



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

Procedures	Health & Safety	Road Crossing	
Ratification		Chairperson	
Last Review	Feb 2003	Chairperson	

Road Crossing Supervisor's duties

Thank you for helping with this most important task. The prime concern is to enable people to cross in safety. Here are the things that need to happen:

- Be at the entrance of the Junior/Hall Block at 0820 so you can be out on the crossing by 0830. We only do the morning, Southbrook School do the afternoon.
- Signs etc, are in the entrance to the Boys toilet in the Junior/Hall Block. Your students should take the signs and a vest each. You take the 2 flags.
- The students have been trained what to do. One will call and they should stand on the side that people cross (i.e., in the morning – the far side). You should stand on that side too.
- Your job is to be a presence – we are required to have an adult present. You should also have pen and paper as you will need to record details of any car that goes through the crossing. This does happen more than we would like. You will need to record the time, car type and color if possible, number plate and what happened. A report then needs to go to the police who are very good at following these up. See either Mr Webb or Kevin to do this.
- Students have been trained not to let people cross until they are sure cars will actually stop. This may mean you thinking children could cross earlier but please wait and let the Road Crossing students say when to cross. We have had several instances where cars have not stopped at the last minute and children could have been hit if they had been allowed to cross early.
- At 0855, if no one else is in sight, you can come in. The students need to take the crossing signs and the flags to Southbrook School for the afternoon duty and bring the vests back to our school.
- There should be a list of those who are meant to be on the wall in Reception. If you can't find your students then please ask someone from Rooms 7 or 8. If you are not able to do Road Crossing please let either Kevin or Duncan Webb know in plenty of time so we can organize a replacement or better still, if you can organize one yourself that would be fantastic.
- Thanks for your help with this. If you can think of anything else that needs to be on this then please let Kevin know.