



**JUNIOR**

**ROAD SAFETY OFFICER  
HANDBOOK**

Name

School



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## Introduction

Congratulations on becoming the new Junior Road Safety Officers for your school. You now have a very important job.

### You:

- will help the Road Safety Officers to make people safer in your school.
- will work with the other children in your school.
- may also be able to do some work with parents and teachers.

You should have an adult in school to help you. If you are not sure who this is please ask your class teacher(s).

Your Road Safety Officer may visit you or send you information through the post. You will receive a pack that will give you information and resources that you will need. Make sure that you read everything and if you are unsure about anything ask your helper.

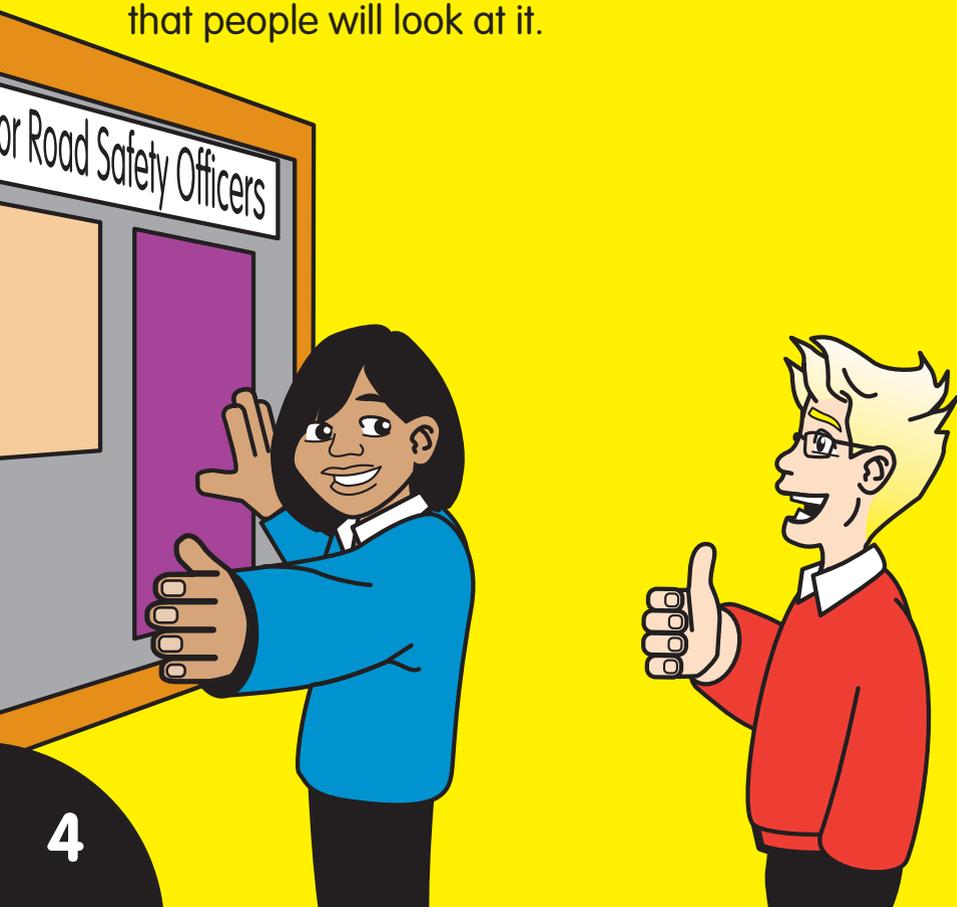
As a Junior Road Safety Officer you will have three main tasks.

### They are to:

- keep a notice board.
- organise competitions.
- take part in assemblies.

## Notice Board

- Ask your adult helper or teacher to find you a notice board where everyone can see it.
- You will need a big clear title. It could be 'Road Safety' or 'Junior Road Safety Officers'.
- Use the posters in your pack or make your own.
- Change it regularly to keep it interesting. You could give your board a special theme each month. Look in the diary section of this handbook for ideas.
- Make sure it is eye catching with bright colours so that people will look at it.



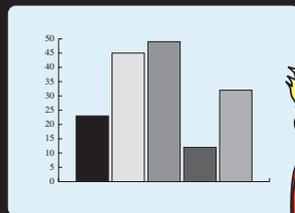


## Competitions

- Organising a competition is a fun way to get people talking and thinking about Road Safety.
- Decide which classes you are going to work with and make sure your competition is not too easy or too hard.
- Remind everyone to put their name and class on the form and give them a closing date.
- Once you have the entries, you will need to pick the winners. You can do this yourselves or ask your adult helper.
- Your Road Safety Officer may provide you with certificates or prizes.
- It would be a good idea to announce the winners in an assembly.

## Assemblies

- Try to take part in at least one assembly each term.
- You will need to arrange a suitable time with your adult helper and/or Headteacher.
- Make sure you give yourselves enough time to prepare.
- Your Road Safety Officer might be able to help you with any equipment you may need.
- Think about what you want to say and write it down.
- Ask your adult helper what they think; they may give you some advice.
- Practice what you are going to say until you are happy with it.
- Make sure you speak clearly with a loud voice. Try to look at people when you are speaking to them so that they know the message is for them.





## Talking to People

- In your role as a Junior Road Safety Officer you will need to speak to lots of different people. You will need to speak to the Headteacher, your school helper, the Road Safety Officers and maybe even parents.
- Pick the right time. This is when they are not too busy doing other things. It may be a good idea to organise a meeting with them.
- Make sure you have planned what you want to say and always speak clearly. You could also take a notepad to make notes during the meeting.



## Top Tips

- Don't try to do too many things at once.
- Have regular meetings with your adult helper – they may be able to help you with resources and any questions you may have.
- Plan well ahead.
- If you are not sure about anything always ask your adult helper.
- The contact details for the Road Safety Officer can be found at the back of this book.
- Always give your name and the school that you are from.

## Calendar

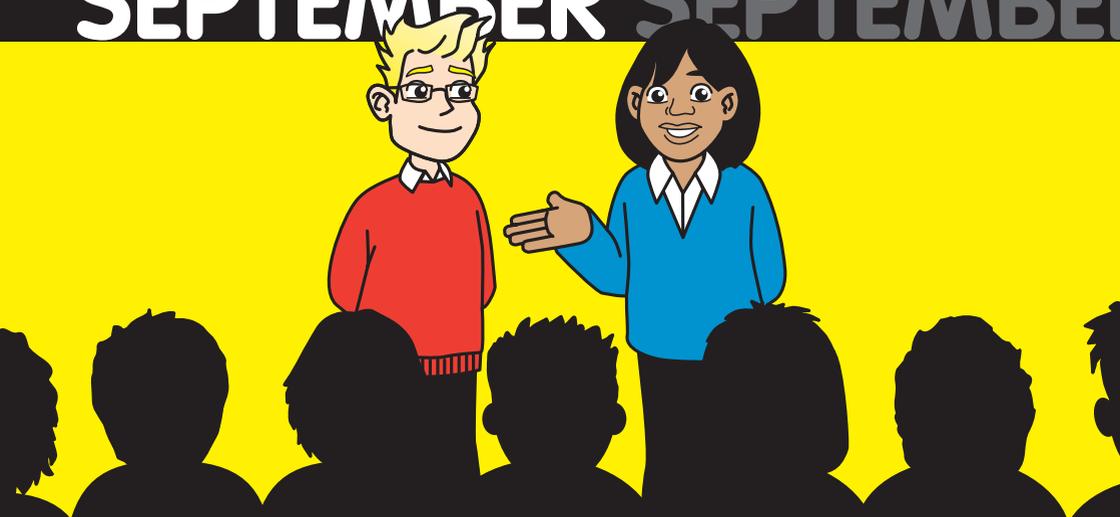
The next few pages in your handbook give you plenty of ideas to work on over the next school year.

Each month has a different theme and some ideas for activities. You do not have to do them all. You can pick the topics that interest you the most. You may also choose topics that you feel are important for your school. For example, if your school has a problem with people parking outside school, you may choose to work on the School Gate Parking topic in March, but you could do this at any time of year.

## Diary

After each month you will find a blank page. Use this page to record what you have done each month. Write about any displays and competitions you have done and the assemblies you have taken part in. You can also record any meetings that you have attended.





## Settling in

So you're back at school and the summer holidays already seem like ages ago.

You have now officially started in your new position as a Junior Road Safety Officer. Spend time this month reading through everything that you have been given.

Your Road Safety Officer may visit you this term or they may send you all the information you need through the post.

Organise a meeting with your adult school helper and perhaps the Headteacher.

Ask where you can have a notice board and introduce yourselves to the school in an assembly.

Start to plan ahead.



# OCTOBER OCTOBER OO

## Bright Be Seen

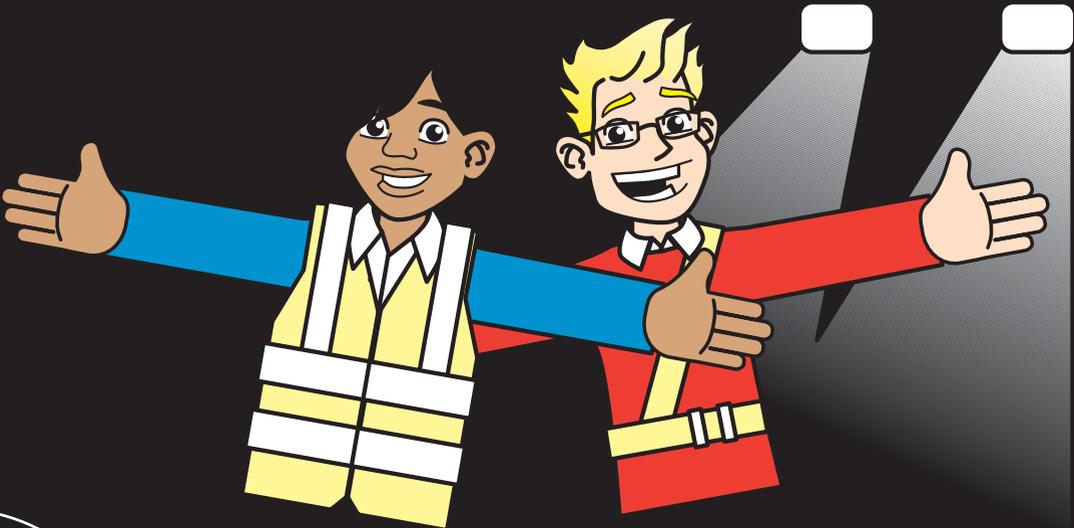
When the clocks go back and winter is on its way it gets darker earlier. Many people get hurt because they cannot be seen. This problem may get worse in fog or heavy rain.

Everyone needs to be seen. You could remind everybody in school about this.

Remember - fluorescent for day time and reflective for night time.

## Walk to School Month

Encourage children to stay healthy and walk to school.





## Green Cross Code and Safer Places to Cross the Road

Many children (and adults) get knocked down because they do not cross the road properly or they cross the road in the wrong place.

Tell everybody in school about crossing the road safely. For Key Stage 1 you can use the words, "Think, Stop, Look and Listen". These are easy to remember.

For Key Stage 2 you should use the 'Green Cross Code'. This is a set of rules that can help us all cross the road safely.

**For more information go to:**  
**[www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk)**





# DECEMBER DECEMBER

## Be careful with those gifts

Children often get exciting presents at Christmas time but everybody needs to take care when they are using or playing with them.

Think about all the presents children get and how we can be safe with them.

For example, children who get a new bike should also ask for a helmet to protect their head. It is often difficult to ride a new bike without wobbling at first so it's not the best idea to go straight out on to the road.

Think about the dangers with other presents such as skateboards and the distractions that can be caused by using headphones or mobile phones.

Remember, you may need to do this topic at a different time of year if some or all of the children in your school celebrate a different festival such as Eid or Divali.





# JANUARY JANUARY JA

## Planning and catching up

Use this month to plan ahead for the next few months. Have a meeting with your adult school helper and discuss your ideas for this term.

Make sure your notice board is still looking good. You may want to change it again to keep it interesting.







## **Seatbelts and Child Seats**

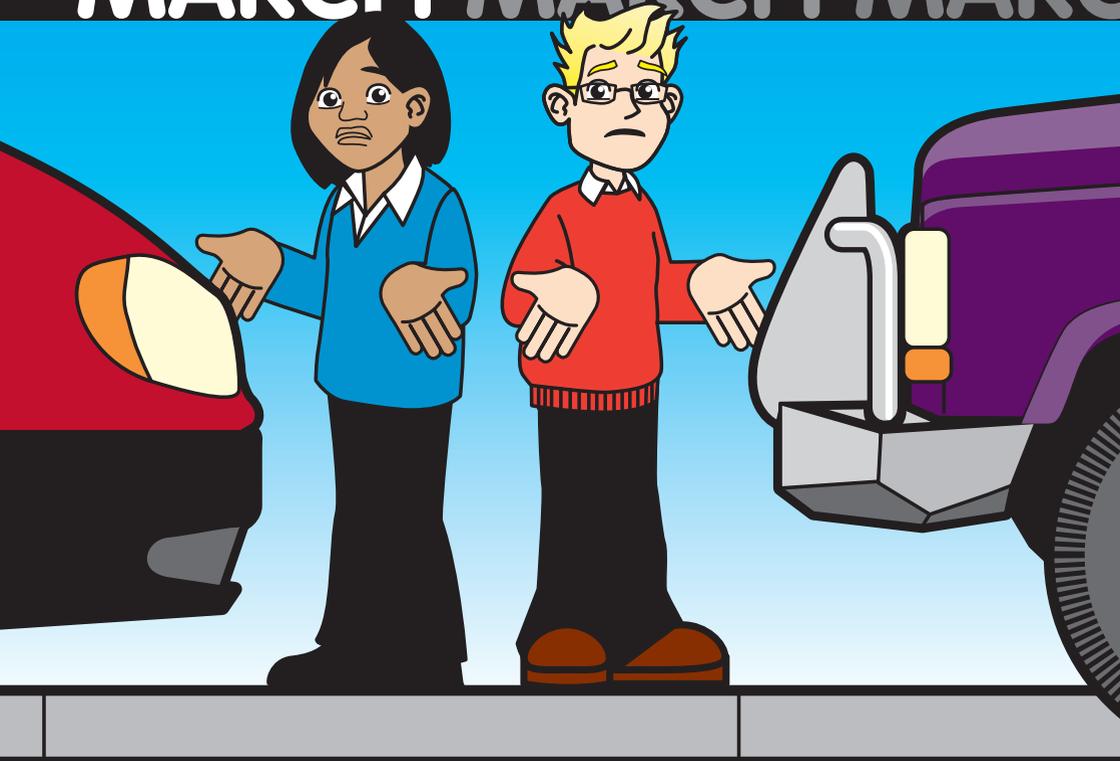
Seatbelts and child seats save lives but many people still do not use them.

It is the law that everyone under 12, who is smaller than 135cms, has to use a child seat that is suitable for them.

Using a child seat makes children safer because it raises them up into the right position. The seatbelt should be on the shoulder and not the neck. The lap part of the belt should be on the hips and not the tummy.



# MARCH MARCH MARC



## School Gate Parking

Drivers should not park on the yellow zigzag lines outside school. If they do, it makes it difficult and dangerous for people to cross the road safely.

Try to encourage drivers to park away from school.

If you have a school newsletter ask your Headteacher if you can write an article for it. Your Headteacher may also have some ideas.

You could also organise a poster competition.



# APRIL APRIL APRIL APR



## Safer Places to Play

Many children play with their friends on the roads near their houses. They think that they will never get hurt because they know the roads..... They can!

When playing games they are not concentrating on the traffic. Many children run straight out into the road when they are chasing a ball, for example.

It is **NEVER** safe to play on the roads. Children should play in parks and gardens away from traffic.

Think about competitions you can organise now that the summer is on its way.



## Safer Cycling

Now that the weather is better children will be using their bikes more.

Your school may be taking part in a safer cycling course this term. You could support this by organising competitions and perhaps even taking part in an assembly.

One topic you can look at is the use of cycle helmets. Many children and adults do not wear helmets while cycling. In an accident helmets can reduce head injuries by up to 85%.

You could do a survey to find out who has a bike and who wears a cycle helmet.

Put the results on your notice board.





# JUNE JUNE JUNE JUNE

## Stay safe in the summer holidays

The school year is almost over and the summer holidays are nearly here. If the weather is nice we are likely to be outside with our friends or family.

Use this month to remind everyone about being safe over the holidays. Make sure your notice board has information about safer places to play and safer cycling.

It is a good idea to organise an assembly towards the end of term to remind everyone about the safest places to play and to look after themselves and those that they are with.

## Remember!

The Road Safety Officer will want to know what you have done during the year.

Make sure your diary is up to date and write your end of year report if you have been asked to do one.







## Finishing off

Use your last few weeks to make sure that you have done everything that you wanted to do.

If your school is taking part next year your teachers may have already chosen the next Junior Road Safety Officers. You may wish to show them your work and let them know what worked well and what didn't work so well.



If you would like any help please contact...

...who would be pleased to hear from you.



**MAKING SOUTH YORKSHIRE  
ROADS SAFER**

This document can be supplied in alternative formats, please contact:

Sheffield City Council  
Road Safety  
Tel: 0114 273 6162  
[www.sheffield.gov.uk](http://www.sheffield.gov.uk)



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