

## Suggested Annual Timetable

<i>Month</i>	<i>Task</i>
September	<ul style="list-style-type: none"> <li>• Attend induction day with JRSOs. Find out if there are any local initiatives to be undertaken.</li> <li>• Meet with JRSOs. Set dates in diary. Forward plan with JRSOs – assembly, competitions, themes for year.</li> <li>• Register with <a href="http://www.jrso.com">www.jrso.com</a></li> </ul>
October	<ul style="list-style-type: none"> <li>• Meet with JRSOs. Do they have any problems? Discuss layout for notice board – give assistance. Is there going to be an assembly presentation before Christmas? What will be the topic?</li> <li>• RSO may visit or write. Look for feedback, ideas and suggestions about the scheme.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Format for assembly. Any change / addition needed to notice board ?</li> </ul>
December	<ul style="list-style-type: none"> <li>• Meet with JRSOs. What needs to be done for the new term? Any local initiative that needs to be included ?</li> <li>• Meet with headteacher. Discuss forward plan for coming months.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Meet with JRSOs. New theme – change notice board.</li> <li>• Send examples of work on <a href="http://www.jrso.com">www.jrso.com</a></li> </ul>
Feb/March	<ul style="list-style-type: none"> <li>• Meet with RSO. Discuss next year's programme.</li> <li>• Meet with JRSOs. Arrange assembly / competition.</li> </ul>
April/May	<ul style="list-style-type: none"> <li>• Meet with headteacher. Discuss forward plan for coming months. Access suitable space for the use of a notice board.</li> <li>• Application form for JRSOs. JRSOs to photocopy the advert poster in the activity book and display in the school. Photocopy the application forms for P6 which are in the JRSO activity book and on CD Rom. Decide on deadlines to correspond with date set by RSO for return of names etc.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Appointment of JRSOs. Give details to RSO. Date will have been agreed at meeting in Feb/March.</li> </ul>

## Other Sources of Information

Your local RSO is there to give advice and assistance and should always be your first port of call.

They can be contacted at:



## Acknowledgements

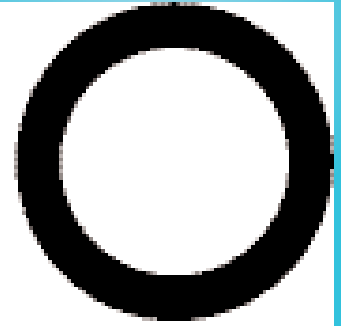
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Working with the Community<sup>1</sup>



**JUNIOR**



**OFFICER**

## **HELPER`S GUIDE**

## Introduction

The success of the JRSO scheme lies in the support they receive in school. Your role is very important in helping them to develop and carry out their ideas and tasks during their year in this position.

This guide has been designed to give you an overview of the scheme as well as an explanation of the JRSO materials supplied for use by the children. Also included is a suggested annual timetable for you to follow and ideas on how to get the best out of the scheme.

## History of the JRSO scheme

The JRSO programme has been running in various English counties for over twenty years and first arrived in Scotland in 1995. Due to the success of the programme, it was agreed by the Scottish Road Safety Campaign (SRSC) to develop a national scheme to allow all parts of Scotland to take part, should they wish.

The SRSC formed a partnership with Standard Life Assurance Company to run this scheme. New materials have now been produced, which are available to all Scottish primary schools participating in the JRSO scheme.

## About the Scheme

Every primary school is encouraged to appoint two JRSOs from Primary 6 or 7 for a one year period. When the JRSOs start their 'job', they will receive an induction from their Road Safety Officer (RSO) and be given their pack for the year. They may also be given themes for the year to work on, but these can be broad enough to include their own local initiatives.

The JRSOs have responsibility for 4 main tasks, which are: putting up and maintaining a prominent notice board; running school competitions; and giving class or assembly presentations; using the [www.jrso.com](http://www.jrso.com) website.

It is important that someone in the school supports the JRSOs on a regular basis, be it a class teacher, classroom assistant or parent. The RSO will also agree to visit the helper and JRSOs a number of times during the school year.

## **JRSO Pack**

Each new JRSO will be given a pack (up to a maximum of 2 per school) at the beginning of their term of office in the autumn. Included in this pack is a JRSO activity book, pen and lapel badge.

## **JRSO Activity Book**

The pack contains an activity book for them to use and write in. It has been designed as an interactive tool, which the children can use to help them during their time as JRSO.

There are also photocopiable sheets including:-

- A year planner
- General road safety information
- How to make a notice board and design ideas
- How to talk at an assembly along with road safety topics
- How to run a competition with ideas
- Information about the 'Safety Street' CD-ROM
- Information on the 'Streetwise Guys' website
- Word bank
- JRSO application form for next year's JRSOs
- JRSO advertisement
- Competition winner's certificate
- JRSO headed writing paper
- Useful contacts

## **'Safety Street, CD-ROM**

'Safety Street' is an interactive CD-ROM which has been designed for use by all age groups within the primary school. It includes short, fun games involving three central characters: Traffic Light Tam, Connie Cone and An Alien. Pupils must successfully complete a number of games in order to win a prize of a trip on An Alien's spaceship.

Each school will have one copy of 'Safety Street' and you should encourage the JRSOs to promote it to each class. If possible you can help download the CD-ROM onto the hard disc of the computers within your school – the instructions of how to go about this are on the inside cover.

## **‘Streetwise Guys, website – [www.streetwiseguys.co.uk](http://www.streetwiseguys.co.uk)**

‘Streetwise Guys’ can be accessed on the World Wide Web and includes games such as ‘Dog on the Run’ and ‘On Yer Bike’. The site is designed to be ‘cool’ and fun, with characters called Amber, Belisha, Bumper, Sprocket and Gutter the dog. The site is continuously being updated, so there is always a good reason to go back for another look.

## **Helping your JRSOs in school**

At the start of the academic year, new JRSOs will receive some induction training, which you may be asked to attend. After that, it will be up to you to decide how much time and effort you are able to give to your JRSOs. We would recommend that you meet with them at least once every month to discuss their progress and help them with their tasks, and more often if possible. In liaison with your headteacher, you can also recruit deputy JRSOs if you feel the existing ones need more help. During your meetings you should aim to:

- Set clear, easily achievable tasks.
- Ensure that the children have the resources required to complete the tasks.
- Set a date for completion.
- Give lots of encouragement and support.
- Help them access the jrso.com website.

Here are just a few examples of the sort of things you might like to try with your JRSOs:

- ‘Be Safe, Be Seen’ fashion shows
- ‘Who wants to be a Millionaire’/ ‘Weakest Link’ style assembly
- Make your own new ‘Safety Street’/‘Streetwise Guys’ characters competition
- Have a ‘tip of the week’ on your notice board
- Ask local companies to sponsor road safety materials for your school
- Invite your Lollipop person to talk at assembly
- Make your own school JRSO newsletter
- Put photographs of the JRSOs on their notice board

Each JRSO year follows a similar pattern and you could use the following timetable as a guide.