



## Setting up your street

Our mission as a group is to ensure, to the best of our ability, that no household in Henley is missed out. As long as this is achieved safely and respectfully, HCMAG is not here to mandate how you achieve this. However, the experience that we have had so far has taught us a few things.

1. Leaflet your full street if this has not already been done by your Area Coordinator (use the template leaflet from the [resources section of our leaflet](#) and make sure you've read our guidance on safely leafleting). With new guidance now in place from the Government (23.4.20) this leafleting must be done either alone or with another member of your household.
2. Our template leaflet asks that people get in touch to:
  - a. be added to a WhatsApp group for the street
  - b. let you know if they need help
  - c. to let you know if they are ok and don't want to be included in your group
  - d. to volunteer to help
3. Set up your WhatsApp group and ask all those who want to volunteer to fill in [this form](#) so that you have a formal record of what they want to do, and also that the information is easily sharable if for any reason you are unable to continue with your role.
4. Set up a spreadsheet based on the 'Street Monitoring Spreadsheet' in the Resources section of [our website](#).
5. Use your spreadsheet to ensure that every household on your street is accounted for. Use the people on your WhatsApp group to fill in the gaps. If you can't identify a household, put a final leaflet through the door to let them know to contact you.
6. Make sure everyone on your street knows to contact you in the first instance if they need help (if people ask on the WhatsApp group it is less formal but could also mean that the message could get lost) and you can match them with one of the volunteers on your street.
7. Set up regular calls with anyone who is not on the WhatsApp group (and who wants them) – especially if they fall into one of the vulnerable groups.
8. Remember that your Area Coordinator (and other street reps in the area) is there to support you if you need help.

For further guidance documents please visit [www.henleymutualaid.org.uk](http://www.henleymutualaid.org.uk)