# Checklist for running a PlayStreet at your school

**Two-four weeks before your session:**

Join the national Playing Out Facebook group for further support and inspiration

Recruit helpers for lead-up jobs and stewards for the day

Order barriers from the council

Read ‘Guidance on stewarding a PlayStreet at your school’

Do a risk/benefit assessment and street walkabout

Put high-viz bibs, whistles and copies of the stewarding guidance together in a box or bag

Publicise on the street with flyers and send a reminder letter to residents, plus flyers day before

Publicise to parents, children, staff and residents using posters, flyers, meetings, emails etc.

**On the day:**

Send a reminder message to parents in the morning

Bring out stewarding gear kit

Do a stewards’ briefing 30 minutes before you start and go through the guidance together.

Give stewards high-viz and whistles to wear (and megaphones and/or walkie-talkies if applicable)

Do a street walkabout to check for and remove hazards

Set up the barriers at least 15 minutes before the children come out

Have a First Aid kit handy for minor scrapes

Provide basic play equipment e.g. chalk, balls, skipping ropes

Consider having a table with refreshments e.g. water and fruit (please avoid single use plastic)

Have someone take photos for use in school publicity

Follow the reopening procedure as per Stewarding guidance

**Afterwards:**

Thank and debrief stewards

Write something or ask children to write up for the school newsletter/website with photos

Make note of learning points for next time and adapt risk/benefit assessment as appropriate

Let us know how it went! Tag us on our social media channels @EalingSTARS and @EalingCouncil on Twitter and Instagram