

Playing Out Steward Briefing

The role of the steward is crucial to ensure the safety and well being of all involved in playing out sessions. Please read these instructions thoroughly.

- 1. Close and reopen the road safely**, positioning signs and cones according to official council guidelines and never exposing yourself to danger from oncoming traffic. At the end of the session, ensure all parents and children understand that things are returning to 'normal' *before* re-opening the road.
- 2. Stay visible and alert and safe.** Wear a hi-viz jacket. Position yourself for maximum visibility to oncoming traffic and awareness of the activities inside and outside of the closure area. Within reason, avoid any distracting conversation or activity.
- 3. Divert traffic, answer any questions.** Stay calm and friendly yet assertive. Be clear that this is a legal road closure and residents have been fully consulted. Explain briefly what is happening and how long it lasts. Suggest an alternative route. It may be useful to have some general 'Playing Out' leaflets to hand out.
- 4. Guide drivers needing access.** Two people are needed for letting residents drive in and out; one to clear children from the road and walk in front of any moving vehicles, the other to remain at the road closure point and move the barriers.
 - A) Vehicles coming INTO the road.** Engage the driver and explain that you can only allow access on the condition they drive at walking speed behind a steward. IF they agree to this, clear the road of children and then let them through, walking in front of them to the nearest parking space.
 - B) Vehicles LEAVING the road.** Make sure someone has the job of looking out for any cars wanting to leave the road. Follow the same procedure as above, clearing the road of children then walking in front of the car to let it out.
- 5. Keep children safely within the closure area** unless they've been given permission to leave. Remind them to be aware of traffic once outside of closure area. If a child or children arrive unaccompanied, try to find out if their parent or guardian knows where they are.
- 6. Ensure the steward taking over from you has read these instructions and hand over your hi-viz and lanyard/whistle.**

NB. Dealing with aggressive drivers. If a driver becomes at all aggressive or confrontational, call an organiser over for back up. If necessary, dial 999 or 101.

If you have any doubts or concerns about your ability to fulfil this role, please just say— your organiser can find a replacement.

