



# planning your playday in Scotland



# Introduction

Play Scotland is a member of a national steering group which coordinates Playday across the UK every year, for the last 23 years.

Playday is traditionally held on the first Wednesday of August each year. It is the annual celebration of the Child's Right to Play and a fantastic opportunity to raise the profile of Play. On Playday and throughout the summer, thousands of children and young people in communities will get out and play at hundreds of locally organised Playday events across the UK.

This year Play Scotland is encouraging Play providers and parents throughout Scotland to start Playday Planning as early as possible so that we can massively increase play opportunities for all our children and young people – despite the weather!

I hope you find this guide useful and if you would like further information on Playday don't hesitate to contact Play Scotland directly on 0131 440 9070 Email:info@playscotland.org

If you are brave enough and energetic enough to plan a Playday please let us know at Play Scotland and we would love to see any images that would help promote Play in Scotland.

Marguerite Hunter Blair  
Chief Executive

***“when one examines the benefits of play holistically, it seems that we have been granted a magical gift, and people are now taking notice”***

*Danielle Marshall, Health Policy Forum*



***“Let's share the magical gift!”***

# a guide to celebrating playday in scotland

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## Play Scotland

Play Scotland works to promote the importance of play for all children and young people, and campaigns to create increased play opportunities in the community.

We are a membership organisation funded by the Scottish Government.

Formed in 1998 to support the Child's Right to Play and make children's play rights a reality in Scotland. The work of Play Scotland is underpinned by the UN Convention on the Rights of the Child Article 31:

***"State parties recognise the right of every child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts".***

*(Article 31 UNCRC)*

Further information on Play Scotland can be found at [www.playscotland.org](http://www.playscotland.org)

## The Child's Right to Play

Article 31 of the UN Convention on the Rights of the Child states that all children and young people have the right to relax and play, and join in a wide range of activities.

The bigger picture Children's right to play, as set out under Article 31 of the UN Convention on the Rights of the Child (UNCRC), is becoming increasingly embedded in policy across the UK.

**In Scotland**, there are three interlinked policy frameworks which support play: the Early Years Framework, Equally Well and Achieving Our Potential. There is also support for play in the Planning Policy and in Designing Streets Policy. The Scottish Government have also endorsed the Managing Risk in Play Provision: implementation guide which is a risk benefit approach to risk benefit assessment. However, we all have responsibility to turn this welcome support for children's play into making the Child's right to play a reality in Scotland.

**In Wales**, the Welsh Assembly Government has adopted a national play policy and implementation plan based on agreed principles for children's play. In 2010 the Welsh Assembly also introduced a Statutory Duty for Play on Local Authorities. In 2011 they also became the first country to make the UNCRC as part of their domestic law.

**In England**, the government has published a 10-year play strategy outlining their long-term vision and actions to deliver more and better play provision and play space for the country's children.

**In Northern Ireland**, the Office of the First Minister and Deputy First Minister have agreed a regional Play and Leisure Policy statement and work has commenced on the development of two implementation plans for children from birth to 11 years and 11 to 18 years.

The profile of play and its importance has been significantly raised in the UK in recent years but there is still a long way to go before children and young people have the time and space they need to play freely, in a society that supports play.

For full details of the UNCRC Articles visit [www.unicef.org.uk](http://www.unicef.org.uk)



## Why play?

Play is what children and young people do when they follow their own ideas and interests, in their own way and for their own reasons. Through play, children learn about themselves and the world around them. Play helps children develop confidence, self-esteem and creativity. Every child and young person deserves the chance to play, and good play opportunities are everyone's responsibility.

Getting involved in Playday, in whatever way you can, will help protect and promote children's opportunity to play in your local area.

## What is Play

*"the impulse to play is innate. Play is a biological and psychological necessity, and is fundamental to the healthy development and well being of individuals and communities"*

Playwork Principles Scrutiny Group, Cardiff 2005

*"play encompasses children's behaviour which is freely chosen, personally directed and intrinsically motivated. It is performed for no external goal or reward, and is a fundamental and integral part of healthy development – not only for individual children, but also for the society in which they live."*

Susan Isaacs

## Managing Risk in Play Provision

*"We must make sure our children are not living in a cotton wool culture and become 'barbed-wire bairns' as they have come to be know."*

Adam Ingram MSP

Try and include a range of challenges appropriate to the ages and stages of development that are in your Group. For example opportunities for tree climbing, rope swinging which allow children to challenge themselves and learn to manage their own risks whilst playing.

The Play Safety Forum, a grouping of national agencies involved in play safety, have produced guidance, *Managing risk in play provision: A position statement*, to support the work of those involved in play provision. The Scottish Government endorsed this guide. A copy of this endorsement is available from [www.playscotland.org](http://www.playscotland.org) or [info@playscotland.org](mailto:info@playscotland.org)

Adam Ingram MSP, Minister for Children and Young People endorsed this guide on behalf of the Scottish Government.

## Playday campaign

The Playday campaign is an opportunity to raise awareness about the importance of play. Play is an essential part of every child's life and is vital to their development. Through play, children learn about themselves and the world around them. Play helps children develop confidence, self-esteem and creativity. Every child and young person deserves the chance to play, and good play opportunities are everyone's responsibility.


## The value of play

Playing is fun: it is how children enjoy themselves, each other and their families. Play can promote children's development, learning, imagination, creativity and independence. Play can help to keep children healthy and active.


Play allows children to experience and encounter boundaries, learning to assess and manage risk in their lives; both physical and social. Play helps children to understand the people and places in their lives, learn about their environment and develop their sense of community.

Play allows children to find out about themselves, their abilities, their interests and the contribution they can make. Play can be therapeutic. It helps children to deal with difficult or painful circumstances such as emotional stress or medical treatment. Play can be a way of building and maintaining important relationships with friends, carers and family members.

Source: *Charter for Children's Play*, Play England, 2007



**“Letting children go out to play is one of the best things that parents can do for the health” (Prof R Mackett)**



**Did you know 1 in 6 children in Scotland do not have access to outdoor space for play?**

## Playwork Principles

These Principles establish the professional and ethical framework for playwork and as such must be regarded as a whole.

They describe what is unique about play and playwork, and provide the playwork perspective for working with children and young people.

They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well being of children.

## Playday - Campaigning for children's play

UK Playday is the annual celebration of children's right to play. As well as a celebration, Playday is also a campaign that promotes better play opportunities for children and young people across the UK. UK Playday is traditionally held on the first Wednesday in August. The UK Playday is coordinated by Play England in partnership with Play Scotland, Play Wales and PlayBoard Northern Ireland.

This guide is full of useful information that will help you organise a Playday event, raise awareness of local issues, and give children, young people and whole communities a chance to get out and play. This guide has everything you need to know to organise any size of event.



### Who can organise a Playday event?

Anyone can organise a Playday event. Big or small, there are lots of different ways to celebrate Playday. Whether it's a large community-wide event or a get-together with friends and family – find the way that suits you!

Playday events are often organised by play associations, local authorities, holiday playschemes, extended schools, children's centres, nurseries, preschool playgroups, residents' associations, community development workers, childminders, or simply someone who lives in locally and wants to give children and young people a special opportunity to play for the day.

## Playday

There are lots of ways to celebrate Playday. You might plan to get together with neighbours or join with others in your area to hold a whole community event. Working with others, you could even galvanise the whole village, town or district for a larger scale celebration.

Big or small, Playday is just as much about holding small scale private events as it is about grand city or town wide events that are open to the general public.

If you are a play provider, you may want to join with other play providers in your area to create a larger event and benefit from shared resources. Alternatively, celebrate Playday in your usual play setting, be it an adventure playground, playgroup, holiday playscheme or youth club for example. Just by doing something extra special on Playday and appreciating yourselves and the value of play, you'll be celebrating children's right to play and creating a day to remember.

Think about your location. Playday events have been held in parks, commons, childrens centres, town centres, estates, outside local landmarks, beaches, forests, you name it! You could also consider holding your event on a grassed area in your neighbourhood or in your local park. Your local authority may have lists of local venues available free or discounted to community groups.

### Keep it Manageable

If this is your first event – don't overstretch yourself, and try to stick to something you're familiar with. It's better to have a simple event go well, than a complex one not go to plan. If you are organising a Playday event on a street or other public space, bear in mind that setting up a public event can be a bit more complex than preparing an enclosed venue, so allow plenty of time before and on the day for planning, setting up and clearing away. If you are organising a large scale Playday event, keep in mind that whilst entertainment can liven up an event, it's more fun if children and young people are able to join in or have a go themselves. It's also a good idea to avoid anything that results in long queues of children getting bored. Or think about a different queuing system, for example tickets or time slots, or games to play when queuing.

Think about and find out how children like to play in your community and how they would like to play more if they could. Make sure this can happen at your event and use the occasion as a way of getting your whole community onboard, including decision makers. By demonstrating the positive results of children playing happily where you live, you will make a strong case for children to be able to play there all year round, not just on Playday.

How about creating imaginative areas to play at your event that represent elements of different communities? Bales of straw in your 'farmers field', lots of sand at your 'beach',

water and fire play at your 'fire station', and you could provide loose parts to play with at your 'local garage'.

To make the most of the day, think about the 'play value' of the opportunities that you are providing at your event. Think about allowing for different types of play.

Make sure there are plenty of choices, both in equipment and environment to allow for children and young people of differing ages, backgrounds and abilities to play in their own way, invent games and enjoy themselves. You might want to think about providing environments for quiet play as well as noisy play, for more and less active play, for messy play and creative play, for reading and storytelling, and for playful competition.

A well organised Playday event creates an environment where children and young people can freely choose and play in their own way, with adults there in support rather than telling them how to play.

## Accessible Play

Consider how accessible you can make your Playday event for disabled children, young people and adults.

Also:

- Work with partners who are experienced in inclusive play provision to assess needs, plan support and provide exciting play opportunities.
- Actively involve disadvantaged children and young people in the planning, design, delivery and evaluation of your event.
- Be play led: ask children and young people, parents and carers, how you can ensure that everyone has an equal opportunity for play experiences.
- Don't forget that there may be disabled adults as well as children participating in your event.
- Check out physical access to different parts of the event, for example: transport; parking; priority areas; surface terrain; spaces and distances between play areas; shelters and shaded areas; access for pushchairs, wheelchairs or support frames; seating areas with spaces for wheelchair users; accessible toilets and accessible changing areas.
- Queuing systems may be challenging for some children; ask children and young people what they would consider to be a fair priority system.

For more information on including children with disabilities in play:

Capability Scotland  
Tel: 0131 337 9876  
Web: [www.capability-scotland.org.uk](http://www.capability-scotland.org.uk)

The Yard Adventure Playground  
Tel: 0131 476 4506  
Web:  
[www.theyardscotland.org.uk](http://www.theyardscotland.org.uk)

## Tips from Playday organisers

Get messy! Use shaving foam, clay, cornflour and water, eggs, slime and gunge to fill paddling pools, pits, buckets and baths.

Get adventurous! Construct climbing walls and obstacle course, run circus skills workshops, organise a treasure hunt and race shopping trolleys.

Get building! Use straw bales, tyres, shoeboxes, newspapers and junk to build dens, towers, bridges, go-karts and monsters.

Play with the elements! Use fire, water, earth and wind. Build a leaf or mud pit, have water fights, toast marshmallows and create a wind tunnel.

## Materials and resources

Keep any materials and resources simple and low cost – things that children and young people can easily get hold of – so their activities can easily be continued after Playday is over. It will also minimise the impact if equipment gets lost, broken or ‘borrowed’.

You could use: yogurt pots to make towers in sand; water, plastic sheeting and washing up liquid for water slides; cornflour and water to make gloop; cooked spaghetti and paint for some messy play; mini treats for treasure hunts; old pillows for pillow fights; straw bales for seating and playing; rolls of wallpaper for giant arts and crafts; old clothes and curtains for dressing up; flour, salt and water for play dough; flint and cotton wool for fire building; and cardboard boxes and spray paint to create graffiti walls and cardboard cities!

See Appendix 1 for Messy Play Recipes

## Create an environment where children and young people can freely choose and play in their own way

Ask local companies, such as your local supermarket or DIY store, and service providers for freebies. Take advantage of local toy libraries, swap shops and scrap stores. You could also contact your local authority’s recycling department.

National Association of Toy Libraries [www.natll.org.uk](http://www.natll.org.uk)

If you're a playworker you've probably got a kit of resources that you use every day. If you're from a non-play background, you could involve local playworkers in your planning.

If creating enriched play opportunities for children seems daunting, take comfort in the fact that play, in general, is the free time behaviour of children and young people when they are choosing what to do without direction from adults. By providing a safe and supervised environment, some basic props and listening to what children and young people would like to do, you are well on the way to a great Playday event!

### A varied and interesting physical environment


- 👉 Objects and equipment at different levels, spaces of different sizes, places to hide
- 👉 Trees and bushes as well as artificial elements that have been made
- 👉 Places to inspire mystery and imagination Challenge in relation to the physical environment
- 👉 Activities which test the limits of children's capabilities and provide some rough and tumble
- 👉 Sports and games, chasing Playing with the natural elements – earth, water, fire, air
- 👉 Campfires, digging, playing snowballs, flying kites Movement, eg running, jumping, rolling, climbing, balancing
- 👉 Beams and ropes, soft mats, bike riding, juggling equipment, ladders
- 👉 Materials for art, cooking, making and mending of all kinds
- 👉 Building dens,

### Stimulation of the five senses

- 👉 Music-making, places where shouting is fine, quiet places
- 👉 Different colours and shapes, dark and bright spaces, cooking on a campfire, rotting leaves, a range of food and drink, objects that are soft, prickly, flexible, large and small
- 👉 Experiencing the seasons through access to the outdoor environment; opportunities to take part in building, or transforming the environment

### Social interactions

- Being able to choose whether and when to play alone or with others
- Opportunities to negotiate, cooperate, compete and resolve conflicts.
- Being able to interact with individuals and groups of different ages, abilities, interests, genders, ethnicities and cultures



85% of children in Scotland say they do not spend enough time engaged in 'free play'

## Fundraising and sponsorship

Playday events don't have to cost a lot of money. For financial help, you could think about applying to local trusts and grant giving bodies, your regional arts council, charitable trusts and foundations and private companies. You could also consider sourcing a sponsor for your event. Sponsors are often keen to be associated with positive community events, especially those benefiting children and young people.

**UK Grants Online** - Searchable online database available via subscription (or free trial).

[www.grantsonline.org.uk](http://www.grantsonline.org.uk)

**GRANTnet** - Free searchable online database available for registered users.

[www.grantnet.com](http://www.grantnet.com)

**Lankelly Chase Foundation** - Each year this foundation sets aside funds for to support summer activities for children and young people between the ages of 5-17 years.

[www.lankellychase.org.uk](http://www.lankellychase.org.uk)

The Playday campaign promotes free play opportunities for all; therefore events should be free of charge to enable all children and young people to attend. The sooner you start to think about funding your event, the more opportunity you have to take advantage of funding that may be available to you.

Contact your local volunteer centre to see if there are people available who can help you with your event – either setting up beforehand or coming along and helping on the day. Ask local businesses to provide staff volunteers for the day; companies are increasingly realising the importance of local relationships to their business. For more information on employer supported volunteering, check out [www.volunteering.org.uk](http://www.volunteering.org.uk).

It is good practice to obtain Criminal Record Bureau (CRB) checks for volunteers working with children, although this may not be necessary if volunteers are supervised by someone with CRB clearance. For more guidance visit the CRB website at [www.crb.gov.uk](http://www.crb.gov.uk).

Also, remember to get parental permission for any children and young people that are happy to help at your event.









## The most important people to invite onto your planning group are children and young people








Organising a Playday event is lots of fun. With plenty of help and support, you will be able to achieve a day to remember. Try not to do everything yourself; involve other people as much as you can.

## CHECKLISTS


### 3 Month Check list

-  Register your event with Play Scotland [info@playscotland.org](mailto:info@playscotland.org)
-  Contact your local authority if you are planning a road closure, and do the preparation for the road closure application.
-  Invite partner organisations apply for permissions and licences
-  Check insurance policy
-  Plan publicity
-  Plan for alternative car parking arrangements if organising a street party





### Two months to go

-  plan theme, entertainment, and play provision
-  invite guests, eg residents, children's groups and elected representatives
-  carry out a risk assessment
-  think about toilet provision
-  plan food and drink
-  identify or book a photographer
-  plan health and safety and first aid provision; identify a qualified first aider, or consider asking a voluntary first aid society to provide a first aid

### One month to go:

-  advertise your event if it's open to the public display Playday posters, available from the Playday website find volunteers to help with setting up your event and to help on the day.

### Two weeks to go:

-  contact Play Scotland for a draft Playday press release [info@playscotland.org](mailto:info@playscotland.org)
-  prepare an action plan, detailing what time everything will happen, from set up to close
-  allocate roles and tasks on the day to volunteers
-  confirm all bookings.

## One week to go:

- 👉 phone local media to follow up press release
- 👉 check weather forecast and make the necessary preparations; for example, obtaining extra quantities of water, sun cream or umbrellas!
- 👉 if you are holding a street event, send a note round to all the houses in the street asking them, if possible, to remove their cars.
- 👉 Display legal order notice for road closure.

## The day before:

- 👉 call media contacts to confirm event details and any interviews arranged
- 👉 set up your venue carry out safety checks and review your risk assessment
- 👉 for large events consider printing fliers to advertise your products and what you do which you could distribute at entrances.
- 👉 You could include a basic site map, also notification that photographs may be taken at the event

## On the day:

- 👉 make sure emergency services have clear access to your site at all times
- 👉 carry out additional safety checks, walk the site, and refer to your risk assessment
- 👉 set up a clearly marked first aid point
- 👉 set up a clearly marked information point with a site map
- 👉 decorate your venue ensure you have all relevant contact numbers to hand
- 👉 mobilise volunteers and ensure that everyone knows their role
- 👉 relax and enjoy yourself
- 👉 clear up and move barriers at the agreed time.

## After the event

- 👉 thank journalists, VIPs, and volunteers for their support on the day
- 👉 hold an evaluation meeting – make sure you include children and young people
- 👉 send copies of press cuttings to Play Scotland
- 👉 start planning next year's **Playday!**



**Children burn more calories 'just playing' than they do in PE or sport**

## Emergency services

It is advisable to inform the police, fire service, local hospital and ambulance service of your event, particularly if large crowds are expected.

You should seek advice from the police and the other emergency services about their requirements, for example, emergency access.

## Fire precautions

Provide equipment for putting out fires – particularly if you want to have a bonfire as part of your event – such as sand buckets, fire extinguishers and fire blankets. Make sure that everyone helping knows where the equipment is, and how to use it. The fire service should be called to any fire, however small.

There is more information about preventing fires at [www.fireservice.co.uk](http://www.fireservice.co.uk).

## First aid

When deciding on first aid provision, take into account the type of event and the number of people likely to attend. Have at least one qualified first aider available, and make sure everyone helping knows who s/he is. Provide an area suitable for first aid treatment, including a supply of water, and make sure it is clearly marked.

For larger events, consider asking a voluntary first aid society to provide a first aid post – it may be possible that St John's Ambulance ([www.sja.org.uk](http://www.sja.org.uk)), British Red Cross ([www.redcross.org.uk](http://www.redcross.org.uk)), or local ambulance corps will carry out the necessary cover in return for a donation.

## Food and drink

Your local authority's environmental health department may have specific food hygiene guidelines and advice so it should be your first port of call. Find their details at [www.food.gov.uk/enforcement/laresource/yourarea](http://www.food.gov.uk/enforcement/laresource/yourarea).

If you are selling food and drink, you come under the definition of 'food business' and so should operate to the same standard as any other food business. This includes ensuring that any staff that handle food are supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do. Although not mandatory, a Foundation Certificate in Food Hygiene is sometimes recommended; check with your local authority. An alternative is to consider a professional caterer. Commercial mobile catering units may need a street trading licence; it is their responsibility to obtain this from your local authority.

If you are having a residents only street party or an event with friends and family and people are contributing food prepared in their own kitchens, you shouldn't need any special permission.

However, it is worth following basic food hygiene principles when preparing any food for other people, especially if the weather is warm. The Food Standards Agency provides more information about keeping food safe at [www.eatwell.gov.uk](http://www.eatwell.gov.uk).

## Insurances

Organisers of Playday events need to assess the risks and minimise them, but also consider the need for insurance cover. Public liability insurance (which can be obtained from any insurer) is essential for events open to the public.

Some venues will want to see proof of a minimum level of insurance cover as a requirement for hire. Some local authorities may insist on proof of insurance cover before agreeing to a street being closed.

If you or your venue already have insurance, it is still important to check that this will cover your specific event and whether or not you need to arrange extra cover. If you are hiring equipment for the event, you should make sure that insurance covers you against damage or loss, and also covers injury to users of it and third parties. It is also advisable to check that all participants such as individual entertainers, attractions, caterers and stallholders, have their own adequate public liability insurance or are covered under your own.



**'Children need wilder  
places to play where  
they can take risks'**

*RoSPA*

## Land ownership

In some cases, it might not be the local authority that owns the land you're planning to hold your event on. Find out who owns the land and get the owner's written permission for the event; this includes the local authority or a housing association, for example.

## Licences and permits

### Entertainment

To conform to UK copyright law, you may need to hold or obtain a temporary events notice or premises licence if your event includes plays, films, some sports, entertainment, performance of dance, live and recorded music. Visit [www.ppluk.com](http://www.ppluk.com) for further details. If you are just having background recorded music and it's not the main focus of the day, you shouldn't need to apply for a temporary events or premises licence, but check with your local authority.

### Street trading

Events which will include stalls for selling things or commercial mobile catering units may need a street trading licence; apply to your local authority. If you are holding the event on local authority owned land, for example a recreation ground, the local authority might send you information about selling things from stalls when you ask their permission to hold the event.

### Street collections

If your event is on the street or on public property and you are carrying out a fundraising collection, for example with buckets, you must obtain a street collection permit from your local authority. If you are collecting on private property you do not need a permit but remember to ask permission from the owner.

### Prize lotteries/raffles

A Lotteries and Amusement Licence may be required if you are organising a raffle or small draw; you should check with your local authority. Generally, a licence is not required for a raffle or draw; if it is a one-off small event where the raffle is not the main focus, tickets are only available at the event, prizes are non-cash up to the value of £250, and the announcement of winners is made at the event.

### Risk assessment

Children and young people benefit from challenging play spaces. However, they should be able to enjoy playing without being exposed to unnecessary risks, so it is important to carry out a risk assessment of your planned event. Also, some local authorities require a signed risk assessment to be carried out on the site of the event. Identify and manage the risks but don't be scared of allowing children and young people to take risks in play. In your risk assessment, consider everything that might go wrong and plan appropriately

for it. Walk around your venue and think about what could happen on the day. Identify what you can do to minimise the risks, being mindful of balancing the risks with the benefits of challenging play opportunities. Make a note of your findings and planned actions. If you are unsure, seek advice from your local authority or from RoSPA Play Safety.

During your risk assessment, think about:

- what could go wrong
- what the dangers are to people attending
- how different types of weather might affect possible risks
- how the event will be supervised
- first aid cover and accident procedure
- what help you need; for example, Marshals, Police, St John's Ambulance
- how you will manage and minimise the risks without limiting play.

See *Managing Risk in Play Provision: A position statement*, on the Play Scotland website [www.playscotland.org/resources](http://www.playscotland.org/resources).

The Play Safety site of RoSPA also provides guidance on risk assessments. For further advice visit [www.rospace.com/playsafety](http://www.rospace.com/playsafety).

### **Safeguarding children**

Good organisation is important for a safe event. Plan ahead and agree a programme, if applicable, well in advance. Let your local authority know what you have planned for the day, so that they can carry out their own safety checks if they need to. Your local authority may have specific safety guidance to help you organise your event, including details of useful local contacts. Make sure that the welfare and safety of children is paramount at any Playday event.

You may want to visit [www.children1st.org.uk](http://www.children1st.org.uk), which provides further useful free resources.



Think about contacting local groups and organisations to work with you:  
Consider approaching:

- 👉 adventure playgrounds
- 👉 charities and voluntary groups with shared aims
- 👉 childminders
- 👉 children's centres
- 👉 church and faith groups
- 👉 community groups
- 👉 community safety partnerships
- 👉 day nurseries
- 👉 early years, play, youth or children and young people's services at your local authority
- 👉 environmental networks
- 👉 health centres
- 👉 holiday playschemes and out of school clubs
- 👉 Libraries
- 👉 parks and leisure services at your local authority
- 👉 play associations
- 👉 play rangers
- 👉 preschools, playgroups, and 'stay and plays'
- 👉 police and neighbourhood wardens
- 👉 residents' associations
- 👉 shops and businesses
- 👉 sports and healthy living teams at your local authority
- 👉 Sure Start projects
- 👉 transport, traffic or travelwise team at your local authority
- 👉 youth groups.



## Consent for photographs

You should take child protection guidance and the Data Protection Act 1998 into account when allowing photographs to be taken at your event.

### Close up photographs

Parental consent should be obtained for close up photographs that are published featuring anyone under 18 years old. When taking close up images at your events, ensure that the subjects are aware of the purpose(s) for using the photographs and that the photographs may be published in the media, and in future promotional materials (including Playday and Play Scotland materials produced nationally). For this purpose we recommend using a photo consent form.

If any of the subjects object to the photograph being taken, do not take the photograph. If anyone objects afterwards, make a note of this and inform the event organiser and delete the image if possible.

### Crowd shots

If consent cannot reasonably be sought because the photographs are taken in a crowd or public place and if you can answer 'yes' to the following questions, it would be reasonable to take the photographs without fear of being in breach of the Data Protection Act 1998.

- Would people attending the event expect photographs to be taken?
- Would people in the photograph probably consider themselves to be in a public place, with no expectation of privacy?

### Consent form

You may wish to use the sample Playday photo consent form overleaf.



## Photograph consent form

Dear parent/guardian and children

### Playday photography

We would be grateful if you could sign the attached form and return it to the photographer or Playday organiser. We cannot publish images of children unless the form has been signed by a parent or guardian.

The photographs may be used in any of the media used by **ORGANISER'S NAME** and Play Scotland for promotion including newsletters, leaflets and posters. They may also be circulated to the media. The photographs may also be used to promote the Playday campaign nationally, and used on the Playday and Play Scotland website.

If at any time you wish your photo to be deleted from the photo library, please contact the event organisers.

Thank you for your help.

Yours faithfully,

YOUR NAME

JOB TITLE / Event organiser

Tel XXXX XXX XXXX

Email XXXXX@XXXXXX

## Playday- Consent for use of photos

Name of child/young person 1:

Name of child/young person 2:

Name of child/young person 3:

Name of child/young person 4:

Name of child/young person 5:

---

I am the legal parent/guardian of the child/children/young person above and I give permission for my child/myself to be photographed for the following uses:

**Media identified by the event organiser, future Playday publicity, including posters, flyers, adverts, Play Scotland website, presentations and publications.**

I confirm that I have read the letter attached to this permission form and understand the proposed uses for the photographs. I understand that I can withdraw the photo from the photo library at any time by contacting the event organiser or Play Scotland at [info@playscotland.org](mailto:info@playscotland.org)

I understand that there will be no payment for my or my child's participation.

Signature of parent/guardian:

---

Name of parent/guardian (block capitals):

---

Address:

---

Date:

**Thank you for your co-operation**

## Photography notification signage

To ensure data protection at large events with crowds, where it is not possible to give those in the photographs a data protection/photo consent slip, signs can be displayed, which enable those who wish not to be photographed to make this known to the event organisers.

Notification that photographs will be taken can also be made by announcements at the event and including information in pre-event publicity, for example, leaflets/adverts/posters.

### Top photography tips:

- Make sure you tell any photographer which children and young people you do not have permission to photograph. Stickers can be used as fun way to easily identify children.
- Include a note within the general event publicity explaining that photographs will be taken at the event that may be published.
- Display signs prominently at your event, stating that attendees may appear in photographs taken on the organiser's behalf for publicity purposes.
- When publishing photographs of children and young people, avoid captions that reveal personal details.
- Obtain parental consent ahead of your event by arranging a group of children and young people who are happy to be photographed. You could work in partnership with a local children's group who will be attending the event.
- If you have commissioned an official photographer, ensure that they guarantee to comply with the Data Protection Act 1998. Also consider providing them with an assistant so that they can obtain photographic consent from parents/guardians/the subject throughout the event.
- Remember, photos taken purely for personal use are exempt from the Data Protection Act 1998, so it is fine to let people take photographs of their children and friends.
- The press are exempt from the Data Protection Act 1998, but they have to consider parental wishes if you allow them to take photographs from which a child can be identified.



## **Play Scotland**

As Play Scotland are the national body for Play in Scotland we are involved in many National and UK groups:

## **UK Playday Steering Group**

Play Scotland sits on the UK Playday Steering group along with:

### **Play England**

Play England promotes excellent free play opportunities for all children and young people. It provides advice and support to promote good practice, and works to ensure that the importance of play is recognised by policy-makers, planners and the public.

[www.playengland.org.uk](http://www.playengland.org.uk)

### **Play Wales**

Play Wales is the national organisation for children's play. It is a charity that provides advice, support and guidance for all those in Wales who have a concern or responsibility for any environment where children and young people might play. Play Wales upholds children's right to play and believes that freely chosen play is critically important in the healthy development of all children and young people.

All children are entitled to quality play provision within their communities and Play Wales works strategically to achieve this goal on their behalf.

[www.playwales.org.uk](http://www.playwales.org.uk)

### **PlayBoard Northern Ireland**

PlayBoard is the lead agency for the promotion and development of play in Northern Ireland. The organisation works strategically to lobby and advocate for the child's right to play.

[www.playboard.org](http://www.playboard.org)



## Useful Links

### Capability Scotland

Capability works with disabled people of all ages and their families and carers throughout Scotland.

In addition to providing a range of modern, flexible services we are also a campaigning organisation, committed to using the influence we have to ensure disabled people achieve the same human and civil rights as the rest of society.

*[www.capability-scotland.org.uk](http://www.capability-scotland.org.uk)*

**Children 1<sup>st</sup>** *[www.children1st.org.uk](http://www.children1st.org.uk)*

### Children in Scotland

Children in Scotland is the national agency for voluntary, statutory and professional organisations and individuals working with children and their families in Scotland.

*[www.childreninscotland.org.uk](http://www.childreninscotland.org.uk)*

### Children's Parliament

The voice of Scotland's Children Web: [www.childrensparliament.org.uk](http://www.childrensparliament.org.uk)

Tel: 0131 558 9030

### Scotland's Commissioner for Children and Young People

Offering a participation portal which brings together a wide range of information and resources on participation for those working with children and young people.

*[www.sccyp.org.uk](http://www.sccyp.org.uk)* or 0131 558 3733

Young Persons Freephone 0800 019 1179

### SCSWIS - Social Care and Social Work Improvement Scotland (previously the Care Commission)

*[www.scswis.com](http://www.scswis.com)* Tel: 0845 600 9527

**Scottish Government** [www.scotland.gov.uk](http://www.scotland.gov.uk)

**Scottish Parliament** [www.scottish.parliament.uk](http://www.scottish.parliament.uk)

**Scottish Youth Parliament** [www.syp.org.uk](http://www.syp.org.uk)

### **YouthLink Scotland**

The national youth work agency for Scotland.  
www.youthlink.co.uk or 0131 313 2488

### **Youth Scotland**

Offering those involved in youth work a range of information, training and support.  
www.youthscotland.org.uk or 0131 554 2561

### **Event organising**

Contacting your local authority. Your local authority should be your first port of call for further advice and guidelines when organising your event. To find details of your local authority and its responsibilities, visit [www.direct.gov.uk](http://www.direct.gov.uk) or [www.upmystreet.com](http://www.upmystreet.com).

### **Ambulance: St John's Ambulance**

www.sja.org.uk or 08700 10 49 50

### **British Red Cross**

www.redcross.org.uk or 0844 412 2804

### **Fire**

www.fireservice.co.uk

### **Police**

For details of your neighbourhood team and how to contact them.

### **Food Standards Agency**

For further information about keeping food safe. [www.eatwell.gov.uk](http://www.eatwell.gov.uk)

### **Media Trust**

Providing comprehensive media and communications online guides, including PR, marketing and dealing with the media. Use its guide *Compiling a media list* to find newspaper, television and radio contact details. Go to the online guides in the training and events section of their website.

www.mediatrust.org or 020 7871 5600

### **Playday events**

For latest Playday news and information [www.playday.org.uk](http://www.playday.org.uk)

## Countdown to your Playday Event

### As soon as possible:

- get a planning group together
- sign up for Playday email updates
- set a budget and apply for funds
- decide the purpose of your event
- set goals
- decide the date and venue
- make an action plan with target dates
- contact your local authority if you are planning a road closure, and do the preparation for the road closure application.

### Three months or more to go:

- invite partner organisations
- apply for permissions and licences
- check insurance policy
- plan publicity
- plan for alternative car parking arrangements if organising a street party

### Two months to go:

- plan theme, entertainment, and play provision
- invite guests, eg residents, children's groups and elected representatives
- carry out a risk assessment
- think about toilet provision
- plan food and drink
- identify or book a photographer
- plan health and safety and first aid provision; identify a qualified first aider, or consider asking a voluntary first aid society to provide a first aid post
- register your event with Play Scotland.

### One month to go:

- advertise your event if it's open to the public
- find volunteers to help with setting up your event and to help on the day.

### Two weeks to go:

- send press release from the to your local media
- prepare an action plan, detailing what time everything will happen, from set up to close
- allocate roles and tasks on the day to volunteers
- confirm all bookings.

### One week to go:

- phone local media to follow up press release
- check weather forecast and make the necessary preparations; for example, obtaining extra quantities of water, sun cream or umbrellas!
- if you are holding a street event, send a note round to all the houses in the street and put it on cars to tell owners when they'll need to move the cars.
- Also display legal order notice for road closure.

### The day before:

- call media contacts to confirm event details and any interviews arranged
- set up your venue
- carry out safety checks and review your risk assessment
- for large events consider printing fliers to distribute at entrances. You could include a basic site map, also notification that photographs may be taken at the event and promotional details of your organisation.

### On the day:

- make sure emergency services have clear access to your site
- carry out additional safety checks, walk the site, and refer to your risk assessment
- set up a clearly marked first aid point
- set up a clearly marked information point with a site map
- decorate your venue
- ensure you have all relevant contact numbers to hand
- mobilise volunteers and ensure that everyone knows their role
- relax and enjoy yourself
- clear up and move barriers at the agreed time.

### After the event:

- thank journalists, VIPs, and volunteers for their support on the day
- hold an evaluation meeting – make sure you include children and young people
- develop a local campaign
- send copies of press cuttings to Play Scotland
- start planning next years event!

# Play Scotland Information Sheet

## Playful Parenting: Top Tips

When playing with children it's less about what you do and more about the way you do it. Here are some handy 'dos and don'ts' to get you thinking about the way to play with your kids:

1. Do give them the chance to choose what games they play and how they play them. Forcing them to do something doesn't make play-time much fun!
2. Don't solve every task for kids – encourage them to solve the problem themselves.
3. Do remember kids are all different. Think about the kinds of activities your child likes and let them take the lead.
4. Don't be a competitive mum or dad. Learning how to lose is an important social skill for a child, but try to keep games enjoyable and let them win too – sometimes!
5. Don't be afraid to join in with make-believe games. Kids love it when parents play-act and it lets their imagination run wild.
6. Do let them enjoy physical challenges like climbing trees. Kids learn through taking risks. Don't be over-protective if the worst that can happen is a bump or a scrape.
7. Do get outdoors and play: it's healthy, and if they get dirty or wet, well that's what baths and washing machines are for.
8. Do share a game you used to play as a child. Think of the things you most enjoyed, the chances are your kids will enjoy them just as much!
9. Do enjoy playing. If your child is having fun but you aren't, just leave them to it. If they're not having fun, suggest something else.



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*Formed in 1998 to support the Child's Right to Play and make children's play rights a reality in Scotland.  
UNCRC Article 31 "All children have the right to relax and play, and to join in a wide range of activities"*



*Play Scotland, Midlothian Innovation Centre, Pentlandsfield, Roslin EH25 9RE  
Tel: 0131 440 9070 Email: [info@playscotland.org](mailto:info@playscotland.org) Web: [www.playscotland.org](http://www.playscotland.org)*

# Play Scotland Information Sheet

## Charter for Children's Play

The *Charter for Children's Play* was published by Play England and is only applicable in England. The charter defines children as anyone under the age of 18 years. This and more information is available from [www.playengland.org.uk](http://www.playengland.org.uk)



1. Children have the right to play
2. Every child needs times and space to play
3. Adults should let children play
4. Children should be able to play freely in their local areas
5. Children value and benefit from staffed play provision
6. Children's play is enriched by skilled playworkers
7. Children need time and space to play at school
8. Children sometimes need extra support to enjoy their right to play

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# Play Scotland Information Sheet

## Child's Play – Top Ten Tips

1. **Play! Talk! Read!**
2. **Messy Play** – *children love to get messy eg paint, sand, water.*
3. **Outdoor Play** – *important for physical fitness and developing self confidence.*
4. **Safety** – *teach your child about safety.*
5. **Leave the clearing up** – *don't worry about having a tidy house. Make time for play!*
6. **Be creative** – *children love playing with household items like pots, pans, wooden spoons. A sheet over a table or chairs makes a great den.*
7. **Helping Out** – *young children love to help about the house and is a real learning experience.*
8. **Playing with the elements** – *let your child play with water, make mud pies, explore the woods, play in the bath, splash in puddles, make and fly a kite on a windy day.*
9. **Free Play** – *when your child plays alone, they're learning to keep themselves occupied and use their imagination.*
10. **Look after yourself** – *being a parent is not easy; when your child plays you can relax.*



Extract from Top Ten Tips Booklet produced by Parenting across Scotland and Play Scotland.  
[www.parentingacrossscotland.org](http://www.parentingacrossscotland.org)

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# Play Scotland Information Sheet

## Dirt is GOOD!!

UK experts, working on behalf of Persil, have revealed the definitive list of 33 things kids should do before their 10th birthday. Created as part of Persil's 'Dirt is Good' campaign, the list highlights the positive benefits and learning potential that **unrestricted play** can bring.

1. Roll on your side down a grassy bank
2. Make a mud pie
3. Make your own modeling dough mixture
4. Collect frog spawn
5. Make a perfume from flower petals
6. Grow cress on a windowsill
7. Make a papier mache mask
8. Build a sandcastle
9. Climb a tree
10. Make a den in the garden
11. Make a painting using your hands and feet
12. Organise your own teddy bears picnic
13. Have your face painted
14. Play with a friend in the sand
15. Make some bread
16. Make snow angels
17. Create a clay sculpture
18. Take part in a scavenger hunt
19. Camp out in the garden
20. Bake a cake
21. Feed a farm animal
22. Pick some strawberries
23. Play pooh sticks
24. Recognise 5 different bird species
25. Find some worms
26. Ride a bike through a muddy puddle
27. Make and fly a kite
28. Plant a tree
29. Build a nest out of grass and twigs
30. Find 10 different leaves in the park
31. Grow vegetables
32. Make breakfast in bed for your parents
33. Make a mini assault course in your garden

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# Play Scotland Information Sheet

## Tips for children to play out confidently

Most of us remember the joy and freedom of playing out as children. The benefits to us were enormous:

-  we met and had adventures with friends
-  we knew our own neighbourhood inside out and travelled around it freely
-  we got to know the characteristics of local people - who to avoid and who to trust - and they got to know and trust us (or not !)
-  we were physically active
-  we were self-reliant, resourceful and independent.

We **all** have a responsibility to support and prepare our children to play out confidently in their community:

### 1. Prepare children to be road safe

We can prepare children for walking and cycling independently by telling them and showing them from an early age how they can keep themselves safe on and around roads.

### 2. Familiarise children with their neighbourhood

We can walk and cycle in the local area and help children to identify safer routes to play spaces and other places they need to access independently in their community.

### 3. Work with children

Once they are competent enough to travel around and play out without us, we can make agreements with children on where and how long they go out to play. It helps both us and them if they can tell the time, know their neighbourhood and know their address and phone number.

### 4. Keep our worries in perspective

We can try to be realistic about our fears for children's safety. The benefits of playing out far outweigh the risks.

### 5. Take a community approach

We can get to know local people – neighbours and other families – and agree to keep an eye out for children. The more children who play out, the safer our children will be.

### 6. Change our environment

We can join with others locally to campaign for changes to our neighbourhood that might make our environment one where children can play out confidently.

### 7. Twenty is Plenty

As drivers we can cut our speed and drive as we would wish others to drive in residential streets where our children play.

*Play Wales Playday Tips [www.playwales.org.uk](http://www.playwales.org.uk)*

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# Play Scotland Information Sheet

## Messy Play Recipes No 1

### Play Dough

2 cups plain flour  
2 cups water  
1 cup salt  
2 tablespoons cream of tartar  
Food colouring – few drops

Mix together in a saucepan and bring to boil and cook for 2 minutes until it forms a solid lump and allow to cool.

Your child can now help you knead it smooth. Store in a sealed plastic bag or airtight container.

### Cornflour Clay

1 cup cornflour  
2 cups salt  
3 cups cold water

Put salt and 2 cups of water in a saucepan and bring to boil. Mix rest of cornflour with remaining water and stir well. Blend the two mixtures and knead into clay. Mould the clay into shapes and once hard this can be painted.

### Bubbles

½ cup washing up liquid (*watered down versions do not work as well*)  
¾ cups of water  
5 drops glycerine (*available in chemists*)

Mix together for bubbles!

### Gloop

2 cups cornflour  
Water  
Food colouring – *try mixing colours together*

Add water to the cornflour until it becomes semi firm. You will now be able to mould this in your hands but when you stop moulding this will become runny 😊

Add more water to make it runnier and gooier. You may wish to do this over a basin!

### Snow Flakes

½ box of lux flakes  
Hot water  
Food colouring

In a basin or bucket mix (*preferably with an electric Whisker or egg whisk*) until mixture is thick and creamy. Then play!

### Washable Fingerpaints

1 cup all purpose flour  
4 cups cold water  
Food colouring

In large saucepan mix flour and 1 cup of cold water. Stir until smooth. Add 3 cups water and cook over medium heat until thickens and bubbles. Reduce heat and simmer for 1 minute, stirring constantly. Add food colour, cover and cool.

**Warning: Adult Supervision Required. Ensure your child does not swallow.**

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# Play Scotland Information Sheet

## Messy Play Recipes No 2

### Papier Mache

#### What you need:

-  Cold water
-  Flour (one part flour to one part water)
-  Strips of newspaper, about 1inch/3 cm wide or bigger if you prefer

**What to do:** Mix the flour in a large bowl (*2 cups of each is a good amount to start with*) until it makes a smooth paste. Dip in the newspaper strips, one at a time, remove excess paste with your fingers and lay the coated newspaper on the item to be covered. Smooth out the wrinkles and continue to place coated newspaper over the surface until completely covered. When the surface has totally dried, paint your own design using acrylic or poster paint.








#### Things you could make:

**Face** – put papier mache over a blown up balloon.

**Animals and characters** – using empty plastic cartons or bottles as your base. To add features such as eyes and legs, attached cut out egg cartons and cardboard tubes to the body using masking tape.

### Play Dough

#### What you need:

-  2 mugs plain flour
-  1 mug salt
-  2 tablespoons oil
-  2 teaspoons cream of tartar
-  1 ½ mugs water
-  1 tsp food colouring
-  To make fairy dough – add glitter

**What to do:** Place all the ingredients into a saucepan and mix together. Cook over medium heat until the mixture becomes dough and leaves the side of the pan cleanly. Turn the dough out onto a floured surface and knead until it is smooth. Cut into section and colour each with one with food dye. Store in airtight containers – this should keep for a couple of weeks maximum.

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# Play Scotland Information Sheet

## Messy Play Recipes No 3

### Microwave Salt Dough Christmas Decorations




What you need:

-  Four cups of flour
-  One cup of salt
-  One and half cups of hot water
-  Shape cutters
-  Ribbon, Glitter, beads, paint

**What to do:** Mix the flour, water and salt to make a dough. Roll this out. Using your cutters, cut shapes, cut a small circle at the top for threading ribbon. Using microwave safe plate, place your shapes and cook for 1 to 4 minutes increasing by 1 minute increments. Let the ornaments cool before decorating. Thread ribbon and hang on tree.

### Coloured Water Experiments






What you need:

-  Cold water
-  Food colouring
-  Various plastic jugs, bottles, cups, funnels etc

**What to do:** Let your child add the food colouring to water and see what different colours they can make and pour into jugs etc.


### Funny Faces

What you need:


-  Dry food – pasta, rice, pulses etc
-  Outdoor Collections – leaves, conkers, flowers, twigs etc
-  Round the house items – cut up sponges, lolly sticks, ribbon, straws, glitter etc
-  Paper
-  Glue Stick

**What to do:** make funny faces or animals using the items you have collected.

### Spaghetti Play

-  Cook up some spaghetti, add food colouring, allow to cool and let your child play!

### Potato Stamps

-  Wash the potato, dry, cut in half. Draw a shape and cut round the shape. Press the potato stamp into paint and play!

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# Play Scotland Information Sheet

## Play and Mental Health at School

**Play is of vital importance to a child's physical and mental health.**

Here are a few reasons why children need to have ample time to play within the school day:

1. **Play helps combat childhood obesity.** *Play includes muscle strengthening, and bone strengthening activities. Research has proven that children and young people need an hour or more of physical activity each day. However, almost one in four children does not participate in any free-time physical activity, and the average child now spends more time indoors with electronic games. The number of overweight children has increased dramatically over the years.*
2. **Play is crucial to a child's cognitive development.** *Clinically diagnosable mental health problems amongst children are dramatically increasing and have been linked to declining opportunities for creative, interactive play. More children are being diagnosed with Attention Deficit/Hyperactivity Disorder, depression and anxiety disorders.*
3. **Outdoor play ensures that kids get enough Vitamin D.** *Beyond the risk of developing weak bones and even rickets, not getting enough Vitamin D often goes hand-in-hand with higher blood pressure and lower levels of good cholesterol, and may increase a child's risk of developing heart disease later in life. Recent media has shown that rickets have been shown in children in the UK.*
4. **Play and physical activity stimulate the brain.** *Research has shown that children who walk to school and who are allowed to take breaks from class work to be physically active during the school day are often better able to concentrate on their school work and their attention spans are longer. Research has also shown that children learn through play.*
5. **Play reduces stress.** *Free play allows a child to burn off any excess energy and anxieties.*
6. **Play helps social development.** *Playing at break times learn the rules of social interaction that will, in turn, help them in all of their relationships and develop social skills.*

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"Children need the freedom to play. Play is not a luxury.

Play is a necessity"  
*(Kay Renfield Jamieson)*

"Play is the way the brain learns about the world. Play outdoors additionally impacts brain development in healthy ways".

*(Braininsights)*

"Play is often talked about as if it were a relief from serious learning. But for children play is serious learning."

*(Mr. Rogers)*

"Children can't be protected from every risk associated with play and recreation, nor should they be, for a key part of growing up is learning how to avoid or minimise hurts and accidents"

*(Tam Baillie, Scotland's Commissioner for Children and Young People, 2010)*

"When children spend time in the great outdoors, getting muddy, getting wet, getting stung by nettles, they learn important lessons - what hurts, what is slippery, what you can trip over or fall from"

*(Peter Cornall, Head of Leisure Safety, RosPA)*

"The best classroom and the richest cupboard is roofed only by the sky"

*(Margaret McMillan, Nursery Education Pioneer 1914)*

"Education is not the filling of a pail but the lighting of a fire"

*(Yates)*

"The opposite of play ..... is not work ..... it is depression"

*(Brian Sutton-Smith)*

"Gie me ae spark o' Nature's fire, That's a' the learning I desire."

*(Rabbie Burns)*