Welcome
Thank you for agreeing to take part in the Junior Road Safety Officer (JRSO) Scheme. We hope that you will find the scheme an enjoyable and innovative way of promoting road safety within your school.

How does the JRSO Scheme work?
The scheme will run over the academic year with two pupils working as JRSO’s, one from Year 5 and one from Year 6, ideally either one or both will be a member of the school council. The aim being that they will raise awareness of road safety to pupils, parents, teachers and the local community through the promotion of different road safety themes. You can also include your own initiatives too. The JRSO’s will also provide a vital link between the road safety team and school. An adult helper will also need to be nominated to assist the JRSO’s.

The success of the scheme lies in the support the JRSO’s receive and the role of the nominated adult helper is very important in helping them to develop and carry out their ideas and activities.

How are the JRSO’s appointed?
The JRSO’s can be recruited in a number of ways, for example you could display the job advert poster and ask those interested in the role to apply using the application form. You could choose two successful candidates based on the answers provided in the completed application forms. Alternatively, you could choose to hold interviews with the children, discuss at school council meetings, ask for nominations for the role, or simply choose children who you feel have the necessary skills to do the job.

First Year
For the first year that the scheme operates in school you will need to elect two JRSO’s, one from Year 5 and one from Year 6.

Future Years
Towards the end of each academic year the Year 6 JRSO will need to be replaced by a current Year 4 pupil (who will be going into Year 5.) The current Year 5 JRSO will enter a second year as the Year 6 JRSO and then mentor the new Year 5 JRSO.

What happens once we choose our JRSO’s?
Once the JRSO’s have been appointed you should contact the Road Safety Team with the names of the JRSO’s. A member of the team will visit your school to meet with the pupils and nominated adult helper and discuss what being a JRSO will entail and the different activities they will be undertaking.
What type of activities will the JRSO’s undertake?

The JRSO’s have responsibility for four main tasks:

• Putting up and maintaining a notice board.
• Holding school competitions.
• Delivering assemblies.
• Running campaigns.

The JRSO pupil handbook contains a ‘how to’ guide on each of these activities for the JRSO’s to follow.

• JRSO Notice board
  It is recommended that the JRSO’s are assigned their own notice board on which they can display road safety information in a prominent place.

• JRSO Assembly
  This is an ideal way to introduce themselves and to explain their role to the whole school. It is recommended that the JRSO have a regular part within assemblies to keep everyone up to date with what’s going on. It can also be a time to hand out certificates for any competitions that may have taken place.

• School Newsletter/Website
  It is suggested that the JRSO has a regular section in any school newsletters and on the school website so that parents and the local community are kept informed of road safety initiatives being undertaken within school.

• Campaigning
  The possibilities for the role are endless and are not restricted to the above ideas. The JRSO’s responsibilities are very much dependent upon the needs of your school. For example you may have a particular road safety issue that you would like the JRSO’s to address.

JRSO materials information

JRSO Materials
we’ve created a JRSO web page full of resources to help the JRSO’s them do their job successfully.

A JRSO Identity Poster
JRSO’s can each insert their names and a picture or a photograph and place the completed poster on the JRSO notice board so that everyone knows who they are.

Letterhead
this can be used if the JRSO’s want to write letters or place important information on their JRSO notice board.

Pupil Handbook
a handbook explaining the role of the JRSO and offering hints and times on what pupils will need to do as a JRSO.

Teacher Handbook
a PDF copy of this handbook.

Annual Timetable
To be completed by the JRSO’s with the adult helper to help JRSO’s plan their activities so they know what tasks they need to do and when they need to do them.

These resources can be downloaded from www.stockton.gov.uk/JRSO and customised for you own use.
Annual Timetable

It is a good idea to develop an annual timetable with the JRSO’s so that they can see what activities they need to complete and when they need to complete them. Here’s an example of an annual timetable.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 September</td>
<td>Complete JRSO notice board</td>
<td>JRSO notice board complete</td>
</tr>
<tr>
<td>30 September</td>
<td>JRSO assembly</td>
<td>JRSO assembly delivered</td>
</tr>
<tr>
<td>5 October</td>
<td>Meet with adult helper Organise ‘Be Bright’ colouring competition and change the notice board</td>
<td>Competition took place Update JRSO notice board with any further information</td>
</tr>
<tr>
<td>20 December</td>
<td>Complete and send activity record sheet to Road Safety Team</td>
<td>Activity record sheet sent on 21 December</td>
</tr>
</tbody>
</table>

Will the JRSO’s need or receive any additional support?

Whilst it is important that the JRSO’s are overseen by a member of staff, be it a teacher, a classroom assistant or a parent, the activities should be undertaken by the JRSO’s themselves with minimal guidance from an adult. However the JRSO’s are advised to ask permission from their adult helper before undertaking any activities within school. The Road Safety Team will support the JRSO’s by sending out a calendar of events, themes and campaigns that will run throughout the year which will help the JRSO’s develop your schools yearly road safety timetable. We will also provide the JRSO’s with our contact details so that they can get in touch with us for advice and support.

Keeping In Touch

The Road Safety Team is very much looking forward to working with the JRSO’s and seeing all of their hard work. We would like the JRSO’s to complete an activity record sheet each term and send it to us. Completed activity record sheets can be sent to jrso@stockton.gov.uk or posted to Peter Fleming Stockton-on-Tees Borough Council Kingsway House West Precinct Billingham TS23 2YL

Thank you again for agreeing to take part in the scheme, we know that with your support they will all do a wonderful job.

You can download a blank timetable from the JSRO website www.stockton.gov.uk/JRSO to enable the JRSO’s to create one of their own.