

School

Name

# HANDBOOK



www.roadwise.co.uk  
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Notes



**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.

### 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



### 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
- ✓ The contact details for the Road Safety Officer can be found at the end of the diary section
- ✓ Always give your name and the school that you are from

**You are doing a very important job helping people keep safe!**

Help make people safer in your school. Work with other children in your school and discuss ideas.

Talk to parents and organise competitions. Discuss ideas with your class teacher.

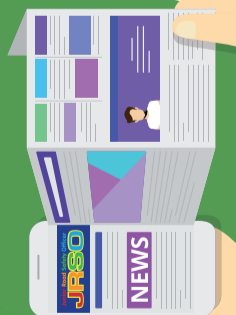
Keep a notice board and take part in assemblies. Make sure that you read everything that you get in your Road Safety Pack.

### CALENDAR

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 any time of year.

### DIARY

After each month you will find a blank section. Use this section 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.



# SEPTEMBER

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- Spend time this month reading through everything you have been given
- Organise a meeting with your adult helper/teacher/Headteacher
- Ask where you can have a noticeboard

# OCTOBER

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- Clocks go back and winter is on it's way so it gets dark earlier. Remember to wear fluorescent for day and reflective for night time
- Encourage children to stay healthy and walk to school

# NOVEMBER

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- Tell everyone at school about crossing the road:  
Key Stage 1 - use the words Think Stop, Look and Listen  
Key Stage 2 - use the words Green Cross Code
- For more information go to: [www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk)

# DECEMBER

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- Think about the Christmas presents children get and how we can be safe with them.
- Remember you may need to do this topic for other festivals your school celebrates such as Eid or Devali.

# JANUARY

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- 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

# FEBRUARY

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

# MARCH

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- School Gate Parking - 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
- You could also organise a poster competition

# APRIL

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- Safe Places to Play - 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 the summer is on its way

# MAY

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- Safer Cycling - Now the weather is better children will be using their bikes more
- 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

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- Stay Safe in the Summer Holidays
- 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

# JULY

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- 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 you may wish to show your work and let them know what worked well or didn't work so well

- 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

