**Steward Briefing**

The procedure for stewarding cars into the street is**: Cars in and out of the street**

* Get clear agreement from the driver to the conditions above. Be clear that you can only give access if you have this agreement.
* Warn everyone in the road in a loud and clear voice (or whistle) that a car is coming through and give them a moment to hear and respond. Ensure the road is clear of children and obstacles.
* Gain eye contact with the driver, ask them where they want to go and remind them to follow behind you, driving very slowly.
* When you feel it is safe, your co-steward should move the barrier to allow the vehicle past. They then remain at the closure point while you walk ahead of the vehicle to their parking space. Once the engine is off, call out ‘Safe to play’ and allow everyone back into the road.
* Thank them, be friendly and polite throughout.
* Return to the closure point.

If you become aware of a driver wanting to leave the street, talk to them and agree which way they will be going out. Once you have their agreement to wait until you have cleared the road and then drive very slowly with one of the stewards walking in front:

* Warn everyone in the road in a loud and clear voice (or whistle) that a car is coming through.
* When you feel it is safe, make eye contact with the driver and walk in front of them towards the barrier.
* A steward at the closure point moves the barrier to let the vehicle out and repositions it.
* Once the barrier has been replaced, call out ‘Safe to play’ and allow everyone back into the road.

Only ever try to deal with one car at a time. The steward who remains behind at the closure point will need to hold back anybody else who wants access.