



Neighbourhood Watch

Handbook

NEWRY, MOURNE & DOWN

co-operate
effective concern support looking out for each other endorse
Policing and Community Safety Partnership
success guidance PCSP responsibility diversity fear of crime
honesty friends Newry, Mourne and Down strategy
engagement welcome change people co-operate volunteers
information newsletter communities reduce crime events
cultural Neighbourhood Watch confidence
police burglary assistance organise anti-social behaviour vigilance impact vulnerable
family point of contact text alert responsibility safer
partnership vulnerable feedback quality of life guidance
leader scheme community PSNI



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History of Neighbourhood Watch (NWH)

Neighborhood Watch (NHW) originated in the United States of America as a way to assist in combating crime and also to address the fear of crime.

NHW has proved to be a very effective example of communities working in partnership to prevent crime and vandalism, reduce the fear of crime and generally improve the quality of life.

Introduction

NHW was launched in Northern Ireland in June 2004 and continues to grow from strength to strength. The continued success of NHW is dependant on NHW Co-ordinators who give up their time voluntarily to work with the police and to assist their neighbourhoods in tackling crime.

NHW is promoted, supported and endorsed at a strategic level by the Community Safety Unit (CSU) of the Department of Justice (DoJ), the Northern Ireland Policing Board (NIPB) and the Police Service of Northern Ireland (PSNI); and at a local council level through Policing and Community Safety Partnerships (PCSPs) as well as local PSNI.

NHW schemes are widely considered to be an excellent way to reduce crime, the fear of crime and address anti-social behaviour. By working together, neighbours can help to reduce all sorts of crimes, for example burglary. NHW schemes can help improve the local environment and may help reduce levels of anti-social behaviour.

This handbook has been developed to provide guidance to NHW Co-ordinators in supporting their schemes. Roles and responsibilities of each of the partners involved in NHW are outlined; guidance is also provided on how to establish and run a NHW scheme. NHW schemes are community driven and supported by PSNI, PCSP and other relevant agencies.



Roles and Responsibility

- Local Neighbourhood Watch Co-ordinator
- Policing Community Safety Partnerships (PCSP)
- Police Service of Northern Ireland (PSNI)
- Community Safety Unit/Northern Ireland Policing Board/
Police Service of Northern Ireland Community Safety Branch

Roles and Responsibilities

This section is a guide to the roles and responsibilities of each of the key partners and agencies involved in NHW.

Local Community

The responsibility for establishing and maintaining a NHW scheme lies primarily with the NHW co-ordinator(s) in partnership with the two local agencies (PSNI and PCSP) but the active support of the local community is also essential. The establishment of a NHW scheme can be easier if there is already an active resident or community group, but this is not essential.

The roles and responsibilities of the community are as follows:

- To help identify the need for a NHW scheme in their area
- To designate and agree an area for the NHW scheme with the police and/or PCSP
- To nominate a trusted representative(s) of the community to be the NHW co-ordinator(s)
- To actively participate in the consultation of local residents on the proposal for a NHW scheme by carrying out leaflet drops/hosting public meetings etc
- To liaise with the PCSP Manager and police, as required
- To work with the NHW co-ordinator(s) to ensure that the documentation is completed and issued to the appropriate agencies
- To liaise with the NHW co-ordinator(s) in relation to issues of concern regarding policing, crime, fear of crime and anti-social behaviour in the area

Neighbourhood Watch Co-ordinator

NHW Co-ordinators are the key people in each NHW scheme and are central to the effective operation of NHW. They are nominated by their neighbours involved in a particular scheme. It is their responsibility to voluntarily manage its activities, to work in partnership with the two local agencies to make the NHW scheme as effective as possible. It is important that the NHW co-ordinators have time to commit to the NHW scheme; are able to listen to the concerns of the community and can act as a two-way channel of information between the community and the police. The relationships between the NHW co-ordinators and the police will be of critical importance to the long-term success of each NHW scheme.

All NHW co-ordinators are subject to a PSNI check for the benefit and protection of the individual, community and all other associated agencies. It is important that all residents are made fully aware of the PSNI check procedure in order to build confidence in this process; and to ensure that they have the confidence of the community and the police to undertake their role effectively. When a NHW co-ordinator is approved and the NHW scheme is accredited, they are issued with a NHW ID card. If a NHW co-ordinator commits an offence or demonstrates behaviour that impacts on their ability to hold the position of NHW co-ordinator, the police will rescind their approval. The NHW co-ordinator will then cease to hold the position and will return his/her ID card to the local PCSP Manager.

The Role of the NHW Co-ordinator is to:

- Canvass local residents with a view to securing their support for the scheme in the area and encourage residents to join
- Maintain a register of all local residents wishing to participate in the NHW scheme
- Communicate with police regularly, and exchange information on community safety issues
- Act as first point of contact for local residents and the wider community for receiving and distributing information e.g. newsletter, community safety events
- Liaise with other local NHW co-ordinators to share experiences and good practice at quarterly meetings
- Notify the police of suspicious and criminal incidents, and community concerns about crime and anti-social behaviour generally in their area
- Assist in the maintenance of the scheme in terms of the allocation of leaflets, signage, newsletters, property marking, text alert etc
- Ensure the appropriate positioning and maintenance of NHW signage in the area
- Welcome new residents to the scheme
- Act in an honest and law-abiding manner

It is also recommended that the NHW co-ordinator(s) is supported by additional NHW co-ordinators or willing individuals within the community to carry out some of the above tasks especially if the NHW scheme involves a large number of households.

Some points to bear in mind...

- It is your NHW 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
- Don't be afraid to 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
- No-one in the NHW scheme, whether NHW co-ordinator or member, is expected to put themselves at any risk whatsoever
- As a NHW co-ordinator, don't let yourself become a one-person security service for your area. Encourage members to support each other
- You do not 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 crime/criminal is not noticed
- No member or NHW co-ordinator has any special powers, or any additional responsibilities, above those of an ordinary citizen

Policing and Community Safety Partnerships (PCSPs)

PCSPs support and endorse the establishment of NHW schemes.

The PCSP will:

- Liaise with the police and community regarding establishment of NHW schemes and provide general advice on signage and establishment of NHW schemes
- Facilitate the establishment of supported NHW schemes within Newry, Mourne and Down
- Ensure the timely processing of application forms and maintain records of same
- Ensure that applications are endorsed, then forward endorsed applications to the PSNI who will forward to the Community Safety Unit in the Department of Justice (DoJ) for accreditation
- Liaise within Council or Northern Ireland Housing Executive (NIHE) office to facilitate the erection and replacement of signage (they will also arrange for any signage to be removed for schemes that cease to exist)
- Monitor progress of NHW schemes within their area in partnership with the PSNI
- Create opportunities to promote and publicise local NHW schemes in consultation with other partners and the NHW schemes
- Meet regularly with the PSNI regarding working together to maintain NHW
- Organise regular meetings for co-ordinators
- Facilitate communication with all partners via newsletters, text alert etc

Policing and Community Safety Partnership (PCSP) Newry, Mourne & Down

Tel: 0300 0132 233 (please ask for the PCSP)

Email: pcsp@nmandd.org

**9 Monaghan Court Business Park,
Monaghan Street,
Newry,
Co.Down
BT35 6BH**

or

**Downshire Civic Centre,
Downshire Estate,
Ardglass Road,
Downpatrick
BT30 6GQ**

Police Service of Northern Ireland (PSNI)

The PSNI within Newry, Mourne and Down are committed to keeping people safe right across the district. This means dealing with local concerns and issues which have an impact on the quality of daily life and providing a service which meets the needs of the community. One of the ways in which they achieve this is working with NHW co-ordinators.

NHW schemes are initiatives supported by the police, not run by them. Therefore, given the relationship between a NHW co-ordinator and local police it is not appropriate for a serving police officer (full time or part time) to undertake the role of a NHW co-ordinator.

Police support and endorse the establishment of NHW schemes throughout the district and are responsible for:

- The timely processing of NHW co-ordinator(s) application forms and completion of PSNI checks and maintain records of same
- Reassessing the ability of an individual to continue as a NHW co-ordinator if s/he loses the confidence of the community or has demonstrated behaviour that is not appropriate for the position
- Liaising with the community in relation to the establishment of NHW schemes
- Issuing NHW signs to Council for erection as agreed
- Providing a point of contact with local police and communicating with NHW co-ordinators on a regular basis
- Providing feedback and responding to the concerns raised by NHW co-ordinators
- Monitoring progress of NHW schemes in partnership with the PCSP
- Creating opportunities to promote and publicise local NHW schemes in consultation with other partners and NHW schemes
- Meet regularly with PCSP regarding working together to maintain NHW
- Attend regular meetings for co-ordinators

PSNI

Non-Emergency Tel: 101

Email: NewryMourneandDown@psni.pnn.police.uk

Emergency Tel: 999

**Ardmore (Newry) Police Station
3 Belfast Rd,
Newry BT34 1EF**

or

**Downpatrick Police Station
3 Ballyhornan Road,
Downpatrick BT30 6RB**

DoJ Community Safety Unit, Northern Ireland Policing Board & PSNI Policing with the Community Branch

At a strategic level the Department of Justice's Community Safety Unit (CSU), Northern Ireland Policing Board (NIPB) and Police Service of Northern Ireland, Policing with the Community Branch will:

- Endorse and monitor the implementation of NHW schemes across Northern Ireland
- Provide funding to support the development of NHW
- Develop policy and disseminate guidance and good practice in relation to the support and development of NHW
- Provide funding for signage and when available other materials for NHW schemes
- Provide insurance

The CSU in the DOJ is responsible for the administration associated with accrediting new NHW schemes and also re-accreditation of the schemes every two years on behalf of the partner agencies. Applications for NHW schemes endorsed by the PCSP and the PSNI are forwarded to the CSU for accreditation on behalf of the PCSP and the PSNI. The accreditation certificate for a NHW scheme is issued to the lead NHW co-ordinator and individual ID cards are issued to all approved NHW co-ordinators. Copies of the approval letter are forwarded to the PCSP Manager and District Commander.

Strategic Level Headquarter Contacts

Community Safety Unit, (Department of Justice)

Tel: (028) 9082 8555

Police Service of Northern Ireland

Tel: 101

Northern Ireland Policing Board

Tel: (028) 9040 8500



Developing a new Neighbourhood Watch Scheme

- How do I get documentation on Neighbourhood Watch?
- How is the need for a Neighbourhood Watch scheme established?
- What area should a Neighbourhood Watch scheme cover?
- What level of community consultation is needed?
- How is a Neighbourhood Watch Co-ordinator appointed?
- What happens if a replacement Co-ordinator is needed?
- How does a new Neighbourhood Watch scheme get accredited?
- When are ID Cards issued for Neighbourhood Watch Co-ordinators?
- How do we get Neighbourhood Watch signs erected?
- How do we publicise and maintain public interest in our scheme?
- How does the Neighbourhood Watch scheme start working in practice?
- Re-accreditation of Neighbourhood Watch

Developing a Neighbourhood Watch Scheme

There are a number of stages which must be progressed in sequence when establishing a new NHW scheme.

How do I get documentation on Neighbourhood Watch?

You can get the relevant documents from PCSP or local police; you can download them from the police:

www.psnipolice.uk or **www.nipolicing.org.uk** or email **pcsp@nmandd.org**
tel: **0300 0132 233**

How is the need for a Neighbourhood Watch Scheme established?

Some of the questions that a community should address when considering the establishment of a NHW scheme are:

- Is crime in the area causing concern?
- Is there a fear of crime in the area?
- Are there volunteers in the area with the resources, time, commitment and dedication to work with the police and the community on an ongoing, voluntary basis?

Community representatives should contact either the PCSP or the police to set up an initial community meeting to get an overview of NHW and clarify any issues. When community support for the establishment of a NHW scheme has been identified, the community should identify at least one NHW co-ordinator for the area to be covered by the NHW scheme. The NHW Co-ordinator should be a well-known, respected and trusted resident of the area.

What area should a Neighbourhood Watch Scheme cover?

The proposed area for the NHW scheme should be clearly defined. The size of a NHW scheme can vary from a cul-de-sac to a small village. Good practice dictates that a NHW co-ordinator should not be responsible for any more than 50 houses and that the minimum number of households can be as few as two. Boundaries should be clearly defined and agreed with the police and/or PCSP.

NHW in a rural setting will also differ significantly from that in an urban location. Consideration must again be given to the size of any scheme and the ability of NHW co-ordinators to communicate effectively with the wider community. This may be through local meetings, leaflet/letter drops, social media, texting, emails or even house-to-house contact if appropriate.

**Please note, a separate scheme called Farm Watch exists for individual farms.
For more information contact the PCSP on 0300 0132 233 or PSNI on 101.**

What level of community consultation is needed?

Raising awareness and consulting with all residents is essential.

This can be done in the following ways:

- Public Meeting; inviting all residents to register their interest (see Appendix 10)
- Volunteers calling door-to-door with survey (see Appendix 11)
- Leaflet drop/letters to all properties in the designated areas (see Appendix 9)
- Article in local community newsletter/notes (see Appendix 13)
- Press Release in local papers regarding the proposal (see Appendix 13)

If going door-to-door, volunteers should keep a record of the details and the number of houses within the area that are willing to participate in the NHW scheme. It is important that volunteers adhere to the legislative requirements outlined in the Data Protection Act 1998. The Data Protection Act provides a safeguard as to the manner in which information concerning personal details is retained and used by organisations.

Registration forms are available from PCSP and must be completed by all Neighbourhood Watch co-ordinators. This ensures they are registered under the Act to receive information relating to Neighbourhood Watch and crime prevention and for their details to be held on a Neighbourhood Watch co-ordinator database by the Council. As a co-ordinator you may also wish to keep personal details of the members involved in your watch scheme.

To do this it is necessary to:-

- Advise members why it is necessary to retain their personal details.
- Obtain the written consent of each member of the scheme.
- Only collect information that is necessary for the management of the group.
- If corresponding with members by email use the “BCC/Blind Carbon Copy” option.

Personal data should be accurate and kept up to date, new members added and details of those who have resigned or moved away removed. Never pass information you hold about a member, including their contact details, to a third party without the consent of the member concerned.

If in the course of your involvement with Neighbourhood Watch you have any doubt about what information you may hold or share, please contact us on **0300 0132 233**.

When the community consultation is completed, it should be possible to identify the level of community support for the initiative. This can be broadly defined as:

High: At least 75% of all households within the designated area wish to participate

Medium: 40-74% of all households within the designated area wish to participate

Low: 0 – 39% of all households in the designated area wish to participate

It is essential that there is a strong level of support for the initiative across the designated area. At least **60%** of households in the proposed Scheme area should be willing to participate to make it viable.

Applications for NHW co-ordinators should only be progressed following endorsement from the community in the area to be covered by the proposed NHW scheme.

How is a Neighbourhood Watch Co-ordinator appointed?

The proposed NHW co-ordinator should complete the NHW co-ordinator application form (Appendix 3). A declaration form for a Co-ordinator's ID card and NHW co-ordinator agreement should also be completed and attached to the application form.

The NHW co-ordinator application form, ID Card Declaration form and NHW co-ordinator agreement should be sent with two endorsed colour passport photographs, bearing the name of the applicant in capital letters and signed and dated by one of the referees to the PSNI District Commander. The District Commander should then return the letter of approval or non-approval to the proposed NHW co-ordinator directly. The PSNI District Commander should also provide duplicate copies of the approval/non-approval letter to the PCSP Manager.

What happens if a replacement Neighbourhood Watch Co-ordinator is needed?

If a replacement NHW co-ordinator is required, the PCSP and police will liaise with the local community to seek to identify a suitable replacement.

If a replacement is identified they will have to complete the NHW co-ordinator application form, NHW co-ordinator agreement and ID card declaration form. The ID card of the former NHW co-ordinator must also be returned to the PCSP Manager.

If a replacement NHW co-ordinator is not identified, the accreditation for the NHW scheme will cease and the PCSP Manager will make arrangements for any NHW signage to be removed.

How does a new Neighbourhood Watch Scheme get accredited?

If the application by the NHW co-ordinator to the police is successful, s/he should fill out the NHW Scheme application form. This application form should be forwarded to the local police who in turn will forward it, along with a copy of the letter of approval, to the PCSP Manager. One colour passport photograph of the NHW co-ordinator must accompany the application form to facilitate production of the ID card. The second photograph will be retained by police along with the NHW co-ordinator application form.

The NHW scheme application form should be endorsed by the police and the PCSP Manager.

The CSU will issue a two-year accreditation notice for the new NHW scheme to the new NHW co-ordinator; and a copy to both the PCSP Manager and PSNI District Commander.

When are ID Cards issued for Neighbourhood Watch Co-ordinators?

ID cards for NHW co-ordinators will be endorsed with a two year expiry date and are provided to give reassurance to local residents when the NHW co-ordinator is making personal contact with the community. The cards will be issued by the CSU with the accreditation notice. The Declaration Form, signed by the NHW Co-ordinator commits them to proper management and use of their ID card.

If a NHW scheme has lapsed or there is a need to retrieve the ID card, this will be the responsibility of the PCSP Manager. If the card is not forthcoming, the police will be advised and will be responsible for ensuring return of the card. The police may rescind the approval of a NHW co-ordinator, if satisfied that the person is unable or unfit to discharge their functions as a NHW co-ordinator.



How do we get Neighbourhood Watch signs erected?

The nominated NHW co-ordinators will agree, with police and PCSP, locations for the signs on street lighting columns which should be clearly marked. The PCSP will arrange signs to be erected in the designated area when the NHW scheme is accredited. Additional signs can be obtained by contacting the PCSP.

The current agreement for editing and maintaining of NHW signs is as follows:

- The Department of Infrastructure (DoI) has confirmed that the current design of the NHW signs conforms to regulations. These regulations limit the maximum size of the sign and how they can be displayed, in that the sign must be parallel to the road
- DoI has agreed that their 'street furniture' i.e. street lighting columns can be used to erect NHW signs
- If an accredited NHW scheme covers an area of NIHE properties, the NIHE have agreed to erect NHW signs
- Due to insurance issues NHW schemes should not erect their own signage

How can we publicise and maintain interest in our scheme?

It is important to fully utilise local media to promote and highlight the work of your NHW scheme and how it is developing.

NHW schemes are most successful when they are run by members for members. One of the most important messages to get across is that everyone has something to contribute to their local NHW scheme.

A NHW scheme is more likely to be effective in helping to address local incidents of crime and anti-social behaviour if good networks are established and maintained with its members. Remember that although crime is a serious problem, people will be happier doing something about it if they are making a valuable contribution and enjoy doing it.

Effective communication is essential and it may help if meetings are held regularly with the dates, times and venues agreed in advance. A news-sheet and a small programme of events run by the NHW scheme through the year are also excellent ways of maintaining momentum. Aim for activities that will both protect your community as well as make it stronger and more caring. Include some fun and social events in your programme to sustain interest and attract young people. Consider combining the activities of NHW schemes that are within a similar geographical area.

How does the Neighbourhood Watch Scheme start working in practice?

The NHW co-ordinator(s) and the local police officer should agree regular communication to ensure effective two-way communications are identified and maintained. It is important that the co-ordinators are aware of how they can contact the officers who deal with NHW schemes.

The NHW co-ordinator(s) should then contact each household within the designated area to inform residents that the establishment of the NHW scheme has been approved and to confirm arrangements for liaising with the local police. The PCSP Manager will also keep in contact with the NHW Co-ordinators as the need arises.

Re-accreditation of Neighbourhood Watch Schemes

The process for re-accreditation of NHW schemes (every two years) is outlined below.

Objective for re-accreditation of NHW schemes

NHW schemes must be re-accredited for the following reasons:

- To ensure that the NHW schemes are still operational
- To confirm that the NHW co-ordinator involved in the establishment of the NHW scheme is still acting as the NHW co-ordinator
- To validate information held on the NHW schemes

Process for re-accreditation of NHW schemes

- PSNI checks will be carried out for existing NHW co-ordinators to confirm that they are content that the NHW co-ordinator can continue to undertake that role
- If a NHW scheme is no longer operational, the CSU should be advised in writing

If for any reason police are not content to re-endorse the existing NHW co-ordinator, they should advise the CSU in writing. **Correspondence should not include any specific information relating to the individual or reason(s) why they are not prepared to endorse the NHW co-ordinator.**

The PCSP Manager and police will then be contacted to identify a suitable replacement NHW co-ordinator. If a suitable replacement is not identified within a reasonable time frame then accreditation for the NHW scheme will cease. All relevant partners will be informed, arrangements will be made to remove the signage and the NHW co-ordinator will be asked to return their ID card to CSU. If the ID card is not returned it will delay the process.

The CSU will administer the re-accreditation process on behalf of the NIPB and the PSNI. It is recommended that all partners communicate with each other clearly when considering the re-accreditation of a NHW scheme.



Being a Neighbourhood Watch Co-ordinator and Crime Prevention Advice

- How to make things work
- How to mark and record property
- Crimestoppers
- How to help detect offenders
- How to be safe at home
- How to be safe on the street, in a car or on public transport

Being a Neighbourhood Watch Co-ordinator

There are no strict regulations around how a NHW scheme should function, but central to the effectiveness and success of any NHW scheme is the input from the NHW co-ordinator(s). This section outlines some pointers around the different activities a NHW co-ordinator might wish to organise such as production of a news-sheet or organising meetings.

It is important to note that these activities are not essential to the operation of a NHW scheme and some schemes operate differently depending on local circumstances. If there is more than one NHW Co-ordinator they should aim to meet on a regular basis to progress ideas and events which will help maintain the momentum of a NHW scheme.

How to make local Neighbourhood Watch Scheme meetings work

When meetings are organised as part of the NHW scheme they can be formal or informal. The priority, however, is to keep NHW scheme members interested and motivated. This section outlines some guidance in how meetings can be organised.

Before the meeting:

- Make sure everyone knows where and when the meeting is to be held and whether they are expected to prepare or contribute anything. Use flyers, notice boards and newsletters to publicise it.
- Choose an accessible meeting place. For example, a small group could meet in some one's house whilst for more than ten people; a larger venue may be required.
- The room should have enough comfortable chairs, as well as any other items that might be needed such as paper, pens etc.
- Think how best to set out the room as this can affect the contributions that people make. People should be able to see and hear each other. Chairs arranged in a circle are more likely to make people feel part of a group than straight rows facing a platform.
- Prepare an agenda to cover necessary business and structure discussion. Do not forget to ask other people what they would like to see included on the agenda and, if possible, publicise it before the meeting.
- Agree who will chair the meeting, take notes, organise refreshments, etc.

Running the meeting:

- Begin by welcoming everyone, especially new members.
- Run through the main agenda items for the meeting.
- Review the notes of the previous meeting. Check that people have carried out any agreed actions.
- Guide the discussion through the agenda with a firm but fair manner. If you have a large group, you may want to ask people to indicate if they want to speak. Encourage people to keep to the point and be aware of the time.
- Give everyone the chance to express their opinion without interruption. Avoid the discussion being dominated by a few people and encourage an environment of mutual respect in which agreement can be reached.

- Try to reach agreement on any aims or actions that groups have identified.
- Make sure that someone keeps a record of the meeting (the 'minutes'). This should list those present, where and when the meeting was held. Above all, the notes should clearly record any decisions taken and the names of those responsible for carrying out the agreed actions.

After the meeting:

- Prepare and distribute the minutes as quickly as possible.
- Keep in touch with anyone who agreed to carry out an action to check if they need any support and to try and ensure that actions are carried out before the next meeting.

Crime Prevention Advice

Home Secure

The PCSP supports the delivery of Home Secure, a locks and bolts scheme for more vulnerable residents of our district, its aim is to reduce crime and fear of crime. It is a confidential referral based project delivered free of charge to all members of our community who have been a victim of crime or are considered at risk. The scheme targets vulnerable sections of society such as elderly, ethnic minority, victims of domestic violence, hate crime etc; to allow them to get extra locks, secure fittings and sensor lights etc fitted in their homes subject to a security assessment, primarily via Crime Prevention Officer.

Property Marking

Property marking uses DNA to put your postcode and your house number on valuable items that you own from DVD players and bicycles to mobile phones. It discourages thieves because marked property is less easy to sell on. If stolen or lost property is recovered, this marking system helps the police to return item(s) to their original owner.

Property marking can be promoted in several ways:

- The PCSP or police may provide property marking equipment free of charge.
- The property marking kit could be passed around to members in a scheme with advice on how to mark different types of property.
- Hold property marking days for NHW scheme members to work together.
- Ask housebound members if they would welcome a home visit from the NHW co-ordinator, or a NHW scheme member to mark property for them.
- Take photographs of valuable property for members and provide a form for them to record serial numbers and other details.

Property marking is not a one-off activity, the DNA mark wears off eventually. Repeating the process a few moments each year will help protect your possessions.

Police can provide advice on practical steps that can be taken to protect your property.

Text Alert

The PCSP in conjunction with the police operate a text alert service, designed to facilitate the timely circulation of information regarding crimes or incidents across the district. This service is available to all members of the community, who must provide a mobile number to which they will receive texts.

Crimestoppers

The Crimestoppers Trust is an independent charity that is not affiliated to the police. It was set up in 1988 and operates across the UK to help identify, prevent, solve and reduce crime by use of a free phone number. It can be used by anyone who can provide information about crime but wishes to remain anonymous.

It offers the opportunity for a person who may have information about a crime, such as details about the offender, to report it without that person giving their own details to the police.

In these circumstances information can be passed anonymously to **CRIMESTOPPERS** by ringing **0800 555 111**.

This number is not suitable for an emergency that requires immediate police attention.

How to help detect offenders

There are three main ways members of NHW schemes can help to detect offenders:

- By being vigilant;
- By recording descriptions of individuals and vehicles;
- By reporting suspicious activity.

Here is some advice that can be passed on:

Being vigilant

Everyone in the NHW scheme area, including children, should be aware of anything unusual and should all know what to do about it (see below). Information can be circulated at meetings, through a newsletter or “checklist” etc. It is important to advise people that they should not put themselves at risk when trying to observe a crime, or by trying to prevent a crime.

Taking descriptions

Make people in the NHW scheme area aware that the more detailed information they can provide, the more useful it will be to the police.

Here are some tips on what to look for when observing people, or vehicles:

- Person: Gender, age, skin colour, build, height, dress.
- Hair: Colour, length, curly/straight, receding.
- Face: Shape, complexion, beard/moustache.
- Mouth: Shape, teeth.
- Eyes: Glasses, colour.

- Marks: Scars, tattoos.
- Vehicle Type: Car / Van / Lorry / Bike.
- Vehicle Details: Make, model, colour, registration number or distinguishing details (e.g. company name, damage, decoration).

Reporting Suspicious Activity

An essential part of the NHW co-ordinator's role is to encourage people in the NHW scheme area to report crime and suspicious activity promptly and efficiently. In an emergency when there is danger to life, or a crime is in progress, people should dial 999 at once, ask for the police and provide clear details about themselves and the incident.

In a non-emergency situation use 101 to contact the police.

How to be safe at home

Improving property security

- Fit good security hardware, including locks and bolts on doors and windows, door security chains and viewers, better lighting and possibly an alarm.
- Consider replacing doors and windows, if they are weak.
- Keep external doors locked. Always lock doors and windows properly even when popping out for a few minutes.
- Never leave keys under the doormat or on a string in the letterbox. Give a spare key to a trusted neighbour to keep safely.
- Change door and window locks when moving to a new home.

Improving personal safety

- Do not give personal information to strangers on the phone.
- Never let strangers into your home when you are alone.
- If you receive abusive calls put the phone down immediately and, if they continue tell the telephone company.
- Have a telephone extension in the bedroom for emergencies.
- Do not go outside to investigate prowlers - dial 999 at once.
- If you find signs of a break in when you return home, do not go inside or shout out. Go to a neighbour and dial 999.

How to protect empty homes

Whether a house is empty for just a few minutes or while the owner is on holiday, it is vulnerable. NHW scheme members should take the simple precautions listed below. These precautions should be emphasised each year as the summer holiday season approaches and the checklist could be circulated to members. Do not keep a list of members' holidays, as this could cause problems if it fell into the wrong hands. It is safer for members to let a neighbour or the police know when they are away and how they can be contacted in an emergency and provide contact numbers for key holders.

Make sure that every member knows at least one neighbour who can be called on to help. It may be helpful for the NHW Co-ordinator to keep a record of who 'house sits' for whom, in case unusual activity needs to be checked.

For short periods

- Always lock doors and windows.
- Consider leaving a radio playing.
- Consider switching on lights in some rooms.
- Lamps and radios can be plugged into a timer which makes them come on and off at various times which can make it look as if someone is home.
- Draw curtains in the evening.
- Tell neighbours if the house is unoccupied at regular times.

For long periods

- Make sure properties are secure when unoccupied.
- Cancel any deliveries of milk and papers.
- Tell neighbours, police and alarm companies when the house is unoccupied.
- Consider using a time switch to turn on lights.
- Ask someone to open and close curtains.
- Make sure post is removed each day.
- Mow the grass before leaving for holidays.
- Lock away ladders and secure sheds and garages.
- Do not put your home address on luggage labels.

Doorstep Callers

Be aware of bogus doorstep callers. Most callers are probably genuine, but some are not.

The advice is:

- Keep the door locked.
- Identify the caller through a window / spy hole.
- Be cautious.
- Use the safety chain before opening the door.
- Ask for an identity card and check it thoroughly – don't be rushed.
- If unsure telephone the company concerned and enquire about the caller or phone Quick Check on **0800 013 2290**.
- If still unsure do not let them in - ask them to write and make an appointment.
- If you have any concerns telephone a neighbour, your NHW Co-ordinator and/or the police.

How to be safe on the street, in a car or on public transport

NHW is not just concerned with being safe in the home. The following advice is for members when they are out and about:

On the Streets

- Avoid short cuts through dark areas, or waste ground.
- Walk facing the traffic. A car cannot easily pull up behind you unnoticed.
- Walk on the street side of the pavement to be furthest from dark entrances.
- Run in the opposite direction from anyone in a car who is threatening you. If you can, note the number and type of car.
- Do not accept lifts from strangers, or hitchhike.
- Always have enough money with you to book a taxi if it is late, or arrange a lift home.
- Carry a personal alarm in your hand at night, or in areas where there are few people.
- Test the alarm every couple of months to make sure it still works.
- Cover up expensive jewellery when you are outside.

- Keep house keys in your pocket, not your bag.
- If you are followed, run to the nearest place where there are other people and call the police.
- Vary your route, if you go out regularly at night.

In a car

- Keep car doors locked and valuables out of sight.
- Make sure the car is in good condition before going on a long journey.
- Make sure there is sufficient fuel for the journey.
- Plan your route using main roads as much as possible.
- Ensure mobile phones are charged.
- Be wary of hitchhikers and anyone who flags you down.
- If you break down on the motorway do not accept lifts from strangers. Wait for the police, or breakdown services.

On Public Transport

- Keep away from isolated bus stops after dark.
- If it is late sit near the driver and conductor on buses.
- On platforms, stand where there are several others waiting.
- On trains, sit in compartments with several other people.

Frequently Asked Questions and Answers

Q What are the merits of a Neighbourhood Watch Scheme?

Crime statistics show that crime in Northern Ireland is low; however the fear of crime, particularly amongst the elderly is high. Involvement in this scheme can reassure elderly residents and provide additional support to those persons in fear.

NHW schemes enable communities to look after each other. They will hopefully lead to greater public support for police and a greater chance of people reporting incidents that might have previously gone unreported to police.

Q How does this involve police?

Requests for assistance by any individual to police are prioritized and treated accordingly. The public want a visible police presence to act as a deterrent to criminals. Police support local areas within the NHW schemes in terms of maximizing patrols in the areas concerned. The NHW schemes are given designated patrol officers from their neighbourhood policing teams, with response police also patrolling areas at any available time.

Q Can others join a Neighbourhood Watch scheme?

Any area which wishes to join a NHW scheme can do so at any time. They will be asked to complete a survey which basically determines the public support for a NHW scheme in the area. Any person who wishes to be a NHW co-ordinator must go through police service checking to determine their suitability.

Q How much does it cost to become involved in the Neighbourhood Watch scheme?

Absolutely nothing only a little time and effort. Statutory supporting agencies such as the police and other non-statutory supporting organisations will assist.

Q What should I do if anyone asks about Neighbourhood Watch schemes?

Refer them to the police or PCSP Manager. Alternatively information may be found on the Police Service of Northern Ireland website: www.psni.police.uk, the Community Safety Unit

Website:

www.nidirect.gov.uk/information-and-services/crime-justice-and-law/crime-prevention or www.nipolicingboard.org.uk

Contacts

Agency	Contact Details
Neighbourhood Watch Co-ordinator	
Local Police	101
PCSP Manager (Newry, Mourne & Down)	0300 031 2233
Newry, Mourne & Down District Council	0300 031 2233
Northern Ireland Housing Executive	0344 892 0900
Crimestoppers	0800 555 111
Quick Check	0800 103 2290

Glossary of terms

A number of the terms used in this handbook are described below.

CSU : Community Safety Unit

Community Safety Unit of the Department of Justice has overall responsibility for community safety within Government www.communitysafetyni.gov.uk.

DoI: Department of Infrastructure

Main responsibilities include strategic planning, transportation strategy, ports and public transport, roads and water policy, providing and maintaining roads and providing and maintaining water and sewage services www.infrastructure-ni.gov.uk

DOJ: Department of Justice

The Department of Justice (DOJ) came into existence on 12 April 2010 and was established by the Department of Justice Act (Northern Ireland) 2010. It has a range of devolved policing and justice functions, set out in the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010.

NIHE: Northern Ireland Housing Executive

A comprehensive regional housing authority www.nihe.gov.uk

NIPB: Northern Ireland Policing Board

The Board's principal function is to secure the maintenance, efficiency and effectiveness of the police in Northern Ireland. In discharging this function, the Board must hold the Chief Constable and the Police Service accountable for the performance of their duties www.nipolicingboard.org.uk

PCSP: Policing and Community Safety Partnership

Policing and Community Safety Partnerships are statutory bodies established under the Justice Act (Northern Ireland) 2011 and bring together the functions and responsibilities of District Policing Partnerships (DPPs) and Community Safety Partnerships (CSPs). PCSPs strive to make communities in Northern Ireland safer by focusing on the community safety issues that matter most in each local area.

PSNI: The Police Service of Northern Ireland

'Policing with the Community' is the style of policing delivered in Northern Ireland to meet the policing requirements of all members of the community and is delivered in furtherance of the statutory general duties of police officers www.psni.police.uk

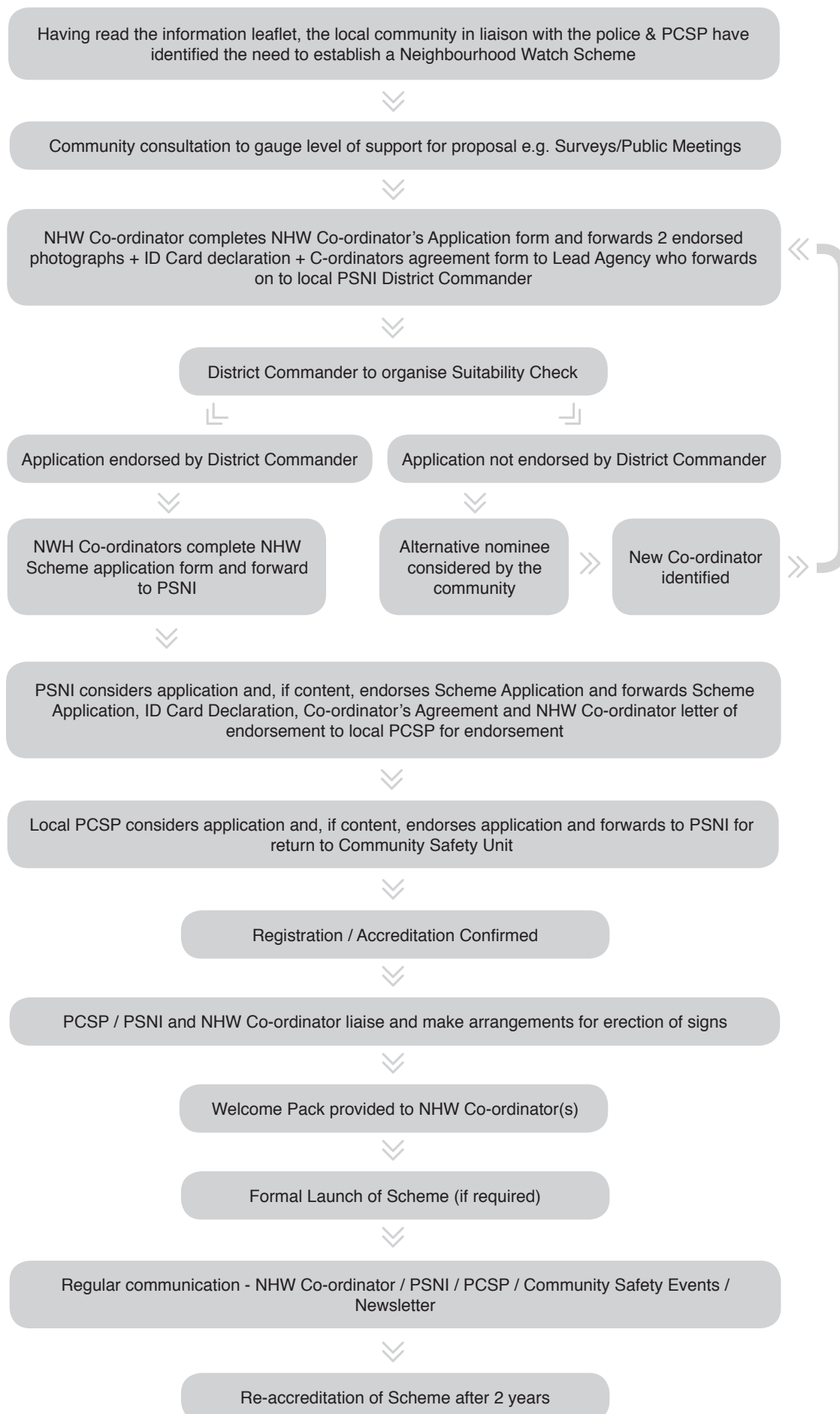


Neighbourhood Watch

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Process for establishing a Neighbourhood Watch Scheme





Neighbourhood Watch

Application Form

SCHEME NAME: _____

COMMUNITY CONTACT/ CO-ORDINATOR DETAILS: _____

First name(s):	<input type="text"/>	Full Postal Address:	<input type="text"/>
Surname:	<input type="text"/>		<input type="text"/>
Previous Surname(s) if applicable:	<input type="text"/>		<input type="text"/>
Date of Birth:	<input type="text"/>	Postcode:	<input type="text"/>
Mobile:	<input type="text"/>	Landline:	<input type="text"/>
Email:	<input type="text"/>		

SCHEME DETAILS - Please give as much detail as possible:

Street Name	No. of Dwellings	Street Postcodes	Name of NW Co-ordinator	Contact Tel. No.	Have the Police endorsed NW Co-ordinator (Attach copy of letter)
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO

Has community consultation been carried out? ☐ YES ☐ NO

How? (Please give details)

Please indicate the level of Community Support: ☐ High (75%) ☐ Medium (40-74%) ☐ Low (0-39%)

Has the scheme a particular focus, eg: School, Rural, Elder Watch?

How many Neighbourhood Watch signs have been agreed for the scheme?

PLEASE COMPLETE BOX NUMBER ONE (OVERLEAF) BEFORE FORWARDING >>>



Neighbourhood Watch

1 Community Contact / Co-ordinator

I can confirm the above details to be correct and I submit the application for accreditation

Signed:

Print:

Date:

Forwarded to Lead Agency PSNI / PCSP

(Date)

2 Local Police District Commander

Date received:

Endorsed by:

Print:

Date:

Forwarded to PCSP

(Date)

3 Policing and Community Safety Partnership

Date received:

Endorsed by:

Signed:

Print:

Date:

Forwarded to DOJ Community Safety Unit

(Date)

4 DOJ Community Safety Unit

I can confirm the above details to be correct and I submit the application for accreditation

Signed:

Print:

Date:

Forwarded to PSNI / PCSP

(Date)



Neighbourhood Watch

Co-ordinator Application Form

PERSONAL DETAILS**PLEASE SUBMIT 2 ID PHOTOGRAPHS WITH APPLICATION FORM**

First name(s):	<input type="text"/>	Full Postal Address:	<input type="text"/>
Surname:	<input type="text"/>		<input type="text"/>
Previous Surname(s) if applicable:	<input type="text"/>		<input type="text"/>
Date of Birth:	<input type="text"/>	Postcode:	<input type="text"/>
Mobile:	<input type="text"/>	Landline:	<input type="text"/>
Email:	<input type="text"/>		
What is the area of proposed scheme? <input type="text"/>			

REFERENCES Please give details of two people (not family members) who have known you for at least 2 years, who could provide a reference

Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
Tel: <input type="text"/>	Tel: <input type="text"/>
How does this person know you? <input type="text"/>	How does this person know you? <input type="text"/>

Previous addresses in the last 5 years:

<input type="text"/>
<input type="text"/>
<input type="text"/>

APPLICATION FORM DECLARATION

I agree that the Police Service of Northern Ireland may carry out a Police Service check and that a copy of the letter of advice to me can be forwarded to the Community Safety Partnership, in confidence, as to my suitability for appointment as Neighbourhood Watch Co-ordinator. I further agree to my personal details being held by the Community Safety Partnership and the local police.

SIGNED: _____ DATE: _____

Please forward completed form to: _____ For Police District Command: _____

LOCAL POLICE DISTRICT COMMAND UNIT
<input type="text"/>

Application received: _____
Reference received: _____
(1) _____
(2) _____
Police Endorsement: <input type="checkbox"/> YES <input type="checkbox"/> NO

CONFIDENTIAL - RETAINED BY POLICE ONLY



Neighbourhood Watch

Co-ordinators Agreement

Name:

Scheme:

I agree to:

- i. Conduct myself professionally, with truth, accuracy, fairness and responsibility within the work of Neighbourhood Watch and to the public;
- ii. To improve my competence and advance the aims and objectives of Neighbourhood Watch through regular attendance and input to it's meetings and training.
- iii. Adhere to the Operational and Good Relations principles to enable the achievement of Neighbourhood Watch objectives and the development of positive public relations.

Signature:

Date:



Neighbourhood Watch

Co-ordinator

Identity Card Declaration

SCHEME NAME: _____

Upon receipt of a Neighbourhood Watch Identification Card I will ensure it is kept safe.

Should the Identification Card be misplaced, lost or stolen, I will inform local police immediately.

I will not permit anyone else to use my identity card.

If I cease to be Neighbourhood Watch Co-ordinator I agree to return my identification card.

I understand my role as a Neighbourhood Watch Co-ordinator and will:

- Wear my Neighbourhood Watch identification card in a prominent position
- Show my identification card to the householder without being asked to do so
- Ensure the householder adequately checks the identification card to satisfy themselves to my identity when requested
- Not engage in any activity or behaviour which is likely to impact on my ability to retain the confidence of the local community and police.

I will advise the local District Commander if I:


- Have been convicted in Northern Ireland or elsewhere after the date of my appointment of an offence (whether committed before or after that date); or
- Have failed to comply with the duties and responsibilities of a Neighbourhood Watch Co-ordinator or otherwise am unable or unfit to discharge my functions as a Neighbourhood Watch Co-ordinator.

If requested, I agree to return the ID card.

NW Co-ordinator	Witness
Signed: <input type="text"/>	Signed: <input type="text"/>
Print: <input type="text"/>	Print: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Date: <input type="text"/>	Date: <input type="text"/>



Neighbourhood Watch

PHOTOGRAPH	Neighbourhood Watch Co-ordinator	
	<p>NAME: A.N.OTHER NHW AREA:</p> <p>EXPIRY DATE: 27/09/2018</p>	

Registration No:

Accreditation Date:



This is to certify that

NEIGHBOURHOOD WATCH

is an Accredited Member of Neighbourhood Watch Scheme Northern Ireland

Signed _____

Department of Justice

Police Service Northern Ireland

Northern Ireland Policing Board





Neighbourhood Watch

Operational Principles

As Neighbourhood Watch Co-ordinators

- ☒ I / We will maintain responsible association within the community.
- ☒ I / We will use our knowledge and professional associations for the benefit of our neighbourhoods and not to secure unfair advantage.
- ☒ I / We will make only realistic and founded statements regarding our neighbourhoods.
- ☒ I / We will show sensitive regard for the moral, social, cultural and religious standards of others.
- ☒ I / We will refrain from imposing our beliefs or opinions on others, although we reserve the right to express them when appropriate and in a manner compliant with our commitment.
- ☒ I / We will not engage in harassment, abusive words or actions, or exploitative coercion in our neighbourhood or in relation to the work of Neighbourhood Watch.
- ☒ I / We will treat all communications in relation to Neighbourhood Watch with professional confidence.
- ☒ All records kept of Neighbourhood Watch business will be stored or disposed of in a manner that assures security and confidentiality.
- ☒ As Neighbourhood Watch Co-ordinators we commit ourselves to the principles of Equity, Respect for Differences and Relationship-Building across and within the communities living in the Newry, Mourne and Down District Council area.
- ☒ We accept that everyone has the right to expect to work and live free from any form of intimidation due to religious, political, cultural or national differences.
- ☒ Representation and promotion of our own cultural, political and religious identities should be achieved in a manner that shows respect for each other, promotes diversity and can lead to creating mutual respect and understanding.
- ☒ As Co-ordinators we are committed to ensuring that our behaviour can in no way make any person feel uncomfortable or victimised because of their religious, political, cultural, or national identity.
- ☒ As Co-ordinators we will endeavour to use language and conduct ourselves in a manner that makes no other member or community, feel belittled or degraded.



Neighbourhood Watch

Co-ordinators Letter

(DATE)

Dear Resident,

Residents within XXXXXXXX are setting up a Neighbourhood Watch Scheme. Neighbourhood Watch involves neighbours looking after each other – keeping ‘an eye’ on each other’s houses while neighbours are on holidays, watching out for suspicious activity, reducing burglaries, vandalism and helping older people and the community feel safe in their homes.

Being a part of the Neighbourhood Watch Scheme is easy and there is little work for you to do. It just means if you need someone to keep a check on your house when you are away, see something that is suspicious and you do not want to call the police – you can contact the local Co-ordinator. [xxxx and xxxx are also Co-ordinators for the Scheme].

We will keep you informed of incidents in the area so that you can protect your house and property. You also have an important role to play in participating in the Scheme and I trust that you will get actively involved in identifying and forwarding information about crimes and anti-social behaviour within the area.

I called with you today to introduce myself, the Neighbourhood Watch scheme and give you my contact details. I am sorry that I missed you.

As well as community, the Policing and Community Safety Partnership, and the PSNI support Neighbourhood Watch. Together we can work to make sure that this area remains a safe and peaceful place to live.

Kind Regards,

(NAME)
Co-ordinator



Neighbourhood Watch

Canvassing Letter

(Date)

Dear Resident,

Residents within your area have suggested that they would like to set up a Neighbourhood Watch scheme where you live. Neighbourhood Watch involves neighbours looking after each other – keeping ‘an eye’ on each other’s houses while neighbours are on holidays, watching out for suspicious activity, reducing burglaries, vandalism and helping older people and the community feel safe in their homes.

Being a part of the Neighbourhood Watch scheme is easy and there is little work for you to do. It just means if you need someone to keep an eye on your house when you are away, see something that is suspicious and you do not want to call the police – you can contact a Co-ordinator. The Co-ordinator will also keep you informed, through leaflet drops for example, if there are crimes in the area so that you can protect your house and property.

Your community, the Policing and Community Safety Partnership, and the police support the Neighbourhood Watch. Residents living here have come forward and have volunteered to co-ordinate the scheme. One will call with you soon to introduce themselves and give you their contact details.

If you do not want to take part in the scheme, you can let them know or contact PCSP on 0300 013 2233.

Together we can work to make sure that our district remains a safe and peaceful place to live.

Kind Regards,



Neighbourhood Watch Meeting

Are you concerned about crime, the fear of crime and/or anti social behaviour in **XXXX ?**

A public meeting will be held on **xx xxxx xxxxx**

in **xxxxxxxxx**

at **xxxxxx**

The meeting is to find out whether residents wish to establish a Neighbourhood Watch Scheme in the area. Neighbourhood Watch means that no one is alone. Neighbours look out for each other and keep a check on vulnerable people and places.

A Neighbourhood Watch Scheme will work to reduce crime and to ensure that xxx remains a safe and peaceful place to live.

Everyone is Welcome.



Neighbourhood Watch

Expression of Interest

We would appreciate your views on the proposal to set up a Neighbourhood Watch Scheme in the XXXX area.

I think that the Neighbourhood Watch Scheme should be introduced in XXXX	Yes
	No

I would like to get involved in the Neighbourhood Watch Scheme	Yes
	No

I would like to be a co-ordinator within the Neighbourhood Watch Scheme in XXXX	Yes
	No

Any other comments:

.....

.....

.....

Name:

Address:

.....

Post Code:



Neighbourhood Watch

Register of Scheme Members

Name	Address	Delete as Appropriate	Date
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	
		Wants to be a member: Yes / No Left contact details: Yes / No Not in - left letter <input type="checkbox"/>	



Neighbourhood Watch

News Releases / Statements

Notes for Neighbourhood Watch News releases and statements

- Sending out releases and statements is one way of communicating with the wider public and letting them know what you are doing.
- You will find 3 versions of news releases giving you examples of the kind of things you may want to highlight. These are templates to give you some guidance – you can use this template and fill in the details or you may prefer to try and word it yourself so it is particular to your area and not the same as another neighbourhood.
- You may want to submit a story about how you have successfully dealt with anti-social behaviour; to promote how the scheme is growing or to run a notice in the paper to promote a forthcoming meeting geared towards attracting new members.
- You will need contact details for your local papers – an email is best. Local papers are always keen to run stories about local areas. Find out when their print date is so you can make sure you get your notice in on time, particularly if it is to highlight a meeting. Some papers might try and encourage you to take out an advertisement instead but if you give them enough detail, they will run a story.
- You may want to widen this to include local radio stations – but be prepared for them to want to interview you about the subject you're raising.
- Keep releases succinct and factual – you can add additional information in the 'notes to editors' section, such as how long you have been running and how many members you have.
- Make sure you provide some sort of contact so that people who want to take part in or join your scheme can get in touch. Think about what details you want to be out in the public – you may not want to give out your home number or name but refer to yourself as the co-ordinator. This very much depends on what you are comfortable with.
- The person quoted in the releases should always be the co-ordinator but you should make sure you have agreement with the other scheme members that this will be one of your actions. Everyone will have different skills to bring to the schemes so you might want to allocate someone to take responsibility for publicity.
- Always brand releases with the Neighbourhood Watch logo – this is included in the templates.



Neighbourhood Watch

News Releases

The **xxx** Neighbourhood Watch Scheme will be holding a meeting on **xxx (date)** at **xxx (time)** in **xxx (place)**.

The Scheme co-ordinator **xxx** said about the meeting:

“We would urge everyone in this area who wants to contribute to keeping our area a safe and peaceful one to live in.

What we do is very straightforward – we work with the police and other bodies to make sure we’re doing all we can to make our area safe. It doesn’t take up a lot of time or resources so if you live in the **xxx area and interested in playing a part, please come along to our next meeting in **xx** on **xx**.”**

For further information, please contact **xxx (name)** on **xxx (contact details)**.

Notes to editors:

1. Neighbourhood Watch is a partnership between the police and local communities supported by the local Policing and Community Safety Partnership (PCSP). Its aim is to help people protect themselves and their property, and to reduce the fear of crime.
2. The Neighbourhood Watch Scheme has been running in the **xxx** area for **xx** years/months. The Scheme has **xxx** members.

Notes to editors ends.



Neighbourhood Watch

News Releases

The **XXX** Neighbourhood Watch Scheme has just celebrated its first birthday.

Scheme co-ordinator **XXX** said:

“We’re really pleased that our scheme has been such success in the xxx area. We set up the scheme in xxx because we were having a lot of difficulty with anti social behaviour.

The work we have done has significantly helped improve the local environment and reduce levels of anti-social behaviour and I would like to thank everyone who has taken part and helped us in our work over the past year.”

For further information, please contact **xxx (name)** on **xxx (contact details)**.

Notes to editors:

1. Neighbourhood Watch is a partnership between the police and local communities supported by the local Policing and Community Safety Partnership (PCSP). Its aim is to help people protect themselves and their property, and to reduce the fear of crime.
2. The Neighbourhood Watch Scheme has been running in the **xxx** area for **xx** years/months. The Scheme has **xxx** members.

Notes to editors ends.



Neighbourhood Watch

News Releases

The **xxx** Neighbourhood Watch Scheme co-ordinator has highlighted the increase of burglaries in the area and held a recent meeting to discuss ways of dealing with this rise and how to keep homes safer.

The Scheme co-ordinator **xxx** said:

“We work quite closely with our local Neighbourhood Officer who highlighted the recent spate of burglaries in our area.

We are obviously concerned about this and will play our part in making our community safer. Many burglaries can be prevented if houses are that little bit more secure. I would urge everyone to make sure they keep their homes well secured and if they need any information on how best to do this, please get in touch and we can pass on some advice from the PSNI.”

For further information, please contact **xxx (name)** on **xxx (contact details)**.

Notes to editors:

1. Neighbourhood Watch is a partnership between the police and local communities supported by the local Policing and Community Safety Partnership (PCSP). Its aim is to help people protect themselves and their property, and to reduce the fear of crime.
2. The Neighbourhood Watch Scheme has been running in the **xxx** area for **xx** years/months. The Scheme has **xxx** members.

Notes to editors ends.



Neighbourhood Watch

Process Checklist

- Interested party referred to Neighbourhood Watch leaflet
- Interested party highlights need has been identified to progress NHW
- Evidence of local support collated by interested party
- Application forms completed – 1 for NHW Co-ordinator and 1 for NHW Scheme
- NHW Co-ordinator application forms to include:
 - 2 endorsed passport photographs (1 to be retained for police records, 1 to CSU)
 - ID Declaration form
 - Co-ordinator Agreement form
- Police to endorse/non-endorse NHW Scheme and NHW Co-ordinator/s
- Retain a copy of all documents and forward following to local PCSP:
 - Letter of PSNI endorsement re NHW Co-ordinator/s
 - 1 x endorsed passport photograph
 - ID Declaration form
 - Co-ordinator Agreement form
 - NHW Scheme application form
- Update Post registry system with details of transfer
- CSU will forward accreditation letter to NHW Co-ordinator and advise local police and PCSP Manager of NHW scheme details
- Arrangements to be made regarding erection of signs
- Progression of launch and maintenance of NHW scheme

