5 SIMPLE STEPS TO DEVELOPING ACTIVE PLAY GUIDELINES

These steps for developing Active Play Guidelines are suitable for a group session or service provided for a couple of hours with parents/carers and children attending together, for example, playgroups.

**Step 1**
- Distribute a copy of the Sample Active Play Guidelines to all of the group’s parents, carers and facilitators/staff.

**Step 2**
- Involve staff, parents and carers in the development of the group’s guidelines to help them make it easier to put into practice.
- Hold a discussion with parents, carers and staff about current practices - this could be done during morning tea.
- Identify any new or alternative points to include in your guidelines, consider culturally appropriate foods and allergies where appropriate.

**Step 3**
- Review comments and update guidelines according to any discussions and decisions made.

Guidelines may be developed more informally using the sample policy as a guide for discussion and the parents/carers agreeing in principle.

**Step 4**
- Distribute the guidelines to staff, parents and carers
- Implement the guidelines
- Include the guideline in your group session or service orientation/registration pack (or equivalent) for new families using your service.
- Include the guideline in your sign in area or display where it is accessible to all staff and families

**Step 5**
- Review the guidelines every 12 months or as necessary
- Update the guidelines and discuss with parents/carers as required.

The NSW Ministry of Health wishes to acknowledge the following sources: South Eastern Sydney and Illawarra Shoalhaven Local Health Districts Healthy Eating and Active Play at Playgroup manual and case studies, and the NSW Ministry of Health Munch and Move program and Local Health District resources.

www.healthykids.nsw.gov.au