

# Check list for organisers

Use this guide to set up a safe and successful walk for road safety!



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## First steps – right now!

- Put the date in the school calendar: **15 June 2016**.
- Designate a member of staff to lead on organising the event.
- Plan a route on quiet routes with safe pavements from the school gates. Measure the length and tell Brake how far your children will be walking. Risk audit the route. You'll find a risk audit form at [www.brake.org.uk/giantwalk](http://www.brake.org.uk/giantwalk) (If you don't have a safe route outside your school, you can still take part by doing the walk in your playground, calling for local roads to be safer for kids!)
- Organise volunteer stewards - at least one adult supervisor for every eight children of year 3 or older who are taking part, and more for younger children.
- Check the school's insurance is current and covers the event.
- Let parents, teachers and pupils know it's happening. Use the image and article at [www.brake.org.uk/giantwalk](http://www.brake.org.uk/giantwalk) for your website or newsletter.
- Ask local police to help on the day, including stopping traffic if you have lots of kids taking part, and talking to pupils before the march about road safety.
- Tell Brake if you would like us to send you a template press release to complete and send to the local media to promote your involvement in the event. As well as educating children and their parents, Brake's Giant Walk generates publicity for road safety, so it's great if you can help by ensuring your local newspaper, and even your local radio or TV, is invited; and kids get very excited by being in the paper as every teacher knows! (Ensure you have parental permission for any child being filmed/photographed as per your normal procedures.)

## A few weeks before...

- Get the children thinking about the dangers of speeding drivers, how to take care near roads, the importance of younger children holding hands if on foot, and the value of walking more. This will help get them excited about the walk, and explain why we are campaigning for road safety through the walk. A great way to do this is through an assembly.
- Ask the children to raise sponsorship for Brake's work supporting families bereaved and injured by road crashes. If fundraising, issue pupils with the sponsorship envelopes (that Brake provides you with), to take home, and tell them to bring them in with money in them, on the big day.
- Make your Giant Walk event tools! Work with children during the days leading up to the event to make road safety banners and posters for the children to wave – good for a foyer display before and afterwards too! Children can also write leaflets for parents about slowing down, using child seats, not using mobile phones, walking more, and holding hands with young kids when walking.

- You'll find links to more teaching ideas and activities at [www.brake.org.uk/giantwalk](http://www.brake.org.uk/giantwalk). Your local road safety officer at your council may also be able to give you some ideas.
- If you don't have them already, ask your local authority to loan high visibility vests for children and adults and other road safety resources if available.
- Check you have received enough stickers, sponsorship envelopes and certificates from Brake for each child taking part, plus your banner (all enclosed in your pack).

## A few days before...

- Remind all adult supervisors and guests helping on the day when they need to arrive and what their responsibilities are.
- Arrange for a teacher to take photographs on the day, so images can be sent to Brake and used in your own newsletter.

## On the big day, 15 June 2016...

- Recheck the route for safety in case of new hazards.
- If fundraising, collect pupils' sponsorship envelopes with funds in them (retaining the envelopes – don't throw them away!)
- Ensure all adult supervisors have turned up (and a designated photographer!) and are clear about their responsibilities
- Get everyone into visi vests and get the pupils to put their stickers on.
- Get your banner from Brake ready at the front of the walk, plus any placards made by the kids.
- Line up children in pairs holding hands at 9:58am and remind them to walk safely at a sensible pace and stay away from the edge of the kerb. Count down to 10am ending with them shouting 'Let's walk!'
- Take photos of the walk to send to Brake and use in your newsletter and website.
- Give every child their certificate, say well done, and repeat road safety lessons learnt.

## Afterwards (and before end of term)...

- Thank all adult supervisors and helpers.
- Collect in any outstanding funds and sponsorship envelopes.
- Email event photos to [giantwalk@brake.org.uk](mailto:giantwalk@brake.org.uk) so we can use on our website and facebook.
- Pay in funds using any of the following methods, always remembering to mention the name of your school:
  1. Use the paying in slip we send you
  2. Pay online at [www.brake.org.uk/donate](http://www.brake.org.uk/donate)
  3. Call us on **01484 559909** to pay by card
  4. Post cheques to: **Brake, PO Box 548, Huddersfield, HD1 2XZ**
- Post sponsorship envelopes to the address above so we can claim gift aid.
- Reply to the short feedback survey we email you by the end of term so we can consider you for our star schools awards!

**Thank you for taking part in Brake's Giant Walk and helping your community think about road safety and walking more!**