

TEACHER'S KIT FOR STAY SAFE RANGERS PROGRAM

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STRUCTURE

The main body of SSRs may be from 10 to 60 students. Of these 10 -15 will be selected as Representatives and 5-10 will form the Committee.

Senior students (Year 5) may nominate for a position as a Stay Safe Ranger. Once accepted as being able to fulfil the criteria students may accept a further nomination as a Representative or be selected as a member of the Committee.

To become a SSR students need to have the signature of their teacher and parent/carer supporting the nomination.

Successful nominees attend a training session describing their duties and answering questions.

A duty roster will be drawn up using dates selected by SSRs and their parents.

THE FORUM

Representatives will participate in the forum, to be held each term. The committee will conduct the forum based on the Student Representative Council (SRC) model.

Representatives will be required to collate observation sheets and use the Observation Checklist to categorise types of behaviour. This will be compiled as required and a copy circulated to each SSR Representative ready for the Forum.

Committee members will take turns as Chairperson, Scribe (*for the whiteboard during the forum*), Minute taker, Secretary, Organiser, and coordinator of written submissions.

Representatives will speak about behaviours observed and suggest solutions or action needed to improve the safety of students leaving school. A summary of observations and proposed solutions will be prepared for the Parent Newsletter when appropriate.

A paper describing the implementation of the program was published in the Journal of the Australian College of Road Safety (November 2007, Vol 18 No.4) . A PDF copy is available from:
<http://www.mpainesydney.com/filechute/ACRSVol18-4%20SSR.pdf>

Attachments

- SSR Observation Checklist
- Sample Nomination Form
- SSR Roles and Responsibilities
- Annual tasks for supporting teacher
- Sample letter to parents
- Training session content

Stay Safe Ranger Observation Checklist

Instructions


Place a mark in the tally box each time that a safety situation is observed.

Use blocks of five marks: 

Do not record registration numbers, names or any other identification. Do not approach the people concerned - just watch, record and think about how to prevent the situation happening.

DATE:

SSR Name:

Tally 	Observed safety situation	Code
A. Driver's use of kiss and drop zone (KDZ)		
	Not moving to frontmost vacant position in KDZ	A1
	Inconsiderate parking (taking up more than one space)	A2
	Parking (leaving vehicle unattended) in KDZ	A3
	Overstaying the 2 minute limit in the KDZ	A4
	Only partially parked in KDZ (not fully against kerb)	A5
	Child encouraged to enter vehicle before parked in KDZ	A6
	Vehicle double parked adjacent to KDZ	A7
	Vehicle double parked elsewhere	A8
	Driver using mobile phone when not parked	A9
	Other:	A10
	Other:	A11
	Other:	A12
B. Child entering vehicle		
	Child enters vehicle on street (vehicle not parked against kerb)	B1
	Child not prepared to enter vehicle quickly (eg taking bag off)	B2
	Long conversation with driver/passenger before entering vehicle	B3
	Child distracted by talking to friends	B4
	Child running towards vehicle	B5
	Child entering vehicle on traffic side	B6
	Young child putting bag in boot	B7
	Vehicle moves off before child is safety belted	B8
	Other:	B9
	Other:	B10
	Other:	B11
C. Other observed safety situations		
		C1
		C2
		C3

Comments:

LOCATION

Name

Date

[SCHOOL LETTER HEAD]

NOMINATION FORM

STAY SAFE RANGER

Name of Nominee: Class

I have read and feel confident that I am able to carry out the responsibilities of a Stay Safe Ranger.

Signed *Date*

Supported byParent/ Guardian

Verified: *Teacher's signature*

STAY SAFE RANGERS

ROLES AND RESPONSIBILITIES

The Stay Safe Rangers program was developed at Balgowlah Heights Public School 2007 as part of the school's Leadership Program.

The purpose of this program is to make our senior students more aware of potentially dangerous situations in traffic. Students in this age group need to be prepared for road safety education such as the young drivers programs offered in high school.

Stay Safe Rangers will observe the **Kiss & Drop** area on XXX Street and will *stay within the boundary fence of the school. No numberplates or names will be recorded.* The students will discuss (through meetings or forums) their observations and make decisions about solutions (such as a report of their findings and solutions in the Parent Newsletter, making posters, addressing students in assembly.)

Organisation:

The teacher coordinator gives students an explanation of the program and nomination forms are distributed.

- Students successful in being nominated have satisfied criteria of responsible behaviour and have parent's permission to participate.
- Students are given a training session.
- Duty Rosters are drawn up and distributed.
- Classroom teachers remind students of expected behaviour when using the Kiss and Drop zones.

A special **Stay Safe Ranger Assembly** is held with representatives from supporting groups invited (government, police, media etc). SSR certificates are awarded.

Roles and responsibilities for SSRs;

Check the roster for your days on duty.

- Arrive on time with all necessary equipment & wearing SSR fluoro-vest.
- Stay inside the school fence.
- Perform extra duties such as putting out 'Play Equipment Closed' signs or the Patrol Area banner.
- Stay on task when helping with marshalling, monitoring the gate or making observations.
- Remember duties of putting away equipment.

Role of the gate monitor;

- Direct students to be prepared to enter the vehicle efficiently (Eg. school bag over one shoulder only.)
- Respond to students who raise their hand when recognising their parent's car. "Point to your car. Has it stopped?"
- Direct them to the gate when the vehicle is stopped & it is safe to do so.

Role of the observer;

- Stay focused on your task, watch the traffic.
- Choose 2 or 3 behaviours you want to focus on.
- Record observations on the observations sheet. Sign and date the sheet and place in the collection tray.

Safe use of the Kiss & Drop Area

Tips for students waiting to be picked up

- Follow instructions from the Stay Safe Rangers
- Arrive on time
- Actively look for your car
- Enter the car from the pavement side
- Have your bag off, be ready to 'belt up'
- Go straight to the Kiss & Drop waiting area at home time
- Siblings being picked up should stay together

Tips for drivers

- Move to the front-most available space in the Kiss & Drop zone, leaving space behind you for other vehicles arriving.
- Do not look for your child until you have stopped.
- If your child does not arrive after 2 minutes go around the block.
- Make sure the safest seat is cleared ready for your child
- Assist your child if they access the boot.
- Try to arrive a few minutes after the 3.05pm home time bell to ensure your child is ready to be picked up.

Tips for teachers

- Give students ownership of the program
- Ask the SSRs opinion and facilitate decision making
- Support but do not do the SSR duty for the students

STAY SAFE RANGERS ANNUAL TASKS for the teacher coordinator

LEADERSHIP PROGRAM

- Early in term 1, Program explained to Year 5 students
- Students self nominate on the nomination form, teachers sign then parents sign agreement.
- Students decide with their parents the best days for availability for duty (3 – 3.20pm).
- Parent newsletter requesting parent volunteers.
- Parent/ Teacher volunteer schedule
- Students inducted with details of responsibilities, duty rosters prepared
- Week 8 SSRs recognised at school assembly. Students reminded of expected behaviour and safety tips at home-time
- SSR forums organised once or twice per term, as decided by year 5 teachers.
- SSR representative committee selection and job allocation – to run forums and follow up management tasks.
- Begin observations on target areas identified through previous SSR reports
- Term 4, organise awards ceremony

LEADERSHIP PROGRAM for senior students [Grades 5 & 6]

STAY SAFE RANGERS

Dear Parents/ Carers

Your child has indicated an interest in being a Stay Safe Ranger this year. This program develops leadership skills of reliability, responsibility and concern for others. At the same time students develop awareness of potentially dangerous traffic situations involving pedestrians. This provides excellent preparation for the young driver programs offered in High School.

Organisation

Stay Safe Rangers set out markers along the grass section of the 'Kiss & Drop Zone'. They stand inside the school fence directing students from the waiting area through the gate to awaiting cars. They also make notes on 'observation sheets' regarding pedestrian and driver behaviour.

A regular **forum** is held to collate information from the 'observation sheets' and make constructive suggestions on how to improve safety at the 'Kiss & Drop Zone'.

Student responsibilities

Attend the training session.

Write your available dates on the planner, then collect a copy of the completed roster.

Keep a record of the rostered date at home.

Organise a friend to swap if you can't make it.

Wear a hat and the SSR vest when on duty.

Leave class 10 minutes early (2.55pm) to set up.

Help pack up.

How can parents help?

Stay Safe Rangers need to be committed to their rostered days on duty and may need your helping recording and remembering the dates. You could discuss the most suitable days of the week, remembering other commitments, before the roster is set up in week 4.

Add your name to the volunteers list to supervise the Rangers at the gate from 2.55pm – 3.15pm. one day per week/ month. Leave your details at the office in the blue Stay Safe Ranger box, I will explain the supervisor's role to you.

Sincerely

[Assistant Principal]

SSR TRAINING SESSION - CONTENT

PURPOSE

- To make our senior students more aware of potentially dangerous situations in traffic.
- To prepare them for road safety education such as the young drivers programs offered in high school.
- To improve safety of our Kiss & Drop areas.

ROLES AND RESPONSIBILITIES

- Stay Safe Rangers will observe the **Kiss & Drop** area on XXX Street.
- No numberplates or names will be recorded.
- The students will discuss their observations and make a report of their findings and solutions in the Parent Newsletter.

ROLES AND RESPONSIBILITIES ON THE DAY

Only wear your Stay Safe Ranger vest when you are on duty.

Keep yourself safe. Stay within the school grounds.

- Check the roster for your days on duty
- Arrive on time with all necessary equipment, wear your hat & SSR vest
- Do you have extra duties putting out markers or the Patrol Area banner?

MARSHALLING DUTIES

- Help gather students in the marshalling area. Be polite but assertive.
- Students recognising their parent's car will raise their hand.
- Invite them to proceed to the gate by using hand signals and pointing [avoid shouting].
- Stay on task when helping with marshalling or making observations (no chatting!)

OBSERVATION DUTIES

- Choose a position where you do not obstruct the view from the marshalling area to the **Kiss & Drop** section of the road
- You need to concentrate on the behaviours targeted in your training and forum sessions.
- Use your clip board for taking notes.
- Keep the notes for the forum.
- Do you have duties of putting away equipment?