

STUDENT STREET SAFETY

Patrol Handbook



Table Of Contents

- 1 River East Transcona School Division Policy
- 2 Safety Patrols
- 2–3 Responsibilities of School Patrol Members
 - 3 Discipline and Reporting of Incidents
 - 4 Role of the School Principal
 - 4 Role of the Teaching Staff
- 4–5 Role of the Patrol Supervisor
 - 5 Patrol Rewards – Patrol Constable Responsibility
 - 6 Optional Patrol Rewards – Patrol Supervisor Responsibility
 - 6 Supplies for Patrols
- 7–8 Defensive Patrolling
 - 8 Extreme Cold Weather Guidelines
 - 9 Reporting Complaints
 - 9 People Problems
- 9–10 Suspicious People/Vehicles
 - 10 Careless Drivers
 - 11 *Safety Patrol—Application* Form
 - 12 *Safety Patrol—Evaluation* Form
 - 13 *Safety Patrol—Student Referral* Form



River East Transcona School Division Policy

1. The principal of each early years school shall be responsible for the establishment and maintenance of a school safety patrol. This is inclusive of street and bus safety patrols.
2. A safety patrol budget shall be established by the board and shall be the responsibility of the superintendent or designate.
3. Safety patrol supplies shall be jointly maintained by the superintendent or designate and the school principal or designate.
4. A *Student Street Safety Patrol Handbook* and *Bus Patrol Handbook* will be maintained and provided to the schools.
5. A safety patrol committee shall be established each fall.

Membership of the safety patrol committee shall be:

- representative of the superintendents department.
- school administrators or designates.
- director of transportation or designate.
- police constables representing the City of Winnipeg and the RCMP.
- representatives of interested community organizations.

The safety patrol committee shall be responsible for:

- arranging suitable awards for the safety patrols.
- judging and awarding trophies to the safety patrols.
- enlisting the aid of the area city councillors and community organizations in student safety.
- co-ordinating the work of the police constable assigned to our division for school safety programs.
- assisting the principals and police in a safety program.



Safety Patrols

The Public Schools Act and School Patrols

The school patrols have been in operation for over 50 years. According to Section 48 of The Public Schools Act, a school board may establish, operate, maintain and regulate a system of patrols for the protection of children from traffic accidents.

The River East Transcona School Division Board of Trustees has determined that each school is responsible to: establish, operate, maintain and regulate a system for the better protection of children from traffic accidents by the use of patrols; select as patrols boys and girls attending the school who volunteer for the purpose, and instruct, direct and control those so selected for, in and about the performance of their services as patrols.

Responsibilities of School Patrol Members

Members of the school patrol team are responsible for:

- controlling, directing, and instructing students in crossing the streets and highways at or near the school.
- earning the respect of the children they are crossing (patrols must act with self-discipline).
- representing the school and acting appropriately on their post.
- assisting teachers, parents and police in instructing school children about safe practices on streets and highways at all times and places.

Supervisors are responsible for:

- training every patrol. There shall be training sessions before a patrol is allowed to be on a post alone.
- using the police department *School Patrol Handbook*.
- consulting with the police patrol constable in the training of patrols and utilizing his/her resources on an ongoing basis throughout the year.

Equipment to Be Used

- All patrols must wear the approved safety patrol vest.
- Patrols should dress appropriately depending on the weather.
- The patrol supervisor will determine whether a flag will be used at a post. When the flag is used, it is only used as an extension of the patrol's arm.
- It would be advantageous for school patrols to carry a small pencil and paper if recording facts becomes necessary.

Punctuality of Patrols

- Patrols must be on their posts at times designated by their patrol supervisor.
- Patrols should be dismissed so they will be on their posts prior to the dismissal bell (five to 10 minutes depending on distance to post, weather conditions, size of school, etc.).
- Patrols should remain on duty until an agreed upon signal allows them to leave their post.

Street Crossing Procedures—This procedure is set out in the police department *School Patrol Handbook*

- Walk to your post in an orderly manner.
- Take up a position from one to one and a half steps back from the curb.
- Stand at ease with hands behind your back, or stand at ease holding flag as instructed by your patrol supervisor.
- With children behind, arms are extended at a 45-degree angle.
- Patrols look in all directions before crossing children.
- When there is a safe gap in the traffic, patrol will indicate it is safe to cross.
- Patrol takes one pace onto the street keeping one foot on or against the curb.
- Patrol faces the immediate lane of traffic with one arm extended in the direction the children will travel.
- With other hand, patrol motions (by waving hand behind back) children to cross the street.
- When all children have crossed, signal is used to call off patrols.
- Look to handbook and/or consult patrol supervisor for special crossing circumstances, e.g. construction, parked cars, icy streets, etc.

Discipline and Reporting of Incidents

Patrols should not vacate their posts unless their safety or the safety of others is in jeopardy.

Dealing with Student Behaviour

- Students creating discipline problems should be reported to the patrol supervisor. (*Safety Patrol—Referral* form – optional).
- Patrol supervisor will deal with complaints.
- Patrol supervisor should discuss progressive steps with principal, students and staff. (e.g. supervisor unable to deal with problem – principal will intercede).

Dealing with Traffic Incidents

- A written form will be submitted to the patrol supervisor (in the appropriate manner described by the police) to be completed for school records.
- Patrol supervisor will determine whether or not to contact appropriate patrol constable. In matters where the safety of the children has been jeopardized, the patrol constable and/or district police office should be notified.

Role of the School Principal

The principal is vital in the development of effective school patrols. The selection of the patrol supervisor is the responsibility of the principal. The principal and the patrol supervisor will address such issues as:

- progressive steps to follow when dealing with patrol problems and concerns.
- incentives for patrols.
- regular meetings with patrols.
- expectations of patrols.
- staff co-operation.

The principal can also make patrols more effective by:

- providing time at staff meetings for the patrol supervisor to address concerns.
- recognizing patrols – assemblies, awards, hot chocolate on cold days, etc.
- attending patrol meetings and outings.
- consulting with the patrol constable when concerns arise about the establishment of new patrol crossings or the elimination of others.

Role of the Teaching Staff

All teachers are responsible for the safety of the students in their school. This involves co-operating with the patrol supervisor by:

- encouraging students to obey the safety rules of the school when crossing with patrols.
- having good communication with the patrol supervisor. This can be achieved by giving written notification to the patrol supervisor of various activities and events that will interfere with the patrol duty of their students. Notice should be given in advance to allow the patrol supervisor opportunity to cover vacant posts.
- encouraging the punctuality of all patrols for their duty.

Role of the Patrol Supervisor

The patrol supervisors are responsible for:

Recruiting Patrols

New patrols will be selected each spring for the next school year. When recruiting patrols, the patrol supervisor must stress:

- the importance of being a good patrol, by helping the school and community on behalf of the police department.
- the commitment of duty for the **whole** school year.

If the students are interested, a permission form will be signed by the students' parents and returned to the patrol supervisor (an optional form is available).

Training Patrols

The patrol supervisors must arrange the initial training of the new patrols. The training is usually done in the spring by the patrols from the current school year. The patrol constable will provide a comprehensive training program in the fall.

Scheduling Patrols

The patrol supervisor will be responsible for establishing patrol schedules. Patrols and staff will be made aware of these schedules.

Public Relations with the Community Concerning Children's Safety

The patrols are representing the school when they are on duty. The patrol supervisor must make them aware that they are drawing attention to themselves when wearing their patrol vest. Therefore, their best behaviour and self-discipline are required when on duty. This high standard of behaviour encourages good public relations and co-operation within the community.

The community will often notify the school if there is a vacant post or if a patrol is not behaving in the proper manner. The patrol supervisor is responsible for rectifying the situation.

The patrol supervisor and the principal are responsible for disciplining students who are jeopardizing the safety of other students to and from school.

Discipline and Reporting

The patrol supervisor should:

- establish a progressive process with patrols to handle reporting of incidents (e.g. patrol on post/captain/patrol supervisor). The optional reporting form may be used.
- discuss and document any deficiencies of patrol trainee and have trainee date and sign report in the event dismissal is necessary.
- retain vehicle complaint form (this form is provided by the police) in school records in the event the police department requires further information.
- determine appropriateness of contacting the principal, assistant superintendent, and/or police constable and/or district police office.

Patrol Rewards—Patrol Constable Responsibility

Having small rewards throughout the year is a nice incentive for the patrols to strive for and provides the reinforcement that their job is a special one, and that it is being given special attention. The patrols give an enormous amount of their own time. They should be recognized for this in one form or another. If schools have their own ideas for school rewards, all the better. Any new suggestions may then be implemented into other school patrol reward programs. Funding may be arranged through school funds or parent association funds. Rewards can also change from year to year, depending on the sponsorship received by the police.

Incentives

At the discretion of the patrol constable, various coupons, incentives or discounts may be provided throughout the year.

Roller-Skating Events

The safety patrol committee will arrange roller-skating events —*The music provided will be age appropriate.*

Optional Patrol Awards—Patrol Supervisor Responsibility

Hot Chocolate Program

Hot chocolate given to the patrols on those very cold days.

Hot Dog Lunches/Pizza Lunches

Every so often, the school could put on a lunch for the patrols. Quite often a parent will volunteer to assist with the lunch. If a patrol constable attends, it is a nice informal chance for the children to talk with the constable.

Intramural Sports

Have the patrols play a game against teachers. Again, if a patrol constable attends and plays on the side of the patrols, this is another way for the patrols to meet their constable informally.

Recognition Day

Recognizing the achievements of patrols in a general assembly is another way of reinforcing the importance of this job, not only to the patrols but to the other students as well.

Patrol of the Month

Have a Patrol of the Month award. This could be handed out or announced at an assembly. Again, it is a good reinforcement of a job well done. It also gives each patrol something to strive for throughout the year within their own school.

Year-End Wind-Ups

Having a year-end wind-up for the patrols is a nice “thank you” on behalf of the school. Wind-ups could include a day at the waterslides, movies, pizza party, etc.

Supplies for Patrols

River East Transcona School Division Responsibilities

- Patrol vests – one size only. Jointly provided with CAA.
- Patrol raincoats
- Patrol flags supplied upon request. Jointly provided with CAA.

To order any of the above, contact the River East Transcona Administration Offices.

These supplies are charged to a central account and are not the financial responsibility of the school.

Winnipeg Police Department/RCMP Responsibilities

- Patrol membership card
- Patrol record book (attendance)
- Police department *School Patrol Handbook*
- Patrol certificates of appreciation (year end)

Defensive Patrolling

Be prepared for what you are going to do in these situations, use extreme caution and be alert.

Never assume a vehicle will stop.

- Too slippery in winter due to icy roads
- May go through a stop sign or a red light

The driver of an oncoming vehicle may not see you.

- Distracted driving
- Car exhaust in winter makes visibility poor
- Blizzards
- Fog
- Heavy rain
- Frost or dirt on their windshield
- Glare from the sun

Obstructions

Parked vehicles or road construction near the patrols' crossing so the patrol cannot see the traffic.

- Work with the patrol on the other side.
- Walk, holding out arms until you are at the end of the obstruction. Check for traffic. If clear, step out and cross the children.

Parked vehicles, puddle or construction right in front of your crossing.

- Move down the street away from the corner (three or four metres).
- If in pairs, the patrol opposite the obstruction will look for traffic. When clear, signal. Arms extended, proceed to the edge of the obstruction, check and wait until all children have crossed. Close the crossing.
- Work together.
- Unusual circumstances sometimes require patrols to make the safest possible alternate decision.

High Traffic Concentration

- Vehicles stopping or parking in *no stopping zones*.
- Recurring excess traffic can cause problems at your corner.
- Notify your patrol supervisor who will call the constable.

Crosswalks

With boulevard:

- Work together in pairs.
- Wait until traffic clear.
- Signal partner to initiate and check lights.
- Step out and cross children.

Two-Way Traffic

- Same procedure as above except patrols face opposite directions to face the oncoming traffic.

Traffic Lights

- Hold children back until the **WALK** sign appears.
- Make eye contact with the driver and cross the children.
- When the light changes to **WAIT**, say to approaching children, “Wait right there!” – but hold your position until all crossing children have safely reached the other side.
- Close the corner.
- Be on the defensive at all times.
- Be prepared.

Extreme Cold Weather Guidelines (from *Cold Weather Guidelines for Schools—Environment Canada*)

Use extreme caution in extreme cold conditions.

Procedures for responding to extreme weather conditions, such as cold, lightning, hail and storms, should be included in patrol training. The following cold weather guidelines should be communicated to patrols and to the parents/guardians of patrols. During extremely cold weather, the following guidelines for an abbreviated student patrol schedule will be followed:

Windchill

-27 °C to -34 °C

It is recommended that time on post not exceed 10 minutes. Warm clothing is essential. Facial protection is recommended.

-35 °C to -40 °C

It is recommended that time on post not exceed five minutes. Posts located more than a five-minute walk from the school will not be patrolled. Warm clothing and facial protection is essential.

Below -40 °C

No student patrols on post. The school will notify the students and parents of this abbreviated patrol schedule.

How to Dress

- Scarves, hat, mitts, snowsuit, boots, etc.
- Do not restrict the vision of the patrol.

Snowbanks

- Restricts motorist’s vision.
- Stand behind the snowbank.
- Cross the children when it is clear or when all motorists have come to a complete stop.

In winter, stand one metre back from the curb instead of one footstep. If a vehicle loses control, it gives the patrol that extra safety factor. This should place the patrol behind a light or hydro pole.

Reporting Complaints

Having a pen and paper in your pocket makes recording information easy.

Vehicles

Record:

- Licence number
- Make (Ford, Chevy, Dodge, Toyota, etc.)
- Colour
- Two door/four door
- Year (or older/newer)

Drivers

Record:

- Man/woman
- Glasses
- Older/younger
- Hair colour and style
- Clothes - description

People Problems

It is suggested that it would be helpful to discuss these possible problems with your school patrols.

Unco-operative Adults/Older Students

- Allow adults/junior high school/senior high school students to cross themselves unless they ask for your help.
- If adults/older students say bad things to you, ignore them and do not answer them. Avoid direct eye contact as this may encourage them to continue to bother you.
- Memorize a description of the person(s). Write the description on paper as soon as possible. Talk with your patrol supervisor who will follow up on the problem.

Suspicious People/Vehicles

Definitions

A *suspicious person* is a man or woman, well dressed or roughly dressed, who behaves in a suspicious manner. This means s/he may:

- try to get your name/telephone number.
- try to get you to go with him/her for any reason.
- loiter in your area, close to you, for no obvious reason.

A *suspicious vehicle* is a motorcycle, bicycle, car, truck or van operated in a suspicious manner

This may include:

- going past your post repeatedly.
- slowing down around you.
- stopping the vehicle with the person(s) staring at you/talking/yelling at you.

Actions to Take

You must decide if you are in personal danger (you have been or you think you are about to be: hit, screamed at, grabbed or shoved).

If you or other children are in danger:

1. Leave your post **IMMEDIATELY**, taking all children with you, and go to the nearest safe place:
 - Store
 - Gas station
 - Block Parent house
 - School
2. Contact your patrol supervisor or principal **IMMEDIATELY** for him/her to telephone for police (phone the school from the store, house, etc.).
3. With a *suspicious vehicle*, **ONLY IF** you or other children are not in any danger, record the licence number (in full), make and colour of vehicle, description of driver.

Careless Drivers

Cars, trucks, vans and motorcycles may be driven through the intersection while a patrol is passing children.

Actions to Take

- You, as a patrol, should avoid yelling at children who are in the intersection (who may panic and run into the path of the vehicle) **UNLESS** you judge the child is about to be hit.
- If you have to yell, avoid panic yourself. Pretend to be calm. If possible, use the child's name. Give a short, clear command such as, "Jimmy, run fast to the far side. Go now!"
- Record:
 - ◇ Licence number
 - ◇ Make of vehicle
 - ◇ Colour of vehicle
 - ◇ Description of driver
- Report to patrol supervisor

SAFETY PATROL – APPLICATION

Student name: _____ Grade: _____ Age: _____

Address: _____ Bus # (if any): _____

Classroom teacher: _____

Type of patrol job that I am interested in: (check one)

Bus patrol Street patrol Kindergarten patrol

Any previous experience? Yes No

If yes, state when and where: _____

School Patrol Pledge

If accepted, I promise on my honour to:

- 1) Report for duty on time.
- 2) Perform my duties faithfully.
- 3) Strive to prevent accidents, always setting a good example myself.
- 4) Obey my teachers and officers of the patrol.
- 5) Report dangerous practices of students.
- 6) Strive to earn the respect of fellow students.
- 7) Serve in all kinds of weather.

Student signature

Parent Consent

I hereby consent to have my child _____ serve as a member of the school safety patrol, if accepted for this service. I will endeavour to help my child meet the school patrol pledge.

Parent/guardian signature

SAFETY PATROL – EVALUATION

Patrol name: _____ Date: _____
 School: _____ Route #: _____
 Patrol captain: _____ Year: _____

Patrol Is	Yes	No	Sometimes
1) On time			
2) Standing properly			
3) Attending to duty while on post			
4) Courteous and polite while on post			
5) Wearing vest properly while on post			
6) Handling flag properly while on post			

Comments

a) Date: _____

b) Date: _____

c) Date: _____

 Evaluator signature

 Position

 Date

SAFETY PATROL – REFERRAL

Date: _____

Time: _____

Patrol: _____

Witness: _____

Post: _____

Student(s) Involved

Name	Room #	Grade

Reasons for Referral

Supervisor Follow-Up

- None Warning Detention
 Principal intervention Parents called Other

Student(s) Involved

Name	Room #	Grade	# of Times Involved

