

**THE HARROGATE & DISTRICT
NEIGHBOURHOOD WATCH ASSOCIATION**
Serving Harrogate, Knaresborough, Ripon, Boroughbridge, Pateley Bridge
and all the rural areas
(Registered Charity No. 1076228)



CO-ORDINATOR'S HANDBOOK

**Initially produced with the assistance of
Harrogate District Safer Communities**



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WELCOME to the Harrogate & District Neighbourhood Watch Association's Co-ordinator's Handbook

This Handbook has been produced to support you, as Neighbourhood Watch Co-ordinators, in your commitment to improving the quality of life in your community by reducing crime and the fear of crime.

Please treat this publication as a source of information and reference using as much or as little as you feel is appropriate to your scheme.

All of the material has been included with the intention of assisting you to carry out your role as a Co-ordinator.

But please remember -

It is your scheme – you run it for the benefit of your community, your neighbours, family and friends.

The police and other organisations are there to support you.

Above all, enjoy your involvement with Neighbourhood Watch. Ask for support when you need it. By working together we can continue to keep our communities, towns and villages safe and attractive places to live and work.

How to contact us:

Web: www.nwatchharrogate.org.uk

E-mail: info@nwatchharrogate.org.uk

Phone: (available shortly but email is preferred)

Post: Harrogate & District Neighbourhood Watch Assn.
C/O Harrogate Police Station, Beckwith Head Road
Harrogate, North Yorkshire, HG3 1FR

Also follow us on: [Facebook](#) & [Twitter](#)

Neighbourhood Watch Origins in the UK

Neighbourhood Watch first began in America as a community-based initiative to combat crime and disorder in some neighbourhoods.

In the 1980's the first scheme in the United Kingdom came into existence at Mollington in Cheshire. Members of the local community had become concerned at an increase in crime and began a scheme. In partnership with the police and then known as The Good Neighbour Scheme, it rapidly became an effective deterrent and the crime rate fell significantly.

Very quickly other towns, villages and communities, as well as the police and the Home Office, recognised the benefits of similar schemes, not only in reducing crime but also as a means of developing and sustaining community spirit. In 1993 the decision was taken to change the name to Neighbourhood Watch, thus bringing all schemes in line throughout the country.

The ethos underlying Neighbourhood Watch is support for the vulnerable in society and in particular improving quality of life for all by reducing crime and the fear of crime.

Each scheme is different – in the way it is run, the area it serves and the people who form it – but all share that common aim of improving and sustaining quality of life in their community.

From that first scheme Neighbourhood Watch has spread throughout Britain so that today it is the largest voluntary organisation in the country.

As Neighbourhood Watch has developed and grown, local, regional and national associations have come into existence.

The National Neighbourhood Watch Association evolved into The Neighbourhood & Home Watch Network (England & Wales) (NHWN) in 2007, with offices in London, is actively supported by the Home Office. It provides a national voice for Neighbourhood Watch.

Neighbourhood & Home Watch Network (England & Wales) (NHWN)

(Formerly the National Neighbourhood Watch Association)

Since coming to the UK in the early eighties, Neighbourhood Watch & Home Watch has evolved into wider regional associations and, finally, a coordinated national network.

An attempt was made in the early noughties to unify the movement by forming a national representative body; however, by 2007 this had folded and many members felt the need for a new organisation to share best practice, foster peer learning and provide a voice for the movement at a national level. With support from the Home Office, in April 2007 the Neighbourhood & Home Watch Network (England & Wales) was born.

Co-ordinators will benefit from registering with the NHWN by visiting its website: <http://www.ourwatch.org.uk/>. You can register your own scheme. Get your scheme on the map to help people find and connect with you or you with them. The police enter up details of crimes or incidents in your vicinity which is very useful information for you and your members.

North Yorkshire Neighbourhood Watch Association

In order to co-ordinate and promote NHW within North Yorkshire and bring together the various Watch Associations in the county, this new body was formed in 2009; the inaugural meeting was held on 19th May 2009. The officers and committee are drawn from the committees of the Associations of the nine Districts. The website can be found at <http://www.nynhwa.co.uk> or follow the link from our own website.

The aims of the North Yorkshire Neighbourhood Watch Association are to:

- Support, encourage and promote all aspects of Neighbourhood Watch (NHW), whilst building an effective liaison between the police, statutory and voluntary organisations, other agencies and the public of North Yorkshire.
- Provide advice and services for and on behalf of all NHW and other legitimate Watch groups.
- Collect and disseminate information on all matters relating to NHW and exchange such information with other bodies having similar objectives.

Visit the NYNHW website to access the Three Year Business Plan and also read about the latest county crime trends.

A Partnership agreement has recently been signed between:

- North Yorkshire Neighbourhood Watch Association
- North Yorkshire Police & Crime Commissioner
- North Yorkshire Police

This agreement is re-signed annually and held by all three parties. The latest version of this agreement may be viewed on our website.

HARROGATE & DISTRICT NEIGHBOURHOOD WATCH ASSOCIATION

The Harrogate & District Good Neighbour Council was the 1990 precursor to our present day organisation, which is now well established in the District with over 900 schemes. It now incorporates Rural Watch Schemes within Harrogate District. There is an executive committee made up of Co-ordinators and scheme members, which meets every two months.

The Association is a voluntary body, whose main aim is to see that Neighbourhood Watch Schemes operate in the most effective manner possible. It is not a management body. Its role is to encourage the formation of new schemes and to make existing schemes as effective as is practical, both in a crime prevention role and in community enrichment activities.

The Association organises Members' Support Meetings for Co-ordinators and members, holds an Annual General Meeting, and publishes a regular newsletter called LOOK OUT.

The Association's Executive Committee meets regularly with the Police and District Council Community Safety Officers.

The Association also acts as a co-ordinating body bringing together representatives from other voluntary organisations and commerce.

Much more useful information can be obtained from our website, www.nwatchharrogate.org.uk . Please make full use of the website for up-to-date essential information and ways to contact the Association.

Training

This handbook contains some of the basic information, advice, and guidance which may be required by Neighbourhood Watch Co-ordinators.

The contents have been drawn together from a variety of relevant sources. However, due to constraints of size, some of the detail and additional information has had to be abbreviated.

Member's Support Meetings

One way to obtain this additional information, as well as enjoy the benefits of group learning and support, is to attend one of the Members' Support Meetings organised for Neighbourhood Watch Co-ordinators and members in Harrogate & District.

The Support Meetings build on the contents of this handbook. They cover skills for all Neighbourhood Watch members and Co-ordinators, as well as a range of additional presentations of general interest.

The courses and seminars are free of charge to Co-ordinators and members.

Details of events and other information will be published in the Harrogate & District Neighbourhood Watch Association newsletter, LOOKOUT, in the local newspaper, in Ringmaster messages and on our website.

Neighbourhood Watch Scheme Principles

The Neighbourhood Watch principle is not meant to be intrusive, quite the opposite. It is meant to be reciprocal and is at its most effective when neighbours are not available to safeguard their own property themselves. Get into the habit of letting your neighbour know when you are going to be away and where you can be contacted should any emergency arise. This will sharpen your neighbour's perception of any unusual activity associated with your property and will give you the peace of mind of knowing someone is keeping a "weather eye" on things for you while you are away. Each neighbour benefits in turn and eliminates the lapses that might otherwise arise in the security of his/her own property through absence.

Whatever arrangement you come to, don't be tempted to volunteer information about the comings and goings of your neighbours or yourself to total strangers. It is phrases like "*It's no use knocking there they are out at work all day*" that invite trouble.

The essence of neighbourly co-operation is knowing where to draw the line between interfering and concern.

Actively Promoting Interest

It is a fundamental belief that no crime prevention scheme, however well organised, can enjoy lasting success unless its participants have an overriding desire to belong to a friendly, caring, lively community. We therefore accept the need to promote community interests as part of our overall responsibility and aim to co-operate fully with other organisations to ensure members' needs are fully met.

Your participation in Neighbourhood Watch is lasting evidence that you feel the same. Please do not hesitate to contact your Co-ordinator or any member of the Committee if you feel something extra can be done to assist you.

The primary function of a Neighbourhood Watch Scheme is to ensure a crime-free, secure environment. Experience has shown that the best way to achieve this is for each Neighbourhood Watch member to:-

- Become responsive to the risk of crime.
- Effectively secure their property against criminal intent.
- Report all suspicious activity to the Police.
- Act in concert with their fellow neighbours to protect each other's property.
- Actively promote a spirit of interest and participation throughout the whole community.
- Keep members abreast of current issues.

Remember that with crime Prevention is better than Cure!

Responding to the Risk of Crime

Despite constant media reporting of increased levels of crime in the UK, it is seldom we relate this to our own home environment until we suffer the results of such activity ourselves. Then it is too late. The intrusion

has taken place, irreplaceable personal items have been lost and our peace of mind shattered for many years to come.

Total awareness of risks involved is the best safeguard. Only with such knowledge can we hope to remain vigilant and alert.

We can only reduce crime and fear of crime by taking note of what is happening to others and, by our own actions, ensure such things can never happen to us.

ALL SUSPICIOUS ACTIVITIES SHOULD BE REPORTED TO THE POLICE

If you see someone breaking into a house or car:

DIAL 999 AND ASK FOR THE POLICE

If the actions are less specific, e.g. an unknown person taking an unwarranted interest in someone else's property

RING THE POLICE DIRECT ON 101

This will connect you to the Call Handling Centre. This is not locally based and you will have to give sufficient detail for the Operator to take the appropriate action.

Be prepared to:-

1. Identify yourself as the co-ordinator or member of the Neighbourhood Watch Scheme.
2. Give your name, address, post code, and telephone number.
3. Provide an exact description of the activity you consider suspicious. For example:
 - Person / People / Property involved.
 - Individual characteristics and distinguishing features.
 - The possible criminal intent.

Give details of any motor vehicle, implicated or suspected, with Make, Colour, Type, Registration Number and actual or potential direction of travel. (See also page 22)

Don't be afraid that you may be wasting valuable police time if your call proves to be a false alarm. The police would much rather check out all suspicious circumstances than miss an opportunity of preventing a crime actually taking place. You will not find yourself involved. You will be just helping the police to be more effective at their job.

Street Signs

Once you have established your scheme, very little has changed from the outsiders and potential criminals' viewpoint. You are in the process of implementing all the good ideas that were given at the various meetings you have attended. But there is little to set your street apart from a street where there is no Neighbourhood Watch operating.

Neighbourhood Watch street signs are available to all properly registered schemes. Schemes are responsible for the ordering, erection and maintenance of the signs. Due to planning laws there are certain restrictions on where these are placed but, providing that the guidelines are followed, there should be little difficulty. There is currently no charge for signs. Visit the Harrogate & District Neighbourhood Watch Association website and download the Street Signs Policy and Application Form for details on policy, obtaining planning permission, and applying for signs. There are also leaflets that give advice on securing the signs properly.

Once erected, the Highway Authority will inspect the signs free of charge and provide insurance cover for Public Liability.

Remember, your street signs act as a visual deterrent to criminals

Street Lighting

It is undoubtedly true that criminals are amongst the few people who like darkness in which to work. One way in which we can help avoid darkness is to provide adequate street lighting.



Both the County Council and the Borough Council spend a lot of money in ensuring that our streets are well lit. Your help is sought by these bodies in keeping the standard up to a level that we have come to expect. You are the people who are most likely to notice when lights are not working correctly.

If your lights are cared for by Harrogate Borough Council, please use the **Street Lighting** direct line which is **01423 556545**.

Fear of crime and keeping it in perspective.

“The Fear of Crime is a very broad and complex issue; it is important because it relates closely to the individual’s quality of life. It is understandable that some people are afraid”

Extracted from **the Report on the Fear of Crime**

In fact, much of this fear arises as a direct result of heightened awareness of Crime Prevention measures and Factors other than the extent of crime (such as the media, the environment and ‘incivilities’ like litter or verbal abuse) which are likely to be particularly important in rural areas or suburbs – where the crime rate is relatively moderate.

The British Crime Survey found that there is considerable variation in fear of crime between different sorts of people – male or female, old or young. For example, in contrast to some of the media coverage given to cases of crime committed against older people, crime statistics together with information gleaned from The British Crime Survey indicate that as a group, older people are less likely to be victims of crime than other age groups. The highest risk age group in fact is young men between 16 and 24 years of age.

Whilst not wishing to minimise the risk of crime, it is possible to take realistic positive steps, as is the case with Neighbourhood Watch, to reduce those risks. This minimises the feeling of fear and so improves the quality of life within the community.

Some points to bear in mind

No-one in the scheme, whether Co-ordinator or member is expected to put themselves at any risk whatsoever. We are **NOT** vigilantes!

Do not heighten expectations from the scheme. It is not a solution to all crime. By not promising too much, we hope to avoid the pitfall of initial enthusiasm declining rapidly into disenchantment. If we prevent one crime, and the trauma it would have caused for the victim, the effort will have been worthwhile.

As a Co-ordinator, don't let yourself become a one-man security service for your area. Encourage members to support each other, but avoid becoming keyholder for everyone who goes on holiday.

You don't have to do any more than an ordinary member in terms of keeping your eyes open and reporting suspicious activities. You are not expected to make special efforts to be vigilant, nor be held *responsible* if a criminal is not noticed.

The whole scheme is operated by private individuals. No member or Co-ordinator has any special powers, or any additional responsibilities, above those of an ordinary citizen.

SAFER COMMUNITIES PARTNERSHIP

The Harrogate District Community Safety Partnership, formed as a result of the Crime & Disorder Act 1998, has emerged as a top performing Partnership, consistently meeting targets and responding to the emerging issues that affect the local community. The Partnership has continually topped national league on crime reduction among similar partnerships and in 2007 received formal recognition from the Home Office, who commended the Partnership as 'strongly performing'.

Not only does the Partnership have a strategic focus but it also prides itself on listening and responding to those people and communities that may be the victims of crime and anti-social behaviour throughout the district.

The Partnership is not complacent and needs to continue to maintain and in some instances improve on this foundation to enhance certain areas of its work. It has been recognised that by working together, a real difference can be made by drawing on expertise within both statutory and voluntary agencies.

As a Partnership we actively encourage involvement and participation in our common aim to make the Harrogate District a safer place and look forward to developing these links further.

Harrogate District Safer Communities Partnership, Springfield House, Kings Road, Harrogate, HG1 5NX Telephone: 01423 551652 Fax: 01423 556820

Safer Neighbourhood Groups (SNGs)

In 2006 the old CAP (Community and Police) Group meetings were disbanded and as a Government initiative were replaced by ward based Safer Neighbourhood Group (SNG) meetings. The logic was to bring together the police, fire & rescue, the local council and trading standards with the local community to jointly tackle priority problems in order to make it a better place to live and work. There has been limited success and no best practice was laid down. From experience the most successful groups are those with an active NHW involvement. However there is an uncertain future and the feeling is that the new Police Commissioner organisation will be instrumental in reviewing the current situation and proposing future arrangements.

Neighbourhood Watch Scheme Structure

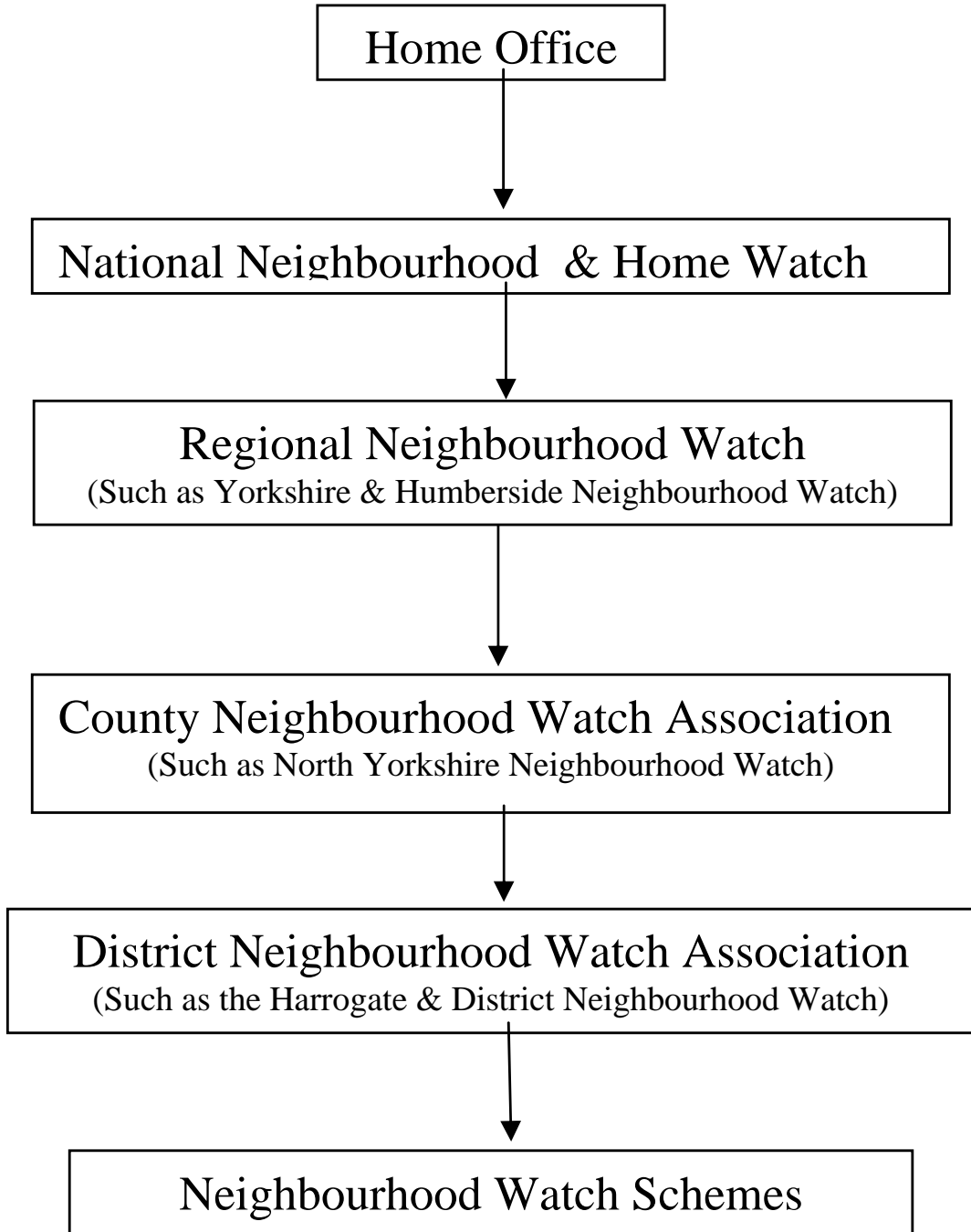
Each scheme has a co-ordinator who may have one or more deputies. Schemes may be of any size, but they should always reflect a recognisable 'community' and not be so large that the Co-ordinator(s) cannot adequately and easily manage the scheme. It is better to split a large scheme into several smaller ones rather than struggle to cope.

Some schemes have one *key* Co-ordinator with several Co-ordinators who look after a smaller area. Other schemes have a more formal structure with a committee and officers. This is often the case when several schemes join together to form a local association.

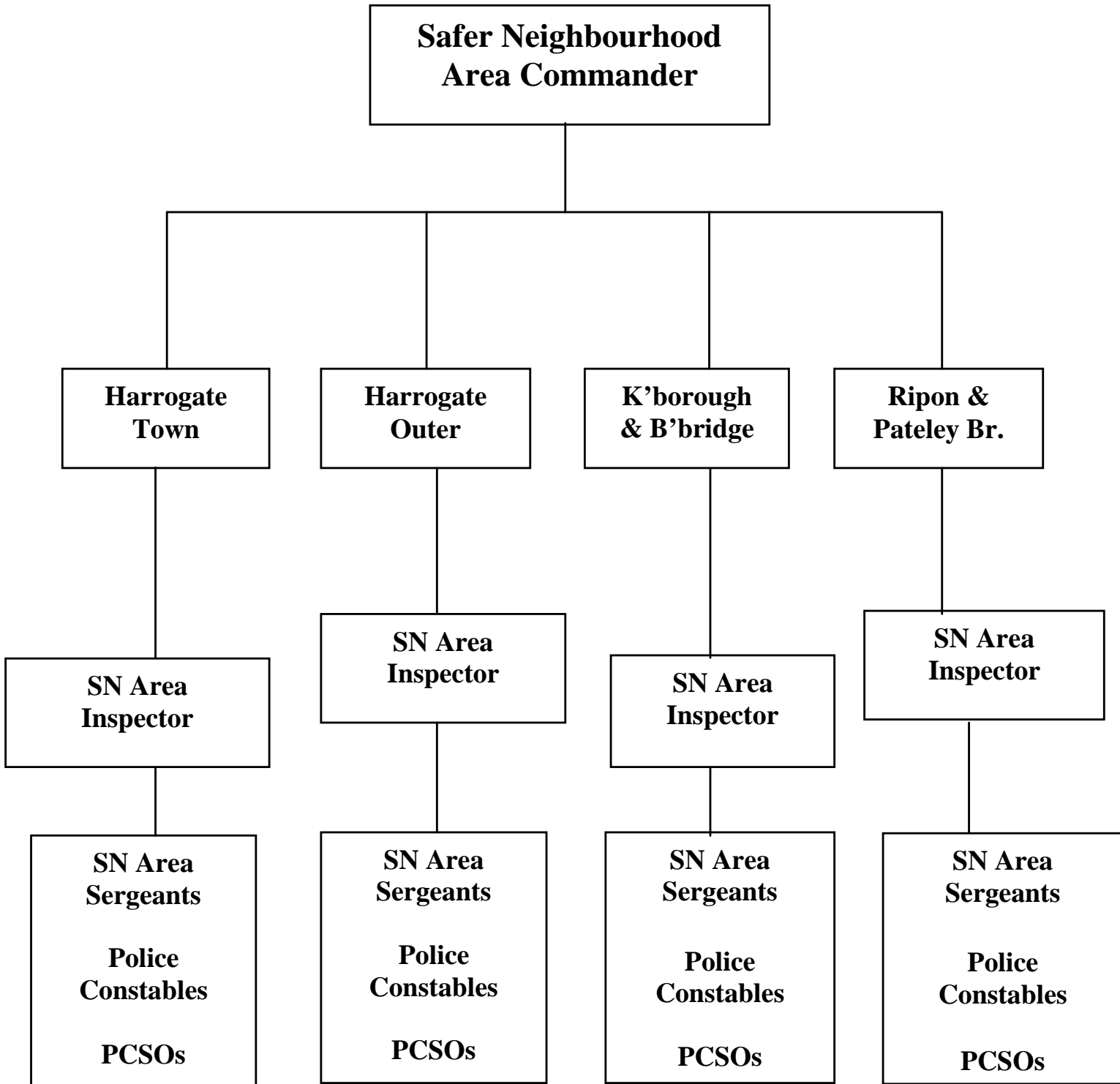
All schemes (and associations) within a District may join together to form a District Association. All the other Districts in North Yorkshire and City of York have such associations.

Recently all police forces have encouraged the creation of county or force-wide Neighbourhood Watch Associations to promote communication and consultation with the police and other authorities.

Neighbourhood Watch Structure



North Yorkshire Police
Harrogate Area Safer Neighbourhood Structure
 (Names of current officers may be found on the NYP website)



North Yorkshire Police

North Yorkshire Police are responsible for policing the county of North Yorkshire, England's largest county. The Force is currently in the course of implementing a new **Operational Policing Model (OPM)**

North Yorkshire Police have recently introduced new information systems and equipment and have developed a new control room at York to improve communications.

The Police Headquarters is at Newby Wiske Hall, Northallerton.

Subscribe to the NY Police Newsletter here:

<http://www.northyorkshire.police.uk/subscribe>

North Yorkshire Police & Crime Commissioner

On 22 November 2012 the North Yorkshire Police Authority was replaced by an elected Police and Crime Commissioner.

You may contact the Commissioner by the following means:

Send an email to info@northyorkshire-pcc.gov.uk

Telephone on 01423 569 562

Write to this address: NY Police & Crime Commissioner, 12 Granby Road, Harrogate, HG1 4ST.

For more information visit the website:

<http://www.northyorkshire-pcc.gov.uk>

Starting and Maintaining a Scheme

‘What you are letting yourself in for’

Neighbourhood Watch is a community initiative which:

Develops a close liaison between households in a neighbourhood, the local police, and the local authority.

The aim is to help people protect themselves and their properties, to reduce the fear of crime and improve their local environment by:

- Improved home security
- Greater vigilance
- Fostering a community spirit
- Improving the environment

No matter how well intentioned and enthusiastic you are, there is a number of things you have to consider if your scheme is to remain viable and active.

How will you:-

- Set objectives for your scheme?
- Plan activities to help you meet your objectives?
- Identify the necessary resources to carry out your objectives?
- Review/audit your activities to see if you are meeting your objectives?

Neighbourhood Watch Schemes vary from area to area but every scheme needs the support of the community as well as the police, local authority and others.

Ultimately however, success depends upon the members, their initiative and continuing interest and efforts.

An active and effective scheme gives people the chance to get to know one another better and to provide support from within their community to others in the community, particularly for the more vulnerable.

The role of the Co-ordinator

In the early stages anyone taking on the role of Co-ordinator will need to:

- Make contact with individuals and households and arrange a meeting to set up the scheme.
- Assist with defining the boundaries of the scheme
- Be a point of contact between:-
 1. Members of the scheme.
 2. The police.
 3. The local authority.
 4. Other relevant bodies.

Co-ordinator Tasks

Once your scheme is up and running the role of the Co-ordinator changes (usually it gets bigger!) The tasks you, as the Co-ordinator, might undertake on behalf of your scheme could include:

- Circulating NY CMS messages effectively.
- Administration; supplying signs, report cards, etc.
- Conducting surveys – fear of crime, etc.
- Communication – passing information between parties.
- Circulating newsletters, equipment, crime prevention information / literature etc.
- Organising events.
- Motivating – keeping your scheme active.
- Liaising with other schemes and associations as well as the police, local authority and others.

- Auditing your scheme’s activities.
- Monitoring vulnerable people within your community. (See the Nominated Neighbour Scheme leaflet on the website)
- Identifying environmental problems and reporting these to the Local Authority.

This list is not exhaustive, although if you try to do all of the above at once – and on your own – you could find it exhausting!

You do not, by any means, need to carry out all of these tasks. You decide what you are happy with and what is useful for your scheme.

If you do decide to take on something for the first time, remember support is available through the Association.

Setting Objectives – things to consider

In setting up your scheme you will need to decide fairly quickly what your scheme is about, what it seeks to achieve and how, and who is going to do what.

Remember, this is a community initiative – you can’t do it all yourself.

So that everyone knows what is happening – or going to happen – you need to set some objectives. Try asking this question and the objectives should write themselves.

“What do we want to get from it?”

- Think local.
- Think specific.

You should now know why you need a scheme and have identified some problems you want to solve or things you want to improve. Now it’s time to look at ways of making a difference.

When a scheme is first formed it is usual to have a Start-up Meeting.

If you have never organised a meeting before, have a look at page 24 onwards for the basics.

REPORTING SUSPICIOUS ACTIVITIES

Here are some examples that may assist you

- Car driving slowly – occupants are looking around at properties.
- Vehicle parked with occupants sitting low in the seats.
- Vehicle parked and then occupants walk away into another street.
- Person carrying unusual item.
- Person carrying item underneath clothing (concealed).
- Person looking at or watching homes, vehicles or passers-by.
- Person paying attention to properties where you know nobody is at home.
- Vehicle out of character for the area.
- Vehicle poorly maintained (light out, no road tax).
- Persons leave vehicle and driver remains in the car.
- Persons leave the vehicle but do not lock it.
- Persons conceal items in a hedge or behind a wall and walk away.
- Persons change from one vehicle into another.
- Vehicle abandoned in area.

These Are Only Some Ideas Of What Could Be Suspicious. However, What One Thinks To Be Suspicious Can Also Be Genuine. Genuine People Do Not, As A Rule, Mind Being Checked By The Police.

*Note: The Police Control Room may also call **you** with details of suspects / vehicles to look out for.*

SUSPECT IDENTIFICATION

Describing a person:

Male or Female? Colour of skin?

Height: Build? Age:

Eyes: Colour? Wearing Glasses?

Hair: Colour/length/straight/curly/receding/bald?

Face: Long/thin/round/clean shaven/moustache/beard?

Marks: Tattoos/scars/birthmarks?

Dress: Hat/coat/top/trousers/shoes/designer logos?

VEHICLE IDENTIFICATION

Registration Number:

(Write it down. Don't try to remember it)

Colour: Make: Model:

Style: Saloon / estate / hatchback/van/ pickup/ two or four door?

Age: Old or new?

Features: Damage/rust/stickers/damaged lights?

Vehicle Location:

Direction or likely direction of travel:

Number of occupants:

Meetings – Generating Interest

‘Not more meetings!’

Good meetings are those that are necessary, well planned and have:-

- A good venue
- Effective management of time
- Are interesting and have a set agenda
- Clearly defined responsibilities where appropriate for those attending

But there is no reason why they shouldn't provide some added value and be fun as well!

Before thinking about the arrangements ask yourself

‘Is it necessary?’

Because ‘meetings for meetings sake’ are those without a purpose and people will soon lose interest.

Frequency is also important –

- Too often and you will not have items to fill the agenda
- Too few and again the interest will be lost

Effective Communication

Good communication is vital in Neighbourhood Watch and:

It must be Accurate

Inaccurate information especially when communicated to the Emergency Services can bring about consequences that range from annoying to catastrophic.

It must be Appropriate

Both the method of delivery and the person (or the organisation) to whom it is addressed must be appropriate for the circumstances.

Some useful types of communication

Telephone	Newsletters
Letter	Email
Meetings	SMS (texting)
Posters/Signs	Twitter
Information Packs	Facebook

All have their advantages and disadvantages – remember to choose the right method and channel. Your method of communication must **match** the requirement.

The information must be assessed, given the right level of urgency and circulated to the right people by the most appropriate means.

Email is usually the preferred method although the other methods can have their place. So if you do not have email then it is essential to involve a member who can receive emails and distribute them round your Scheme. If you have members without email then a printed copy of an important message should be circulated round these members.

Based on your assessment of the information, are actions required by anyone? Are those actions: URGENT, FAIRLY URGENT, ROUTINE

NEWSLETTERS

‘Inject life and motivation into a scheme’

The life of a Neighbourhood Watch Scheme depends on members being kept informed of the scheme’s activities.

A newsletter must be attractive, interesting and members must look forward to receiving it.

Consider:

- The frequency of publication. (Perhaps you could circulate it with a copy of LOOK OUT)
- The content
- The layout
- The cost

Frequency

Infrequent = *Loss of interest*
‘Another piece of paper’
Old news already known

Too frequent = *High costs (time & money)*
Finding items of interest

See website www.nwatchharrogate.org.uk for Security Advice articles.

Content

Aim to make readers want to read it!

Title: *Original*
Adventurous

Mixture: *Good News*
Bad News
Personal articles – direct quotes
Broad interest range
Humorous stories
Community events

Contributors: *Invite others to write regular articles?*

Reporting Style: *Headline-summary-story*
Everyday language
Avoid ‘lingo’ or ‘jargon’



Layout

No matter how important or well-written the story is, if not attractively laid out it will become boring to the reader!

Tabloid = *easier to read*

Columns = *easier to read*

Large Print = *easier to read*

Cost

Basic equipment: *Computer* *Copier*
Printer *Paper*
Scanner *Ink*

Publication:

Your local police station may be able to help with photocopying, subject to any budgetary constraints. The police circulate LOOK OUT to Coordinators via Ringmaster.

Be wary of an individual volunteering to do too much – editorial control could be lost and if they become unavailable your newsletter may fold.

Consider:-

- | | |
|---------------------|-------------------------------|
| ▪ Sponsorship | <i>local shops/businesses</i> |
| ▪ Advertisements | <i>Community events</i> |
| ▪ Articles for sale | <i>Security goods</i> |

GROUP PRESENTATIONS

‘Thorough preparation is the key to a good presentation’

At some point it may be necessary for you to address a group of people, large or small. This can be a daunting prospect for some people.

However, with a little thought and preparation a total disaster can be avoided! And you could even get to enjoy it.

There are three main purposes of presentation:

- **INFORMING** people of facts, figures and events
- **PERSUADING** people to act, accept or agree
- **ENTERTAINING** people, involving their emotions

Preparing a Presentation

The Overall Plan

The main activities concerned with preparing a presentation are:

- Initial planning
- Information gathering
- Structuring
- General considerations (timing, notes, rehearsals)

Initial Planning

Having formed (or been given) the original idea, you will need to establish the:-

- *Purpose* – is it to inform, persuade or entertain?
- *Objectives* – are they clear, realistic, achievable, and measurable?

You will then need to prepare:

- What you are going to say
- How you are going to present it
- Any materials you will need

Information gathering

Collecting

Having established the rough outline, you will need some facts and opinions to fill in the detail. Sources could include:

People in the know Newspapers
Technical manuals Magazines

Libraries Selecting

The internet

Having made the effort to gather information, you will almost certainly have too much!

To select and prune in relation to each piece of information ask:

- Is it relevant?
- Is it necessary?
- Is it interesting?
- Does it support the argument?

The information can also be classified as:

- Essential: *must include*
- Important: *should include*
- Useful: *could include*
- Other: *won't include*

But don't throw anything away at this stage; it may come in useful later when answering questions!

Structuring

A good presentation should have a well defined structure, rather like a television news broadcast:-

Introduction *'tell them what you are going to tell them'*

Main body *'tell them'*

Summary *'tell them what you have told them'*

General considerations

Timing is extremely important

- It should last no longer than 20 minutes, if you need longer consider breaking it up into separate presentations.
- Allow a quarter of the time for questions
- Allow 10-15% for the introduction
- Allow 10-15% for the summary
- Divide the remaining time (50%) between the main topics

Notes

There are many ways of writing notes but remember their only purpose is to help you so make sure they work for you.

Consider:

- Simple Headings – *suitable for the experienced presenter*
- Extensive Notes – *semi formal, not too complex*
- The full script – *complex structure matter*

Rehearsal

Make time to rehearse, it pays dividends.

Use this time to check any equipment or visual aids you plan to use. If it can go wrong, it will.

Delivering

Arrive in plenty of time

- Set room out as you want it
- Standing up or sitting down?
- Distractions (fiddling with items, repeating phrases etc).
- Eye contact.

They want to hear YOU, otherwise they wouldn't have come!

Personal Safety

'Personal safety is not new or mysterious, it is mostly common sense'

Personal Safety may seem more relevant to women and the more vulnerable members of our community, particularly those living on their own, but it applies to everyone.

However, it is necessary to strike a balance and to do so we must understand the risks.

Throughout the United Kingdom:-

*The chances of you or your family becoming a victim of violent crime are **low***

*Violent crime accounts for a **very small** proportion of all crime*

Young men are the most likely to become a victim of violent crime

In thinking about Personal Safety---

Consider:-

- In the home
- Outside the home
- On public transport
- When driving
- Considerations for men

Doorstep Callers - be aware of bogus doorstep callers. Most callers are probably genuine, but some are not. The advice is:

- *Keep the door locked when you are at home*
- *Look at the caller through a window/spy hole*

- *If you are suspicious ignore them, they will go away*
- *Use the safety chain before opening the door*
- *Ask for an identity card*
- *Check it thoroughly – take your time*
- *If unsure telephone the company concerned and check (look up the number yourself)*
- *If still unsure do not let them in- ask them to write and make an appointment*
- *If in any doubt ring for a neighbour and/or the Police*

Intruders – If you hear the sound of an intruder, only you can decide what to do. Remember they are highly unlikely to want a confrontation

You can:

- *keep quiet and avoid attracting attention or*
- *make a lot of noise, switch on the lights and if alone, call out to an imaginary companion*

Discovering a burglary – DO NOT ENTER.

Go to a neighbour and alert the Police immediately by calling 999

Maintain observation on your property whilst awaiting the arrival of the police but:

DO NOT PUT YOURSELF OR OTHERS IN DANGER

Identity Theft and Fraud

Crimes of Identity Theft and fraud are becoming more and more widespread these days. To find detailed information on this subject go to Security Advice on our website. Never give bank details or security information to anyone.

Basic Home Security

- A burglar will prefer to smash a nearby panel to reach in and open the door from inside. If the thief enters through a window he cannot as easily carry property out as through the door.
- **Automatic Deadlock:** This automatic rim dead latch locks automatically when the door is closed, but could be opened from the inside without a key. At the turn of a key the lock is prevented from being opened from the inside.
- **Patio doors** require special locks fitted at the top and bottom.
- **Eurolocks on uPVC doors** – see website for advice on the best locks to fit and how to fit them.
- **Bolts:** In addition to the Mortice Deadlock you should have a bolt top and bottom of your rear door. So in effect it is held locked in three places.
- **Hinges** – check they are sturdy. For extra security fit inexpensive hinge bolts.
- **Letterboxes** – never hang a spare key inside the letterbox. Thieves will look here as a matter of course. A letterbox cage will prevent a thief from putting his hand through the letterbox and trying the locks from the inside. A letterbox guard will prevent a thief using a cane as a “fishing rod” to obtain a bunch of keys which may be your car keys. This will then reduce the risk of your car being stolen from your drive outside your house.
- **Door chains** help you to speak with strangers without fully opening the door but these are being replaced by a more effective **intercom system**. Information on these may be obtained from NHW website. Go to **Security Goods** on our website for information and how to order. Whilst there have a

look at all the other useful items which can improve your safety and security.

- **Door viewers** mean you can identify callers before opening the door.

Security Marking Your Property

There are several ways of marking your property which will improve the chances of recovering it if it is stolen. If it is not marked in a way that identifies it as your property then the police may have to give it back to the thief!

SmartWater

This is the latest and best technology in this field.

North Yorkshire Police, Harrogate & District Neighbourhood Watch Association and SmartWater Technology Limited combined forces to bring this revolutionary product to local households, enabling the use of this amazing product to mark and protect domestic property at a very modest cost.

Further information on the product and how to order it is available on the H&D NHW website www.nwatchharrogate.org.uk

Use of Postcodes for marking valuables

This is an alternative to using SmartWater.

Thieves look for portable, high value easily saleable goods like: TV's, DVD recorders, hi-fi equipment, home computers, mobile phones, iPads cameras, jewellery, silverware and antiques.

One excellent way to protect items is to mark them with an indelible identification showing your postcode, the number of your house or flat or the first two letters of its name.

Put a sticker - in a front window to tell thieves that your property is marked. The sticker will make them think twice.

The marking makes it harder for a thief to sell your property to a dealer and easier for the police to return the property to you if it is found.

Easy-to-use property marking kits are available from stationers and DIY stores.

Keep a list, too, of the serial numbers of your television, video and hi-fi equipment. The numbers will be useful if you need to make an insurance claim. To help police identify items, such as silverware, jewellery and antiques which cannot easily be marked, take colour photographs of them. Set each object against a contrasting background so that it shows up clearly, and lay a ruler beside it as a guide to size.

Permanent Ink Marker (visible)

This is suitable for all soft and semi-soft materials including vinyl and other plastics. This marker gives an indelible black mark even after repeated washing or cleaning - ideal for permanent identification on carpets, furnishings, clothing, paintings, leather and other soft materials. It leaves a visible deterrent on items such as computers etc.

U.V Marker (invisible)

Non-permanent, spirit based marker which is only seen when illuminated by ultra violet light. Best repeated every year.

Hard Tipped Marker

A permanent mark made on any metal, glass, plastic, wood or other hard surfaces. Best used with a stencil on videos, televisions, hi-fi's, radios, telephones, kitchen and garden equipment.

Ceramic Marker

This gives permanent visible writing on glass, porcelain or any hard, glazed surface. It does not scratch or cut into the surface. It leaves a pencil-like mark which is very difficult to remove.

Photographs Any item you do not want to mark should be photographed alongside a ruler, preferably showing any slight defects making that item unique.

Immobilise.com

Police have a new tool to catch criminals but need our help. The National Mobile Property Register (NMPR) is a tool the police initially used to search for stolen Mobile phones. It is linked to all the phone companies and to insurers but now the NMPR can search for any item that is reported stolen and has a serial number.

The way they have done this is to create a website called www.immobilise.com and by going onto the website and registering for free you can record any item from your mobile phone to your lawn mower as long as it has a serial or unique number

‘Is this another Government computer system?’ No, this is the brain child of a former hotelier who couldn't understand why the phone companies couldn't block his mobile when it was stolen. It is funded by the Home Office with top security built in, but is privately run and the good thing is it is FREE. For full details, go to Security Advice on our website.

<p>H& D NHW does not accept responsibility for any errors or omissions in this publication</p>
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