

# SCHOOL STREET MANAGEMENT (SSM) INITIATIVE

## Operational Guidelines



## **Introduction**

The School Street Management (SSM) initiative supports the Council aims of Staying Safe & Well and Strong, Healthy Communities. These guidelines are reviewed annually to ensure that any formal and informal changes to operational procedures during the previous 12 months are reflected in this document.

## **Purpose**

To provide information and guidance to schools and Stewards on managing a restricted access road leading to their school.

## **Background**

Inappropriate parking in and around school entrances is widespread, but in some cases so severe it poses both environmental and safety concerns. The (SSM) initiative is aimed at addressing those schools with the most significant issues, and that our considered suitable for this intervention. The aim is to provide a safer environment for parents and children to access a depart the school entrance.

## **Operations**

Schools identified as being suitable for this intervention will have to commit staff, and time to this initiative. An initial meeting with the school will outline the commitment required and clear areas of responsibility defined. If after consultation with all stakeholders the initiative is supported, then the school will consult with local residents initially, and if universal support is forthcoming, a time scale for the initiative will be agreed and the necessary Traffic Regulation Order (TRO) will be processed.

## **Training**

Dorset Council will provide all necessary training associated with the safe operation of Stewards(s) along with suitable Risk Assessments/Method Statements. Once training is complete, the school will ensure staffing is maintained and report any issues to Dorset Council direct. Dorset Council will provide initial support for the first few days of operation, and thereafter periodic monitoring to ensure safe standards are maintained.

## **Areas of Responsibility**

Participating schools will have overall operational responsibility for providing adequate Stewards (fit and able) (DBS cleared), who have been appropriately trained. The school should have enough staff trained to cover any absences. Any complaints about the Stewards should be dealt with initially by the school. Dorset Council as the Highway Authority has overall responsibility for this initiative, However, participating Schools are expected to manage operationally the Stewards, and that includes their behaviour. Any complaints or concerns about the restricted access can be directed to the Road Safety Team.

## **Publicity**

The school will be expected to fully publicise in advance the new restriction, how it will be managed, and expectations of parents and children accessing the school. This should be followed up with regular reminders to parents through routine communications.