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Subject **SCHOOL SAFETY PATROL MEMBERS**

References [Policy 4230 – School Safety Patrol Members](#)

Contact School Services

1. General

The Simcoe County District School Board (SCDSB) authorizes the establishment and operation of street and bus safety patrols in its elementary school communities.

2. Authorization

2.1 Principals shall provide the opportunity for input and advice from school councils, parents/guardians, staff, students and the school community in order to determine the viability of a safety patrol program in their school community. School principals may consider the use of parent/guardian volunteers as members of the street and bus safety patrol programs.

2.2 Principals shall provide leadership in developing positive relationships between the local community police services, municipal representatives, community service organizations and school councils in the matter of selecting, instructing and supervising school safety patrol members and determining specific school crossing locations. Principals may delegate the direct supervision and administrative organization of the school safety patrol program to an individual teacher or a member of the School Safety Patrol Committee.

3. Organization

The function of the School Safety Patrol Committee, or designate, is to assist local community police services in the instruction, direction and control of students in crossing streets at or near schools, and to assist parents/guardians and teachers in the instruction of students regarding safety education practices.

4. Training

4.1 Training procedures for the School Safety Patrol Committee, or designate, and school safety patrol members shall be the responsibility of the local community police services.

4.2 Training sessions for the School Safety Patrol Committee, or designate, shall be provided annually during the spring and/or fall terms.

- 4.3 Principals shall ensure that school safety patrol members receive training annually through the co-operative efforts of the local community police services and the School Safety Patrol Committee, or designate.

5. Selection and Appointment

- 5.1 School safety patrol members shall be selected from students in Grades 6 to 8.
- 5.2 Qualities such as leadership, dependability, responsibility and communication skills should be considered when selecting candidates.
- 5.3 Student participation in a school safety patrol program will be supported annually by written parent/guardian permission (FORMs A7601 - 1 and A7601 - 2).

6. Supervision and Instruction

- 6.1 The principal, or designate, are responsible for the ongoing supervision and instruction of the school safety patrol members in conjunction with the local community police services officer, and community service groups.
- 6.2 School Safety Patrol Committee member(s), or designate, shall provide regular supervision of safety patrol members in the performance of their duties.
- 6.3 Following initial instruction, new safety patrol members shall serve with and under the guidance of experienced members prior to assuming their duties.
- 6.4 Principals may consider pairing up safety patrol members to perform duties at selected/all patrol locations.

7. Community Support

- 7.1 Principals shall:
- 7.1.1 determine with each local community police services the most strategic location(s) for safety patrol members, at or near the entry/exit points of each elementary school;
 - 7.1.2 ensure that safety patrol member location(s) are determined according to:
 - 7.1.2.1 visibility, student and patrol member safety; and,
 - 7.1.2.2 proximity to the school.
 - 7.1.3 develop appropriate plans with local community police services to provide instruction and safety resource material to School Safety Patrol Committee members, or designate, on an annual basis.

8. Community Partnerships

- 8.1 Principals shall develop partnerships with local organizations, police services and school councils to assist with:
 - 8.1.1 special events for safety patrol members;
 - 8.1.2 safety education resources and equipment; and,
 - 8.1.3 recognition and reward incentives.

9. Role and Responsibilities

- 9.1 SCDSB shall:
 - 9.1.1 authorize principals to develop appropriate organizational and operational guidelines according to board policy and administrative procedures.
- 9.2 Local Community Police Services shall:
 - 9.2.1 be responsible for the annual training of the School Safety Patrol Committee member(s), or designate, and school safety patrol members; and,
 - 9.2.2 communicate with local municipalities regarding appropriate signage.
- 9.3 Principals shall:
 - 9.3.1 communicate to parents/guardians that the responsibility for travelling to and from school or designated bus stop location, rests with the students and parents/guardians;
 - 9.3.2 ensure the ongoing training of the School Safety Patrol Committee, or designate;
 - 9.3.3 provide for the selection, training and scheduling of the school safety patrol program;
 - 9.3.4 notify parents/guardians that patrol locations may not be staffed by safety patrol members during inclement weather days, special school activity programs or student absences (APPENDIX A);
 - 9.3.5 notify parents/guardians and the school community six weeks in advance that a specific safety patrol location will not be staffed by safety patrol members beyond a specific date; particularly if student interest declines after the fall and safety patrol members are less available in the winter months;
 - 9.3.6 notify the school community during the spring and fall term of the school safety patrol locations for the school year; and,
 - 9.3.7 ensure safety education is a focus of curriculum planning in elementary schools.
- 9.4 Students shall:
 - 9.4.1 be familiar with the expectations and guidelines established for safe pedestrian and school bus practices at all times.
- 9.5 Safety Patrol members shall:
 - 9.5.1 conduct duties and responsibilities in accordance with the School Safety Patrol Guidelines.

10. School Community Plan

In some school communities, principals may develop a school community plan to serve walking students. This should consist of a map showing streets, the school, existing traffic controls, sidewalks and subdivision walking paths and safety patrol locations so that parents/guardians may discuss appropriate walking routes to and from school with their child(ren).

11. Implementation

11.1 The Canadian Automobile Association (CAA) provides documentation required to implement a school patrol program on their website www.caaschoolsafetypatrol.com. Books and pamphlets produced by the CAA for use with the patrol program include:

- 11.1.1 Student Application for Membership;
- 11.1.2 Bus Patrols;
- 11.1.3 Recommended Standards (Bus and Street Patrols);
- 11.1.4 Student Handbook; and,
- 11.1.5 Officer's Record Book.

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Issued under the authority of the Director of Education

NEWSLETTER SAMPLE**SCHOOL SAFETY PATROL GUIDELINES****SCHOOL BUS PATROLS**

The major responsibility for safe transportation by school bus of children to and from school rests with the school bus driver. The school principal, or designate, shall ensure bus safety education be integrated into the curriculum in elementary schools. Principals shall develop appropriate safety guidelines consistent with the school code of conduct in regard to student expectations and responsibilities while being transported by bus.

Safety patrol members may be appointed to assist with locating and boarding of the buses and supporting younger students to use safe practices on the bus.

The principal, or designate, shall ensure the following responsibilities are part of the training program for bus safety patrol members:

- To assist the driver as students board and leave the bus.
- To assist the driver to ensure that all students remain properly seated (e.g. not in aisle, not having any body parts out of the windows).
- To assist the driver in safeguarding students when crossing roadways. The bus driver is responsible for indicating to the safety patrol member that it is safe to cross.
- To assist the driver in the event of an emergency and in use of the emergency door on the bus.

SCHOOL STREET PATROLS

Principals, the School Safety Patrol Committee member(s), or designate, in cooperation with the local community police services, shall ensure the safety patrol members are thoroughly trained in their duties before being assigned a safety patrol location. Instruction must include where and how to stand when on duty and what constitutes a sufficient gap in vehicular traffic to permit safe crossing of students.

Principals, the School Safety Patrol Committee member(s), or designate, shall ensure safety patrol members read and clearly understand **written instructions** which the school has compiled for the specific purpose of instructing new safety patrol members.

The safety patrol member shall:

- instruct, direct and signal to the students who cross at patrol locations;
- report for duty at the designated time;
- wear a patrol belt/vest while on duty;
- take the proper position at the curb and use the proper arm position; and,
- report and discuss specific safety issues and/or concerns with the appropriate school safety patrol coordinator.

Principals shall include as part of their communication, the expectations and responsibilities for all students, as well as alerting parents/guardians that safety patrol locations may not be staffed by safety patrol members during inclement weather days, special school activity programs or student absences.

The student shall:

- cross only at corners or designated safety patrol locations;
- watch for long, safe gaps in traffic;
- be on the look-out for turning cars;
- walk, never run across streets;
- look all ways before crossing; and,
- help others learn safe ways to cross streets.

(SCHOOL LETTERHEAD)

Date

Dear Parent/Guardian,

We are currently making preparations for (school name) safety patrol program for the school year. Your child has indicated an interest in being a safety patrol member. Please complete the accompanying form with your child and return it to the school as soon as possible.

The School Safety Patrol Committee will be working to schedule the safety patrol teams and your child will be informed as soon as the safety patrol member's list has been completed.

Our school safety patrol coordinator(s), is/are _____.

Sincerely,

Principal/Vice-principal

SAMPLE

(SCHOOL LETTERHEAD)
APPLICATION FOR SCHOOL SAFETY PATROL

Name _____ Date _____

Grade _____ Age _____ Teacher _____

Preferred Location
1. _____
2. _____
3. _____**Reminders for Good Safety Patrol Operation**

1. Look, act and be alert.
2. Report for duty on time.
3. Set a good example at all times – know and practice safe walking rules.
4. Take time to care.
5. Never stop cars – follow directions of the school bus driver.
6. Know and perform patrol duties faithfully.
7. Be dependable and trustworthy.
8. Be courteous and polite at all times. Treat others as you would like to be treated.
9. Wear your safety patrol belt/vest proudly.
10. Respectfully remind schoolmates of safe walking rules.
11. Give correct signal to schoolmates.
12. Obey rules of the patrol, school and home.

Safety Patrol Pledge

I pledge to do my best to:

- report for duty on time;
- perform my duties faithfully;
- strive to prevent accidents by always setting a good example myself;
- obey my teachers and the officers of the safety patrol team;
- report dangerous practices of students; and,
- strive to earn the respect of my fellow students.

Signature of Safety Patrol Member

I have discussed the responsibilities of a safety patrol member with my child and request that they be given the opportunity to help our school as a responsible and able safety patrol member. We recognize the importance of the School Safety Patrol Program as an active partnership of the home, school and community.

I am aware that being a safety patrol member does involve certain elements of risk and injuries may occur while participating in these activities.

Signature of Parent/Guardian