

# Playing Out Steward Briefing

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

**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, 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 through traffic.** Stay calm and friendly yet assertive. Explain briefly what is happening and how long it lasts. Suggest an alternative route. If needed, be clear that this is a legal road closure and residents have been fully consulted. It may be useful to have some general 'Playing Out' leaflets to hand out.

**4. Guide drivers needing access.**

Two people are needed to let 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. Ensure you have agreement from the driver and the road is clear of children *before* moving the barriers.

**5. Keep young children safely within the closure area.** If older children have permission to leave, remind them to be aware of traffic. If a child arrives unaccompanied, try to check that 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 fulfill this role, please just say—your organiser can find a replacement.

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For more information go to: [www.playingout.net](http://www.playingout.net)  
Tel: 0117 9537167 email: [hello@playingout.net](mailto:hello@playingout.net)