



School Crossing Patrol Service



Hampshire
County Council

Contents

Supporting Information

1. Background
2. Criteria for the provision of a school crossing patrol
3. Decommissioning of Sites
4. Externally funded sites
5. Implementation of criteria
6. Site records

Supporting Information

1. Background

School crossing patrols were established by the School Crossing SCP Act 1953 and instituted on 1 July 1954 through the School Crossing SCP Order 1954. The Road Traffic Regulation Act 1984 (Sections 26-28) gave Appropriate Authorities (defined as county councils, metropolitan district councils, the Commissioner of the Metropolitan Police and the Common Council of the City of London) the power to appoint school crossing patrols to help children cross the road on their way to or from school, or from one part of the school to another, between the hours of 8am and 5:30pm.

Section 270 of the Transport Act 2000, which came into force 30 January 2001, amended the 1984 Regulations to permit school crossing patrols to operate at such times as the authority thinks fit and to stop traffic to help anyone (child or adult) to cross the road, whether or not they are travelling to or from school.

The law gives a school crossing patrol officer, appointed by an appropriate Authority, wearing a uniform approved by the Secretary of State and by displaying a prescribed sign, the legal power to stop traffic.

The Education and Inspection Act 2006 (section 508A) puts a duty on schools to promote sustainable travel to school. School crossing patrols are one option that can contribute to this duty.

The responsibility for ensuring the safety of children travelling to and from school is a parental one.

2. Criteria for the provision of a school crossing patrol

- 2.1 Road Safety GB has published advice on school crossing patrols that has been widely adopted by local authorities. The School Crossing Patrol Service Guidelines (Sept 2016) outline assessment criteria for establishing a school crossing patrol, conditions of service and guidance on administration. Road Safety GB is a nationally recognised road safety organisation and leading authority on the provision of school crossing patrols, and the guidelines form the basis of the County Council's assessment of whether a school crossing patrol would operate satisfactorily.
- 2.2 The assessment will indicate whether a school crossing patrol would operate safely and also justify the associated costs. A location that meets the minimum threshold may not necessarily be established, but may be added to a list of justified sites waiting funding. Sites assessed as providing the greatest benefit in terms of the assessment methodology will be a priority for funding.
- 2.3 It may be possible for schools and other bodies to directly fund the cost of establishing and operating a school crossing patrol provided that a school crossing patrol would operate safely. This opportunity to pay for the provision of a school crossing patrol includes sites not meeting the minimum threshold.
- 2.4 All established school crossing patrols are reassessed when they become vacant to verify that funding remains justified. Sites that no longer meet the minimum threshold will be decommissioned if not directly funded by the school(s) it serves or another body. The funding released from sites assessed as being no longer justified enables sites waiting funding to be established.
- 2.5 The assessment methodology and ranking of sites ensures that the locations with the greatest justification are funded as a priority. The review of vacant sites provides a means of reallocating funding to meet the County Council's priorities, while the opportunity for schools and other bodies to directly fund non-justified and lower priority locations provides a means for the community to establish a school crossing patrol where desired.
- 2.6 The following criteria are applied to assess the justification of a site within Hampshire:-
- The crossing location achieves a PV² value of at least 4 million in accordance with National Criteria identified in the Road Safety GB guidelines (see 2.1 below).
 - The crossing location does not serve a secondary school alone.

- The crossing location is not located in the vicinity of a controlled crossing i.e. zebra, pelican etc.
- The crossing location is not located at a pedestrian refuge island, unless site factors indicate that a SCP can operate safely and a single carriageway meets the PV² criteria, as above.

3. Process for assessing a request for a school crossing patrol

- 3.1 Upon receipt of a completed request form for a school crossing patrol, a School Crossing Patrol Supervisor will visually verify that the location is suitable for a school crossing, and that there are no factors that would preclude establishing a school crossing patrol e.g. not serving a primary school or existing controlled crossing e.g. zebra, pelican etc. The request form should be completed by the relevant school's Head Teacher and Chair of Governors, prior to conducting a site survey.
- 3.2 Where there are no barriers to establishing a school crossing patrol, a School Crossing Patrol Supervisor will carry out an initial traffic and pedestrian count (PV^2 where P=Pedestrian, V=Vehicles) at the proposed site against set criteria, applying the relevant adjustment factors as necessary (Appendix A). The assessment takes into account both the number of children crossing and the volume of traffic using the road, typically between 8am – 9am, in five minute segments. The busiest six consecutive segments and the relevant adjustment factors are then applied to calculate the outcome i.e. justified or non-justified.
- 3.3 Following the above assessment methodology and the application of the relevant criteria (see section 2), should a site be justified, but does not receive any suitable applicants, then the operational guidelines for Managing SCP Vacancies will be followed (Appendix B) in line with corporate recruitment procedures.
- 3.4 Should a site be assessed as unjustified, a further site survey may exceptionally be carried out to confirm the assessment where there is concern the original survey was unrepresentative.

4. Decommissioning of Sites

- 4.1 If a school crossing patrol position becomes vacant, a School Crossing Patrol Supervisor will review the provision and reassess the need to recruit for a patrol officer. Should the crossing location not meet the above criteria, then recruitment to that position will not proceed and the site will be decommissioned.
- 4.2 School crossing patrol sites may be reviewed from time to time to assess their continuing benefit and to ensure the school crossing patrol service is applied consistently and provides best value. Consideration will be given to decommissioning a school crossing patrol site where the criteria listed above are no longer met. The school crossing patrol officer will be given the opportunity to be redeployed to any vacant nearby school crossing patrol sites that may be suitable.
- 4.3 Where a new controlled crossing facility is installed in the vicinity of an established school crossing patrol site, and that facility provides an appropriate alternative crossing facility to the school crossing patrol, then consideration will be given to decommissioning the school crossing patrol site. The school crossing patrol officer will be given the opportunity to be redeployed to any vacant nearby school crossing patrol sites that may be suitable.
- 4.4 Decommissioning a site when the assessment criteria is no longer met or where an appropriate alternative crossing facility has been provided, ensures that a higher priority location awaiting funding may be established at the earliest opportunity.

5. Externally funded sites

Local communities (such as schools) may fund a school crossing patrol site where that site would not be a priority for County Council funding provided that a school crossing patrol will operate safely. A Service Level Agreement will be established that provides funding to the County Council to meet the salary and associated on-costs, including national insurance and pension scheme, recruitment, uniform and supervisory costs relating to the role of the school crossing patrol officer. The County Council will recruit, train and supervise a school crossing patrol officer, and undertake such site maintenance costs as may be required.

The County Council will recruit to a vacancy provided that a commitment to funding remains in place. The County Council will not provide an interim school crossing patrol officer while recruitment to a vacancy takes place. The funder will not be charged while a site is vacant.

Where the funder does not wish to continue the Service Level Agreement, sufficient notice must be provided to the County Council to progress any applicable redundancy procedures in line with Hampshire County Council policy.

Where a new site is to be established, a contribution towards the cost of engineering works will be agreed, and charged for, on an individual site basis. The following measures may be considered:

- Warning signs
- Flashing Amber Lights (FALS)
- Dropped kerbs, tactile paving
- Additional footway
- Pedestrian guard rails
- Parking restrictions (Traffic Regulation Order)

This list is not exhaustive

Volunteer School Crossing Patrol Officers

Powers enabling School Crossing Patrol Officers to stop traffic are granted under the Road Traffic Regulation Act 1984, amended by the Transport Act 2000, and these state the

School Crossing Patrol Officer must be appointed by an appropriate authority. A volunteer would not be considered a formal County Council appointment.

Community appointed School Crossing Patrol Officers

Only a local authority has powers to recruit and train School Crossing Patrol Officers. The law gives a School Crossing Patrol Officer appointed by an appropriate authority and wearing a uniform approved by the Secretary of State the power, by displaying a prescribed sign, to require drivers to stop. School Crossing Patrol Officers operating outside these conditions have no legal power to stop traffic.

6. Implementation of criteria

In determining the suitability of a school crossing patrol site, a site survey will take place as detailed in section 2.


The County Council has a typical detail for school crossing patrol sites (Appendix C). This is a guide only, as measures have to be designed on a site specific basis dependent on the outcome of the initial site survey and risk assessments.

Having established the site and successfully recruited a patrol officer, a start date will be agreed. The local County Council Member and the relevant school(s) will be notified by the School Crossing Patrol Supervisor after successful induction and training has been completed.

7. Site and Personnel Records

Site specific records will be kept in accordance with Hampshire County Council Policy.
Personnel records will be maintained in line with the relevant corporate policies.

Appendix A - SCP Site survey (p.1/2)

 Hampshire County Council									
School Crossing Patrol Survey Report									
Type of survey:					Site No:				
Surveyed by:					Date:				
Location:					Weather conditions:				
Schools served:									
Time Period	Busiest 30 minute totals		Child pedestrians attending educational establishment		Passenger Car Units (PCUs)				
	Peds	Vehs	Primary - up to 11 years	Secondary - 12+	Car / light goods <3.5T 1 PCU	Bus / med goods >3.5T 2 PCUs	Large goods >7.5T 3 PCUs	M/Cs 0.5 PCU	P/Cs 0.3 PCU
07:45	0	0							
07:50	0	0							
07:55	0	0							
08:00	0	0							
08:05	0	0							
08:10	0	0							
08:15	0	0							
08:20	0	0							
08:25	0	0							
08:30	0	0							
08:35	0	0							
08:40	0	0							
08:45	0	0							
08:50	0	0							
08:55	0	0							
09:00	0	0							
09:05	0	0							
09:10	0	0							
TOTALS	0	0							

PV² Calculation

V x V x P = 0 = PV2 of 0.00
 x Adjustment factor of 1 = PV2 of 0.00

Site not justified as less than 15 primary school aged children crossed in busiest 30 minute period

SCP site survey continued (p.2/2)

SCHOOL CROSSING PATROL SURVEY ADJUSTMENT FACTORS			
1	Single carriageway width in excess of 10m		+2
2	Single carriageway width between 7.5 & 10m		+1
3	Footpath width less than 2m		+1
4	Down gradient steeper than 12.5% (1 in 8)		+2
5	Down gradient less than 12.5% but greater than 5% (1 in 20)		+1
6	85%ile Speed¹	Visibility (metres)^{2, 3}	
(a)	Travelling between 30 and 40 mph	Less than 50m	+3 **
(b)	" " "	Between 50 – 75m	+2
(c)	" " "	Between 75 – 100m	+1
(d)	Travelling between 40 and 50 mph	Less than 60m	+3 **
(e)	" " " " "	Between 60 – 100m	+2
(f)	" " " " "	Between 100 – 150m	+1
7	No street lighting		+3
8	Visibility obstructed within 100m of site by signs, street furniture, trees etc.		+1
9	Site complicated by road markings ie turning lanes etc within 50m		+1
10	If the Site is on a major road and is within 20 metres of a road junction.....		+2
11	If the Site is on a minor road and is within 20 metres of a road junction.....		+1
12	Pedestrian accidents on weekdays between 0800 and 1730 within 50m of site		+1 ***
13	Where pedestrian flows are light, the vehicle flows are heavy and the criteria are not satisfied, then at 800 passenger-carrying units per hour (two way, or one way on dual carriageway) it is recommended to add a further +1 factor.....		+1
14	Average Age Range		
(a)	Primary (up to 11 years).....		+5
(b)	Secondary (12+ years).....		+1
TOTAL FACTORS			0

1 Of at least 100 vehicles during patrol period: factor = $(85\%ile\ speed - 30)/3$ Example: $(36 - 30)/3 = \text{Factor } +2$.

** NB: less than stopping distances in adverse weather

*** One point per pedestrian injured per year on a 3 year average, rounded down.

Number of factors	Multiplier	Number of factors	Multiplier
1	1.1	8	2.144
2	1.21	9	2.358
3	1.331	10	2.594
4	1.464	11	2.853
5	1.61	12	3.139
6	1.772	13	3.453
7	1.949	14	3.798

Notes:

- Sites having fewer than 15 primary school aged children crossing the road in the busiest 30-minute period should not be considered for establishing an SCP.
- It is recommended that SCP sites are not established on roads with speed limits greater than 40 mph.
- Record the numbers of children who cross the road at (for existing staffed sites) or within 50 metres of the site (for unstaffed or new sites).
- Identify the busiest consecutive 30-minute period (note that vehicles form the most significant part of the equation).

Appendix B

Overview for Managing SCP Vacancies

Should a SCP site be vacant for over 12 months a new site survey will be carried out to determine the PV². If the site remains vacant for a continuous period of 18 months i.e. no suitable applicants are recruited, the site will be surveyed again and if the position is not filled during the following 6 months, the site will be considered for some low cost enhancements, where possible, and the relevant school offered free Road Safety education programmes.

Site becomes vacant	Survey outcome – Non-justified	Survey outcome – Justified	0-6 months	7-12 months	12 months	13-18 months	18 months	19-24 months	24 months
Survey to establish if site meets criteria i.e non-justified or justified (PV ²)	Inform relevant County Cllr., Head Teacher and Chair of Govs at relevant school site to be decommissioned	Initiate recruitment process	Actively recruit	Actively recruit	Resurvey (follow outcome steps for non-justified or justified)	Actively recruit	Resurvey (follow outcome steps for non-justified or justified)	Actively recruit	If still vacant, site will benefit from low cost enhancements where possible and pupils benefit from free Road Safety education programmes.

