# 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