

ITEM No ...3.....

REPORT TO: EDUCATION COMMITTEE – 28 MARCH 2016

REPORT ON: REVIEW OF SCHOOL CROSSING PATROL SERVICE

REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE

REPORT NO: 121-206

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to seek Education Committee approval to formally adopt the Royal Society for the Prevention of Accidents (ROSPA) and Road Safety GB guidelines for managing the School Crossing Patrol Service (SCP). The adoption of the guidelines will greatly increase the credibility of the SCP service and improve the recruitment and retention of SCPs. It will provide a more efficient and effective service and place SCPs in the correct location and make the journey to and from school safer for children and young people.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Education Committee:
- i approves the proposed adoption of ROSPA and Road Safety GB guidance for establishing School Crossing Patrol (SCP) points;
 - ii approves the proposed procedure (Appendix 1) for dealing with SCP points that do not satisfy the criteria.
 - iii remits the Executive Director of Children and Families Service to take forward future decisions in relation to the above recommendations

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications associated with this report.

4.0 MAIN TEXT

4.1 Background

- 4.1.1 Although ROSPA guidelines have been used informally to manage the SCP points in the city, a number of SCP points have been established in the past that did not meet the ROSPA criteria. The lack of a formal adoption of the ROSPA criteria has led to a degree of subjectivity on the part of the officers tasked with making these decisions. Formal adoption of the guidelines would ensure greater consistency and effective distribution of resources.
- 4.1.2 A recruitment campaign which was undertaken in September and October 2014 was very successful and has resulted in all 76 established posts being filled. Recruitment is an ongoing process due to the age profile of SCPs and the level of employee turnover.

4.2 Benefits of Adopting a recognised criteria

- 4.2.1 ROSPA and Road Safety GB have developed criteria for determining the need to create SCP points which have been widely adopted by local authorities across Scotland. A robust, objective, technical assessment of individual SCP points using set criteria removes any dubiety regarding the status of SCP points. The assessment would involve school communities and ensure that SCP points were located in the most relevant areas.
- 4.2.2 The ROSPA formula for determining whether the establishment of an SCP is warranted or not takes account of the number of pedestrians and the number of vehicles passing the patrol site

for a requisite period of time (i.e. PV^2 (*pedestrians x vehicles x vehicles*) plus adjustments for environmental factors where applicable). When this formula is applied a score of 4,000,000 or more is required to justify the establishment of an SCP.

- 4.2.3 It is proposed to apply and adopt 50% of the ROSPA /Road safety GB criteria which would result in SCPs being allocated to crossing points with a score of more than 2,000,000 rather than 4,000,000.

4.3 Additional School Crossing Patrol site

- 4.3.1 A review has been carried out following the transfer of the SCP service to Tayside Contracts and a number of potential new SCP sites where 'desire lines' exist have been identified (i.e. where pedestrians appear most likely to choose to cross a road). Existing SCP staff covering sites that do not meet the criteria will be redeployed to the newly identified sites. Further work is being undertaken in consultation with stakeholders to identify any further additional sites which would meet the criteria.

4.5 Light Controlled Crossings

- 4.5.1 As light controlled crossings and SCPs essentially fulfil the same purpose, having both in place at the same point is a duplication of resources. In addition, if they are not operating exactly in synchronisation they can cause confusion for drivers and create a potentially unsafe situation. Best practice suggests that SCP's should not be located on light-controlled crossings unless there are exceptional circumstances. Exceptional circumstances would be identified through the risk assessment process (e.g. persistent red light running or excessively high percentile speeds at a particular site).
- 4.5.2 Where existing SCPs are sited on light-controlled crossings it is proposed that they are relocated to another point of greater need. However, a period of training to ensure pupils and parents are operating the light-controlled crossing properly would be undertaken before the SCP was relocated. Training pupils in the safe use of these types of light-controlled crossing assists greatly in developing the pupils' ability to travel independently. Tayside Contracts will review points to determine if exceptional circumstances exist prior to making any changes.

4.6 Lunchtime cover

- 4.6.1 Historically, SCP points were established to include a lunch time shift. However, an increase in school meal uptake and the introduction of lunch time clubs in many schools has resulted in few, if any, pupils requiring the assistance of an SCP during lunch time. The recent introduction of free school meals for P1 to P3 pupils has reduced the number of pupils leaving the school at lunch time even further. As a result of the current primary school lunch time arrangement no shifts meet the criteria for an SCP. However, it is proposed that these should not be withdrawn unless or until this is agreed following a full consultation exercise with all stakeholders.
- 4.6.2 A summary of primary school lunch time usage of the SCP service is as follows;

Number of pupils using the crossing	Number of crossings
0	20
1 - 5	29
6 - 10	12
11 - 15	7

4.7 Decommissioning SCP points

- 4.7.1 SCP points that no longer meet the agreed criteria will be reviewed and may require to be decommissioned. The decision to decommission an SCP point may generate concern from key stakeholders, therefore, it is important that a robust, clearly understood and well documented process is in place to measure each SCP point. The decommissioning process

will include a period of consultation and is considered to be one of the most important elements of the process. The proposed decommissioning procedure is set out in Appendix 1.

5.0 POLICY IMPLICATIONS

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. An Equality Impact Assessment has been carried out and is attached to this report.

6.0 CONSULTATION

- 6.1 The Chief Executive, Executive Director of Corporate Services, Head of Democratic and Legal Services, Head Teacher representatives, Members of the School Parking and Pupil Safety Working Group and Tayside Contracts have been consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

- 7.1 The Royal Society for the Prevention of Accidents guidelines document.
<http://www.roadsafetygb.org.uk/downloads/SCP-Guidelines-06.12.pdf>

- 7.2 Road Safety GB
<http://www.roadsafetygb.org.uk/>

MICHAEL WOOD
Executive Director

DECOMMISSION PROCEDURE

1. Introduction

- 1.1 There may be a requirement from time to time to decommission a School Crossing Patrol (SCP) point due to factors such as the SCP point no longer meeting the required criteria or the introduction of a Light Controlled Crossing.

2. Consultation

- 2.1 It is important that a robust, clearly understood and well documented process is in place to measure each SCP point. The decommissioning process will include a period of consultation with stakeholders; this is considered to be one of the most important elements of the decommissioning process. Any decommissioning will be carried out at the end of a school term where practical and will be communicated widely to stakeholders.

3. Procedure to Decommission a School Crossing Patrol point

- Observe the site informally.
- Arrange for a site survey to be undertaken to determine if the ROSPA criteria is met.
- Consider the outcome of the SCP site survey and discuss with Head Teacher
- Consult with the SCP at the site to gain their knowledge.
- Inform the council press office prior to the start of the consultation process.
- Consult with parents, head teachers and elected members by writing to them explaining the findings of the site survey and the proposed action. The Parent Council should also be informed of the proposal. This should allow the key stakeholders the opportunity to raise their concerns.
- Consider any concerns raised as a result of the consultation (eg meet with concerned parents or elected members).
- Tayside Contracts and Dundee City Council Education officers will assess the information and determine the course of action to be taken.
- The Council Officers recommended course of action will be discussed with the ward councillors.
- In the event that an Elected Member disagrees with the proposed course of action, the Elected Member may wish to ask for the proposal to be considered by Committee in terms of Standing Order No. 38, in which event the Executive Director of Children and Families and Tayside Contracts will not implement the proposal pending Committee consideration of the matter.
- Establish the SCP preference for a transfer to another SCP point if required.
- Communicate the outcome of the consultation to stakeholders giving adequate notice of the implementation date.



EQUALITY IMPACT ASSESSMENT TOOL

Part 1: Description/Consultation

Is this a Rapid Equality Impact Assessment (RIAT)?	Yes X	No
Is this a Full Equality Impact Assessment (EQIA)?	Yes	No X
Date of Assessment: 8 March 2016	Committee Report Number: 121-2016	
Title of document being assessed: Review of School Crossing Patrol Service		
1. This is a new policy, procedure, strategy or practice being assessed (If yes please check box) <input type="checkbox"/>	This is an existing policy, procedure, strategy or practice being assessed? (If yes please check box) X	
2. Please give a brief description of the policy, procedure, strategy or practice being assessed.	To adopt the Royal Society for the Prevention of Accidents (ROSPA) and Road Safety GB guidelines for managing the School Crossing Patrol Service.	
3. What is the intended outcome of this policy, procedure, strategy or practice?	To improve the recruitment and retention of SCPs and provide a more robust, efficient, effective service at the correct time, in the correct location making the journey to and from school safer for as many pupils as possible.	
4. Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Royal Society for the Prevention of Accidents (ROSPA) and Road Safety GB guidelines http://www.roadsafetygb.org.uk/downloads/SCP-Guidelines-06.12.pdf	
5. Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	No consultation with protected groups has been undertaken. The service is universal and available for all pupils crossing the road.	
6. Please give details of council officer involvement in this assessment. (e.g. names of officers consulted, dates of meetings etc)	Diana Weir – Education Finance Manager, Dundee City Council Gary Conway – Facilities Business Manager(Dundee) Tayside Contracts Ged Gilmartin – Facilities Management Advisor, Tayside Contracts	
7. Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy? (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	No requirement to carry out any further consultation, the implementation of this initiative will be closely monitored by Council and Tayside Contracts officers.	

Part 2: Protected Characteristics

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Age	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Socio-economic	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3: Impacts/Monitoring

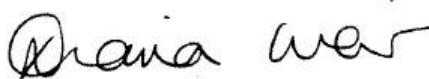

<p>1. Have any positive impacts been identified?</p> <p>(We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	<p>All young people will benefit from having SCP service that provides a robust, efficient, effective service at the correct time, in the correct location making the journey to and from school safer for as many young people as possible.</p>
<p>2. Have any negative impacts been identified?</p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)</p>	<p>No negative impacts have been identified.</p>
<p>3. What action is proposed to overcome any negative impacts?</p> <p>(e.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. See Good Practice on DCC equalities web page)</p>	<p>None</p>
<p>4. Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</p> <p>(If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	<p>N/A</p>
<p>5. Has a 'Full' Equality Impact Assessment been recommended?</p> <p>(If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required. Seek advice from your departmental Equality lead.)</p>	<p>N/A</p>
<p>6. How will the policy be monitored?</p> <p>(How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)</p>	<p>The implementation of this new initiative will be monitored. Council officers are available to assist schools with individual school implementation issues that may arise.</p>

Part 4: Contact Information

Name of Department or Partnership	Education
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Type of Document	
Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	<input checked="" type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	<input type="checkbox"/>

Manager Responsible	Author Responsible
Name: Michael Wood	Name: Diana Weir
Designation: Executive Director of Children and Families Service	Designation: Finance Manager
Base: Dundee House	Base: Dundee House
Telephone: 01382 433071	Telephone: 01382 433843
Email: michael.wood@dundeecity.gov.uk	Email: diana.weir@dundeecity.gov.uk

Signature of author of the policy:		Date: 8 March 2016
Signature of Director/Head of Service:		Date: 8 March 2016
Name of Director/Head of Service:	Michael Wood	
Date of Next Policy Review:	March 2017	