



Guidance Notes

How to set up a New Neighbourhood Watch Scheme

Step One

Read the information pack to ensure you have a clear understanding of the initiative. Consider how a Neighbourhood Watch Scheme can be made to work in your Neighbourhood.

Step Two

Talk to neighbours and friends about your ideas on setting up a Neighbourhood Watch Scheme. In order for your scheme to succeed you will need strong, committed and active support from your immediate neighbours and other potential scheme members.

They should help you to work out if a scheme is needed or can be made to work in your Neighbourhood.

Step Three

Arrange a meeting with you local Police Community Support Officer to discuss your views and the results of the consultation with your neighbours.

Step Four

Arrange a launch meeting calling for all the interested parties together to ensure that everyone's knowledge and understanding of the initiative is equal and all the members know what to expect from the scheme and how it works. Occasionally and depending on the size of the scheme, finding a venue large enough to meet and cover hire costs has been a problem. In rural communities Parish Councils are often willing to assist. If this becomes an issue please discuss it with your local officer to agree alternative

arrangements. Launch meetings are also ideal opportunities for your members to meet your local Neighbourhood Policing Team.

Step Five

Select a scheme co-ordinator. This in most cases will be the person who made the initial enquiry. Also, request the help of a deputy co-ordinator to assist the scheme co-ordinator. At this point it is important to consider how the co-ordinator will communicate with the police and other scheme members.

Getting messages out into the community to allow the residents to keep themselves safe and to look out for others relies on fast time communication. Telephone calls and text messages are the real fast time options. Computer messages sent via Email and Websites are also fast but they cannot be relied upon to be responded to quickly because they require the recipient to be logged into a computer.

Computers are however the best way to get information out in slower time and are an essential tool to pass information between the police, co-ordinators and members of schemes. Whilst it is possible to co-ordinate schemes without being a computer user it must be appreciated that the quality and quantity of information received by the co-ordinator will be less than those who have computer access. It is therefore requested that if co-ordinators do not have their own computer access they ensure they have a member in their scheme that is willing and able to receive computer messages on their behalf and pass them on.

Step Six

Complete the Registration Form and hand/forward it to your liaison officer. Your scheme will then be registered and a unique reference number will be supplied.

Street signs can be obtained by completing the 'Sign Order Form' supplied at your launch meeting. Your Liaison Officer will be able to tell you the cost of the signs. Door and window stickers will be provided free of charge together with Crime Prevention Literature at the time of your scheme's launch meeting.

Step Seven

Once established it is important scheme co-ordinators and deputy co-ordinators keep in regular contact, not only with each other but also with other members of the scheme. The setting up of networking arrangements with co-ordinators of other schemes in your area will greatly assist in sharing information and in matters of parish and ward representation. Your local police liaison officer will be able to point you towards other schemes in your area.