



Quick checklist on running a school play street

This checklist applies once you have received formal approval from your council to run play street session

Lead up to your session:

-
- Join the national Playing Out Facebook group, or the Hackney Playing Out one (if in Hackney) – sources of peer support
- Recruit helpers for lead-up jobs and stewards for the day
- Order signs (and cones where provided) from the council
- Read ‘Guidance on stewarding a play street’ – Appendix 6
- Do a risk benefit assessment and street walkabout
- Get high-viz bibs and whistles together and copies of ‘Guidance on stewarding a play street’ and keep all in one big plastic box
- Publicise on the street with flyers and send a reminder letter to residents (at least five days before)
- Publicise to parents, children and staff – in the week leading up
- Put notices on parked cars (a day or two before the session)

On the day:

-
- Send a reminder text to parents in the morning
- Bring out your box of stewarding gear plus ‘Road Closed’ signs (and cones if using)
- Do a stewards briefing 30 minutes before you start and hand out ‘Guidance on stewarding a play street’
- Give stewards high-viz and whistles to wear
- Do a street walkabout to check for and remove hazards
- Get stewards to set up ‘Road Closed’ signage and any additional equipment provided by council (e.g. cones) at least 15 minutes before children come out
- Have a First Aid kit handy for minor scrapes
- Provide basic play equipment e.g. chalk, balls, skipping ropes

More ...

- Consider having a table with refreshments e.g. water and fruit
- 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 and/or website with photos
- Make note of any learning points for next time – and adapt your risk/benefit assessment as appropriate
- Let us know how it went!