

# SOP for students Crossing Roads or walking close to roads

**DO NOT Cross the road with students until you have read these instructions**



Appropriate footwear must be worn.  
To reduce the risk of tripping and stumbling



Whistle



Safety cones to designate where students are to cross the road

## 1. ROAD CROSSING PROTOCOLS

This document is to outline the Nudgee Beach Environmental Education Centre (NBEEC) procedures and protocols for crossing roads and walking along roads with or without a footpath. Centre staff regularly discuss these processes and update procedures and protocols as needed. Centre teachers are aware of local road conditions (traffic flow, speed limits, visibility issues and weather issues that may impact traffic).

### REASONS FOR PROTOCOLS TO BE IN PLACE

Participants in our programs must often cross roads. This can be hazardous due to the limited view of traffic, vision of the drivers, unpredictable nature of drivers, traffic, and the age of the students. In order to safeguard all members of the group, leaders should be cautious and use good judgement based on the below protocols.

**Note to Staff: Be aware of the route and hazards ahead of time.**

### PROCEDURE FOR LEAVING CENTRE VIA SMALL GATE AND DIRECTLY CROSSING ROAD TO ACCESS NUDGE BEACH

1. Arrive at the crossing area; assess the situation (branches or tripping hazards to be removed by Centre staff- Spotter).
2. Upon arriving at the gate, stop and wait for all students and accompanying adults to be still and in a line.
3. Centre Staff 1– Blocker should ask the class teacher to stand at the gate to block the students while the 'Centre Staff 2 - Spotter) places two safety cones in front of the gate near the road, and the other two safety cones opposite from the first two but NOT on the driveway (Be aware there is a **macadamia nut tree opposite** the gate – make sure 'Centre Staff' are aware of any **nut allergies**).

4. Centre Staff 1 -blocker are to address all that “we are about to cross a road and we all need to listen carefully for instructions in order to be safe”.
5. Ask all adults to stand to the right hand side of the students.
6. Inform students to stay beside their partners and to walk and not run.
7. Inform all that the class teacher (or other adult) will be the leader and will lead the line across the road walking only through the middle of the safety cones, and inform the teacher to stop and wait at the bus stop on the opposite side as far away from the roadside as possible.
8. Inform all that when it is safe to walk across the road the centre staff will inform the group. This will be accompanied by a whistle.
9. Inform all that when students are walking across the road and a car is seen approaching the ‘Centre Staff Spotter’ will loudly state ‘CAR’. This is the signal for parents or adult helpers (with younger years) or students themselves (in the older years) to continue walking off the road if on the road or to wait on the footpath. The Centre Staff Spotter clears the road of all students. Ensure that the Centre staff- Spotter is not on road as vehicle moves through.
10. The ‘Centre Staff Blocker’ will physically block those students about to walk onto the road with their body and a hand signal showing a stop position (flat hand towards the students). It’s important for the blocker not to be standing on the road as a vehicle moves through.
11. When the traffic has passed the ‘Centre Staff- Spotter’ will indicate to start to cross again.

#### **POSITION OF SPOTTER**

If there is only **one centre staff**, they will stand in the **middle of the road** to ensure they can easily watch both the entering and exiting traffic. The Centre staff member will have allocated another adult to be the blocker.

12. The safety cones are left in position for the return trip.  
The same protocols should be put in place for the return trip. With the addition of the visiting teacher should be the one to lead the students into the centre grounds. A good spot for the teacher to stop and wait for everyone is the white post to the right of the last green shed.

## 2. WALKING ALONG ROADS

1. Walk on the side of the road with the widest shoulder (if there is one)
2. Walk in a single file line
3. Walk on the side of the road facing traffic (if possible), so you can see oncoming traffic and move away if needed
4. Centre staff, should be leading and the classroom teacher should be tailing the group, (be especially careful at curves where drivers may not be able to see you)
5. Instruction given to students not to provoke any dogs in yards or to kick sticks etc

### UNLOADING VEHICLES;

Vehicles should be unloaded facing the curb not road side. However, Centre Staff are not always in control of where a bus will stop. In cases where students are unloading on the street side; use the luggage bays to move bags to the curb side.

### PROCEDURE FOR LEAVING CENTRE VIA NUDGEER ROAD TO ACCESS TUCKEROO PARK

The above procedure should be used to cross both Chaseley Street and Nudgeer Road. However, the space on Chaseley Street for students to wait is very small. If you have a group bigger than 20 students, the above procedure will need to be modified.

The safest procedure is to split the group into smaller groups, to cross both roads at once. If working with a single group and only one visiting teacher, additional Nudgeer Beach support staff may be required.

Leave part of the group on Chaseley Street centre side and cross both roads with the rest of the group using the above procedure. Repeat until all students are together.

Beware – when moving to Tuckeroo Park vision of cars entering Nudgeer Beach is limited.  
- when moving back to the centre vision of cars leaving Nudgeer Beach is limited.

## 3. WALKING ALONG ROADS

Walk on the side of the road with the widest shoulder (if there is one).

Walk in a single file line.

Walk on the side of the road facing traffic (if possible), so you can see oncoming traffic and move away if needed.

Centre staff, should be leading and the visiting teacher at the end of the line.

## NBEEC ROAD PROTOCOLS CONTINUED....

### 3. UNLOADING VEHICLES;

Vehicles should be unloaded from the kerb not road side. However, Centre Staff are not always in control of where a bus will park. In cases where students are unloading on the street side; use the luggage bays to move bags to the kerb side.

#### 4. CROSSING NEAR BUSES;

If the bus drop off point is beside a road, the Centre staff, are to ensure they have a clear view in both directions. If possible, wait for the bus to pull away before the students cross. If this is not practical use the road crossing procedures outlined above.

If the bus is parking in the location, the Centre Staff should ensure they have a clear view before crossing in front, or behind the bus, and apply the ROAD CROSSING PROTOCOLS.

#### RISKS:

- Person or persons being hit by a car
- Cars not observing what is happening- driver distraction.
- Do not signal students to cross if the car stops. WAVE ON THE CAR
- Students tripping or falling



Date of last review: 26 October 2020

Acknowledged as read and understood.	Date
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