

**school run is fun**



**Junior Road  
Safety Officer**

# Teacher's Guide

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## Introduction

Thank you for supporting the Junior Road Safety Officers initiative. The success of the scheme lies in the support that the Junior Road Safety Officers receive in school. Your role is very important in helping them to develop and carry out any ideas that they may have over the coming year.

This guide is here to help you and to enable you and your pupils to get the best out of the scheme.

## History of the Junior Road Safety Officer Scheme

The scheme has been running in various English counties for over twenty years and has been running in Scotland since 1995.

## About the scheme

All primary/junior schools are approached with regard to the Junior Road Officer Scheme. Those wishing to take part are encouraged to appoint at least two year 6 pupils to act as Junior Road Safety Officers within their school. When they have been appointed they will each receive a 'Welcome Pack'. This includes a sheet with suggested road safety themes for each season, however, it is expected that the Junior Road Safety Officers will come up with their own themes and initiatives.

The Junior Road Safety Officers have responsibility for 3 main tasks, these are: maintaining a notice board, running competitions (for which the council will supply prizes) and giving class and/or assembly presentations on road safety issues.

It is important that there is someone in the school who will support the Junior Road Safety Officers on a regular basis, be it a class teacher, classroom assistant or parent. If you require a meeting with an officer from East Riding of Yorkshire Council at any time or if you have any queries then please do not hesitate to ring the contact number shown below.

## Junior Road Safety Officer Pack

The pack includes several 'How To' sheets, a pencil, a badge, some headed paper so that they can make their own notices and an 'Arrive Alive' booklet. If at any time they require any further resources for prizes, etc. then please use the contact number shown below.

## Websites

There are a number of websites that the Junior Road Safety Officers can access, which will give them ideas for competitions, themes and initiatives. Some of the websites are government sites, which are continuously being updated, so encourage them to keep looking. Details of the websites are included in their 'Welcome Pack'.

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## Helping your Junior Road Safety Officers

It is recommended that you have a meeting with your Junior Road Safety Officers at least once a month to discuss their progress and to give them your support and help for any initiatives that they may wish to put in place. If you feel that the Junior Road Safety Officers need more help, then you could recruit Deputy Junior Road Safety Officers. During your meetings you should aim to:

Set clear, easily achievable tasks

Ensure that the Junior Road Safety Officers have the resources to complete the tasks

Set a completion date for the tasks

Encourage them to come up with their own initiatives and ideas for competitions, themed assemblies, etc.

Make sure that they are keeping a portfolio of all their work throughout the year; this could include information on their themed assemblies, competitions that they have run and photographs of their notice board

Make sure that any competitions that they wish to run are suitable for all age groups within the school

And lastly, give them lots of encouragement and support

Here are some examples of things that you might like to try with your Junior Road Safety Officers:

Have a 'tip of the week' on the notice board

Invite the lollipop person to come in and give a talk at an assembly

Make your own Junior Road Safety Officer newsletter

Put photographs on the notice board of the Junior Road Safety Officers and any competition winners

Display winning competition entries on the notice board

Make up your own cartoon characters to help get the road safety message across

A timetable is provided below, for your information, with suggested themes and topics; however, the Junior Road Safety Officers should be encouraged to come up with their own ideas. Please note that the timetable is only a guide.

## Contact

Margaret Milburn, Road Safety Officer,  
Environment and Neighbourhood Services,  
BG19 Civil Engineering,  
County Hall, Beverley HU17 9BA

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E-mail: [Margaret.milburn@eastriding.gov.uk](mailto:Margaret.milburn@eastriding.gov.uk)

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Month	Task
September	Initial meeting with the new Junior Road Safety Officers Discuss forward plans Discuss layout of notice board Set dates in a diary for themed assemblies and competitions Remind them to keep a portfolio of all their hard work
October	Meeting with Junior Road Safety Officers Do they have any problems? Clocks go back this month – suggest: ‘Be safe, be seen’ campaign (poster to be provided by the council) Topic: Remember the Green Cross Code
November	Meeting with Junior Road Safety Officers Have they any ideas for Christmas – such as a themed assembly or competition Topic: Beware of icy pavements and roads
December	Meeting with Junior Road Safety Officers Discuss forward plans for the new term in January Is their portfolio being kept up-to-date? Topic: Snow can stop a driver seeing properly
January	Meeting with Junior Road Safety Officers Bicycles are popular Christmas presents – suggest: cycle helmet campaign/competition (a template for a ‘design a cycle helmet’ competition is available from the council)
February	Meeting with Junior Road Safety Officers Do they have any problems? Does their notice board need to be changed? Topic: Remember traffic is dangerous
March	Meeting with Junior Road Safety Officers Clocks go forward this month and the evenings will soon be lighter – suggest: ‘be aware of the danger when playing out in the street’ campaign Topic: Find a safe place to play away from the road Is their portfolio being kept up-to-date?
April	Meeting with Junior Road Safety Officers Arrange themed assembly/competition Topic: Always find a safe place to cross the road
May	Meeting with Junior Road Safety Officers Is their portfolio up-to-date ready for submission to the council for judging next month? Topic: Be a safe passenger, always wear a seat belt
June	Meeting with Junior Road Safety Officers Summer holidays are approaching – suggest: cycle safety campaign Topic: Beware the bright sun can dazzle drivers <b>Submit the portfolio to the council by the last week in June</b>
July	Final meeting with Junior Road Safety Officers – a time to thank them for all their hard work and to award them with their certificates (to be provided by the council) Advertise and appoint the new Junior Road Safety Officers ready for September