a School Crossing Patrol (SCP)

Dear Headteacher

Thank you for your enquiry regarding a school crossing patrol to serve your school.

The school crossing patrol service is a non-statutory function of a Local Authority. In the context of ongoing funding pressures the council is continuing to directly employ a small number of existing SCPs. The council reviews the ongoing need for council employed SCPs when an existing SCP leaves their post. In response to demand from schools and local communities the council also plays an active role in supporting additional SCPs which are employed directly by schools. The majority of the SCPs across the county are now supported in this way. The information you find here may help to determine whether you employ a SCP.

Guidance is based on School Crossing Patrol Guidelines, produced by the Road Safety GB (RSGB) School Crossing Patrol Specialist Advisers Group comprising of members of RSGB and RoSPA, Royal Society for the Prevention of Accidents.

If you have any queries or would like to proceed further please contact the road safety team at roadsafety@herefordshire.gov.uk

Herefordshire Council and school responsibilities

If your school employs a SCP Herefordshire Council road safety team will:

- Assess and advise location of new site according to RSGB SCP guidelines
- Assist the school with recruitment by providing a job description and person specification
- Provide initial on-site training for the SCP, issue handbook and offer termly support visits
- Carry out risk assessments: generic and site specific; yearly or when the road layout changes
- Provide contact details of RGSB recommended uniform providers which patrols must wear on duty

If your school employs a SCP you will need to:

- Undertake the recruitment process
- Employ the patrol – all employment costs will be paid for by your school
- Purchase full school crossing patrol uniform and STOP pole
- Inform the road safety team at Herefordshire Council if the patrol resigns, has prolonged absence from the duty or is due to be replaced
- Inform the road safety team at Herefordshire Council if the duty hours or location need to be changed – a site visit would be required to determine a new location

Assess new crossing site

The road safety team will establish there are no proposed changes to the road layout that may affect the location of a school crossing patrol.

A site visit will be carried out with a member of road safety team and Headteacher or other member of school staff to establish a location for the SCP.

RSGB recommend that SCP sites are not established on roads with speed limits in excess of 40mph.

Recruitment, employment & insurance costs

Your school is responsible for all employment, recruitment and insurance costs.

Hourly pay rates can be set by your school. As a guide to National Joint Council for Local Government Grades for school crossing patrols, please contact the road safety team.

NI, pension and public liability insurance are additional costs that your school will incur.

Public Liability Insurance must be in place to protect your SCP.

Terms and conditions of employment will be issued by your school.

Once you have appointed a patrol please contact the road safety team on **01432 260946** or email **roadsafety@herefordshire.gov.uk** to agree a date when we can provide practical on-site training. This must be on the first day of work or before. The SCP may not start their duty until they have been trained by a member of the road safety team.

Duty Times/Leave

Times of duty will be set by the school. A patrol would be expected to work every duty during term time. Leave should not be authorised during term time.

Uniform

SCPs may only legally stop traffic if they are wearing the correct uniform and using the approved STOP sign. SCPs must wear all items of uniform to ensure maximum visibility to other road users while they are on duty.

Mandatory Items: Full length two-colour coat with hat or cap and STOP sign.

You may wish to also provide for the patrol's comfort: waterproof trousers/ gloves and safety shoes/boots.

Items may be purchased from RSGB approved suppliers and meet BS EN ISO 20471. Suppliers are Keltic Clothing, King Scientific and Bristol Oilskin

www.kelticclothing.co.uk

www.kingscientific.co.uk

www.foxwear.co.uk

Approximate cost to provide a uniform of summer coat & cap, winter coat & hat and pole is £250. Typically, replacements are needed every 2 years.

SCP Responsibilities

While on duty, The SCP has sole responsibility for the operation of the crossing site. No other person, teachers or school staff can take over operation of the site, wear the uniform or use the STOP sign without training from the road safety team.

Even where an SCP is provided parents remain responsible for ensuring their child's safety just as they would when a light controlled crossing is provided. The parent has responsibility for their child travelling to and from school.

Full details of the SCPs responsibilities and operational guidance are set out in the "[School Crossing Patrol Handbook for Patrols Employed by School](#)"