



Our homes should be our refuge, a place to feel safe, kick off our shoes, relax, and be ourselves with those most dear to us. However, the world is changing so rapidly in terms of how we live and where we live and work, increasingly we've become more isolated when it comes to navigating our way safely through the everyday, and very occasionally, not-so-everyday dangers of modern living.

Neighbourhood Watch has never been more relevant or more necessary than it is today. Our communities, both real and virtual, rely more than ever on a close relationship between the public and the police and this wonderful organisation does more than most to share the messages that keep us safe.

I'm delighted the Home Secretary has put a *Modern Crime Prevention* Strategy* at the top of the policing agenda. As a police officer for many years, every day I came across people who never dreamed they'd find themselves victims of crime. You can play a vital role in stopping that from happening.

Whether you're an established stalwart of this wonderful organisation or just joining the community, thank you. You have, and will continue to, make a real difference to your neighbourhoods.

Jacqui Hames Former BBC Crimewatch presenter and law enforcement media presenter







Welcome

We are Neighbourhood Watch (NW) and this is our *Members' Guide*.

If you're already a NW member – congratulations – you are part of the UK's largest grassroots movement – and together, we make communities safer and friendlier right across England and Wales.

With your help we can do even more and we're aiming to make our movement even bigger, safer and friendlier.

Bigger: We aim to recruit more coordinators and map our schemes so more people can find their local scheme and join us.

Safer: Crime is changing and we're giving out new, more varied advice about how to prevent the new challenges facing our communities.

Friendlier: It's not all about crime. Neighbourhood Watch brings communities closer and we offer support right across our network to help you do that.

This 32-page *Guide* can't contain every tip and piece of advice available about preventing crime and keeping safe. But we've designed it to help you find further information and resources you might need.

We hope you enjoy it.

To find your nearest scheme go to our website



www.ourwatch.org.uk

and enter your postcode.

If there isn't a scheme nearby, then consider setting one up!

^{*} https://www.gov.uk/government/publications/modern-crime-prevention-strategy







Protecting your home and the things you care about

Although burglary rates are falling in many areas across the country and you are three times less likely to be a burglary victim than in 1993, there were still 193,851 recorded domestic burglaries in England and Wales in 2015.*

Being burgled is a horrible experience - to know that a stranger has been inside your home, among your precious possessions and taken things that mean something to you - is devastating for many victims.

But most burglaries are opportunistic and many can be prevented.

We recommend using what we call the **WIDE** principle when looking at how to secure your home – and it's very simple.

Ensure your home has:







Double or dead bolts fitted on doors



Exterior lights on a sensor



Taking these **basic steps** to protect yourself can offer **49 times more protection** against burglary than homes without these measures.**

You are three times more likely to be a burglary victim if you live in social rented housing. People living in rented accommodation are often limited to what they can do to physically improve the security of their home due to budgets or landlord restrictions. But some security improvements – like solar-powered lighting outside – are cheap but effective.

Living within a Neighbourhood Watch scheme area reduces the likelihood of being a burglary victim. Households living in Neighbourhood Watch areas experience 21% fewer burglaries than similar households.***

There are higher burglary rates in urban areas but also certain social and ethnic groups are more likely to be victims of burglary.

Being a victim of burglary also raises yours, and your neighbours' risk of being burgled again. By implementing this advice you are reducing this risk.

To read the research:



www.ourwatch.org.uk/knowledge/members-guide/

^{*} ONS Crime in England and Wales year ending Dec 2015

^{** ©} Tseloni, Thompson, Grove, Tilley and Farrell, 2014

^{*** ©} Hunter and Tseloni. 2016



A FREE Security Survey for every home in the UK





Proudly supported by



ERA has been designing and manufacturing door and window locks for over 175 years. Now we've made it even easier to improve the security of your home because we've partnered with the Master Locksmiths Association (MLA) to offer every homeowner in the UK a FREE home security survey.

Together we can make your home more secure.



Visit www.erahomesecurity.com to book your FREE Home Security Survey



Preventing burglary based on the WIDE principle

Windows: When having new windows fitted, ensure they have secure locking devices. For older windows fitting additional locks will enhance your security. Never leave a window open when you're out, even if it is only for a short period of time.

Doors: A BS five-lever mortice lock with a nightlatch; or a multi-point lock that uses hooks is essential for all external doors. Further peace of mind can be gained from fitting security bolts, a chain, a spy hole; and hinge bolts to protect the hinge side of the door.

For timber doors an ERA British Standard 3621 Fortress mortice lock ensures you meet insurance standards and is a suitable upgrade to existing locks. Hardened steel rollers in deadbolt resists hacksawing and false notching on levers for resistance to picking for enhanced protection.

For PVCu doors, a hook lock such as the 2 Hook 2 Roller with a BS Kitemark (3*) cylinder is recommended. ERA's multi-point locks use heavy duty bi-directional hooks that grip the door firmly into the frame, for high security and anti-jemmy resistance; and precision rollers ensure the door seals tightly into the frame. ERA also has a handy repair kit to upgrade any existing PVCu door locks.

Lights: Lighting that activates through heat sensitivity or movement will act as a deterrent and make it look like someone is at home.



Close and lock your doors and windows at night and when you leave the house. Burglars are lazy and would much rather get in through an open door or window.

Don't forget to lock doors into garages and conservatories, especially in warm weather. Consider a Neighbourhood Watch Patlock for your French patio doors.

Keep all your keys in a place where they can't be seen by anyone looking in (even through a letterbox). Don't leave keys in the door lock and don't hide a spare key under a nearby plant pot.

Make sure your locks and security measures comply with your home insurance requirements. More information at:



www.securedbydesign.com

and



www.locksmiths.co.uk

Never keep large amounts of cash in your house.

Take photos of your valuable items for insurance purposes and keep the pictures with other important documents.

If you have expensive jewellery buy a home safe and get it properly fitted.

For extra peace of mind consider registering expensive items with a forensic marking product. Secured by Design has accredited a number of products which use forensic trace or permanent marks.





www.erahomesecurity.com

Our valued sponsor ERA has been designing and manufacturing locks since 1838. ERA knows a lot about the best ways to keep British homes secure - that's why door and window fabricators and installers, locksmiths and police forces across the country have looked to ERA as security experts for many years. © 01922 490000.



www.immobilise.com

Register valuable items for free at this property register that helps police to identify your property.



www.locksmiths.co.uk

Master Locksmiths Association. If you need to repair or replace your locks or want to upgrade your security. The website also offers a visual guide to home security. © 0800 7831498.



www.securedbydesign.com

Secured by Design is a crime prevention initiative operated on behalf of the UK police service, which aims to use design principles and products in the built environment in such a way that it reduces the risk of crime. Combining minimum standards of physical security and proven principles of natural surveillance and defensible space, it is possible to reduce crime.



www.patlock.co.uk

An innovative device to secure French patio doors.



Improving your home security reduces the chance of you becoming the victim of crime

To help you make the right choices to protect your home or business, Secured by Design have put together comprehensive information about security. It is contained in an easy-to-read format on our website.

We also have a scheme to accredit products that have passed the necessary tests and evaluations to satisfy the police service that they are secure. These products and the standards are all listed on our website and products that have been accredited will have our logo affixed to them, with the words 'Police Preferred Specification'.





Official Police Security Initiative

If you are uncertain about claims made by a manufacturer, you can always contact us at: enquiries@police-cpi.co.uk or contact the crime prevention officer at your local police station.







An intruder in your home – what would you do?

It's worth thinking about what you might do in this rare situation now as you read this guide, but our advice is to find somewhere safe to call the police on 999 and don't confront the intruder in your home. None of your possessions, however valuable, are worth more than your personal safety. For guidance on dealing with intruders and the legal use of reasonable force visit:



www.cps.gov.uk/publications/prosecution/householders.html

Relax, you're on holiday

Going away on holiday is a pleasure you deserve to enjoy without worrying about the home you've left behind.

- Make your home look occupied. Ask a neighbour to move post away from your letterbox – important if you have a glass pane in your front door.
- Put some lights on a timer switch to make your house look occupied. You can also get timer switches for a radio or TV.
- Be careful about posting on Facebook and other social media that you're away. Selfies posted from the beach are a sure-fire way to tell everyone you know that your house is empty!
- Tell your neighbours you are going away and consider letting a neighbour park on your driveway.
- Lock the front door and have a great time. But remember to leave your contact details with a trusted neighbour.



PROTECTING THE THINGS AND PEOPLE YOU LOVE

Buy the Neighbourhood Watch Patlock at our exclusive discounted rate of £42.50* (including VAT and delivery) at: www.ourwatch.org.uk

*£64.00 at www.patlock.co.uk











Sheds, garages and gardens

Your garden shed or garage often contains valuable items or the tools that can help a burglar break into your home. There were 207,867 recorded non-domestic burglaries in 2015*.

If you have a shed or garage, fit a good, heavy duty padlock and make sure any valuable items are locked up again inside the shed – use chains to lock together and secure them to shed walls or floor. A great selection of products can be found at:



www.erahomesecurity.com

Make your garden as secure as it can be with substantial fencing, walls or gates and lock them with a good quality padlock. Look for a Secured by Design or Sold Secure standard.

Consider prickly planting near windows or around your fence. But make sure hedges don't give burglars a place to hide.

Make sure your rubbish bins or ladders can't be climbed onto to access upstairs windows that might be left open to air the home.

Some people swear by noisy gravel to hear people walking about.

Use permanent marking to postcode your valuables stored in sheds and garages, engrave them or use a property marking kit. Use your postcode or your driver's licence number.

Consider buying a stand-alone shed or garage alarm or link your garage to your home alarm system.

*ONS Crime in England and Wales year ending Dec 2015.







Feeling safe in your home

Bogus callers – sometimes called distraction burglars – usually prey on elderly or vulnerable households and the effect of their deception can be devastating.

Some of the most common ruses used is for someone to turn up uninvited on your doorstep and claim to be from a utility company or someone who needs to check your property.

Often you don't want to appear rude by asking them to leave but it is your home and you have every right to ask people to leave.

The following advice applies:

Not sure? Don't open the door!

Ask them to leave and then call the police on 999.

Before you answer the door go to the back door and make sure it's locked.

Never leave someone inside your house while you go to check any claim they've made to you.

To download and print free resources - such as the flyer on page 17 – go to:



www.ourwatch.org.uk/knowledge/members-guide/





Genuine callers welcome!

It's important to say that most callers at your door are genuine and it would be wrong to worry that everyone who knocks could be a would-be thief or con-artist.

There are visitors that *need* to knock your door and over the next few years a major infrastructure project is happening across Britain.

The National Smart Meter Rollout is the national replacement of old energy meters by energy suppliers who are offering free smart meters to more than 26 million homes in England, Wales and Scotland.

Fitting of Smart Meters is by appointment only and energy companies will never send fitters to your home without a previously arranged appointment.



www.smartenergygb.org/en

For more information on how your energy supplier will be contacting you, and why.



www.checkatrade.com

Connects customers with reputable trades, services and businesses who have been checked to the Checkatrade standard, giving you peace of mind. (C) 0333 0146 190.













Insurance

Home Insurance with extra ingredients





Home Insurance from as little as

when you buy combined buildings and contents policy



Call our friendly UK team on:

0800 781 1390

coop.co.uk/insurance

Calls may be monitored or recorded for security and training purposes. Calls to 0800 numbers are free from both UK landlines and mobile phones. *£50 worth of Co-op Food vouchers available to new customers (UK residents only) who purchase a home combined buildings and contents insurance policy direct from Co-op Insurance between the 29/12/2015 and 18/11/2016. Policies must start before the 18/12/2016. One set of vouchers per policy, vouchers are redeemable in any Co-op Food store. Policies from price comparison sites and cashback sites are excluded. Customers who have had another policy of the same type from Co-op Insurance within the last 12 months are not eligible to receive this offer. Your policy must be in force for a minimum of 30 days in order to qualify for the offer; you should expect to receive your vouchers up to 90 days after your policy start date. For full terms and conditions and details of how to redeem, visit co-opinsurance.co.uk/food-tandcs. Promoter: Co-op Insurance (29999R), registered office: Miller Street, Manchester, M60 0AL. Offers may be withdrawn at any time. Minimum premiums apply. A new customer is someone who has not had another policy of the same type from Co-op Insurance within the last 12 months. Co-op Insurance is a trading name of CIS General Insurance Limited; registered in England and Wales under company number 29999R. Registered Office: CIS Building, Miller Street, Manchester M60 0AL. CIS General Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under register number 435022.





Keeping your vehicles safe

Vehicle crime is falling. Twenty years ago car owners in England and Wales had a one in five chance of having their car broken into or stolen each year - now that figure is one in 25.*

But vehicle crime does still happen – there were 364,468** recorded vehicle crimes last year and, as with most crimes, car criminals are opportunistic and will choose the easy option.

The Co-op Insurance has also revealed that motor insurance claims for malicious damage to vehicles rose 15% in 2014/15.*** Examples include vandalism such as car bodywork being deliberately scratched, wing mirrors pulled off and windows being smashed.

Four wheels

- Use your garage if you have one. Your car is a valuable asset – often more expensive than the stuff you have stored inside a garage.
- Remember to close the windows and sunroof and lock the car when you leave it.
- Don't leave anything on show even an empty bag or coat can make a thief think there might be something inside worth stealing.

- If you have a removable sat-nav take it with you and wipe any sign of suction cup from windscreeen.
- Don't programme in Home as it could be a risk if they also steal your house keys.
- Store your car documents at home not in your glove-box.
- Use an anti-theft device on your car.

^{*}Modern Crime Prevention Strategy, Home Office March 2016. **ONS Crime in England and Wales year ending Dec 2015

^{***}Co-op Insurance malicious damage claims data 2011-2016





Two wheels

- Lock your motorbike or push bike up to heavy-duty street furniture when you leave it.
- Consider fitting an alarm to your motorbike.
- Take a photo of the bike and keep it with any insurance documents.
 Note its make, model and serial number.
- 87,895 bicycles were recorded as stolen in 2015.*

Caravans and campervans

- Always use a wheel lock to secure your caravan or campervan on a driveway.
- Don't leave valuables inside and if you park it on the driveway consider using a storage facility over the summer months – or your busy holiday times - to stop people seeing it gone and knowing you're away.
- Consider registering your caravan with CRiS.

Register your push bike for free at:



www.bikeregister.com

The UK's only police-approved cycle database. This will help police find it if it gets stolen.



www.soldsecure.com

Sold Secure is dedicated to reducing the risk of crime by the assessment of security products. Sold Secure is now owned and administered by the Master Locksmiths Association (a not-for-profit trade association).



www.cris.co.uk

CRiS is the National Register for UK caravan keepers. © 0203 2821000.



Fraudsters are doing their best to get their hands on your money.

They'll call you on the phone posing as bank staff, police officers or other officials claiming there's been fraud on your account and that you need to take urgent action. They are very convincing. They may even ask you to check the number on your phone display matches your bank's registered phone number. Don't trust the display as the number showing can be altered by the caller.

Always remember that your bank or the police will **never**:

- Phone you to ask for your 4-digit card PIN or your online banking password, even by tapping them into the telephone keypad.
- Ask you to withdraw money to hand over to them for safe-keeping.
- Ask you to transfer money to a new account for fraud reasons, even if they say it is in your name.
- Send someone to your home to collect your cash, PIN, payment card or cheque book if you are a victim of fraud.
- Ask you to purchase goods using your card and then hand them over for safe-keeping.

If you get a call like this, hang up, wait five minutes to clear the line, then call your bank or card issuer on their advertised number to alert them to the scam.



^{*} ONS Crime in England and Wales year ending Dec 2015





Safety on the phone

For many people their whole world is in their phone and it's never far away from them. But expensive phones are easy pickings for thieves so keep them close and keep them locked.

Never open or reply to unsolicited text messages – just delete them.

Use a password, passcode or pattern code – a shape in the keypad numbers of your smartphone – to lock your phone. Don't store password reminders on your phone.

If you lose your phone report it to the police on 101 and your service provider to block its use – even if it's a pay-as-you-go mobile phone.

Install anti-virus software specially designed for your mobile phone. Ask for advice from your phone shop.

Don't open links or download anything that you're not sure of and clear your browser history regularly.

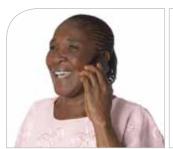
When a stranger calls - staying safe on the home phone

Large amounts of cold calls are annoying and can disturb our valuable time at home. Don't be afraid of being rude and simply hanging up.

Some people tell cold callers they are renting the property which usually deters home improvement sales calls.

Never give out your personal information over the phone unless you have made the call and are certain of who you are speaking to.

Telephone scammers often pretend to be from well-known companies like banks or utility companies.







Remember:

Banks and other companies will **never** ring to ask you for your bank details or to confirm those details. Never give them out.



www.tpsonline.org.uk

Sign up to the telephone preference service or ② 0345 0700707.



www.mpsonline.org.uk

To minimise unsolicited calls and mail sign up to the Mail Preference Service.



www.immobilise.com

Register your mobile phone - as well as other valuable items such as bikes, tablets, cameras.



www.outofyourhands.com

More advice on smartphone safety, particularly aimed at young people.



www.truecall.co.uk

UK households are bombarded with around 5 billion unwanted phone calls a year. For most of us these are just an irritant, but they can have a big impact on the lives of older and vulnerable people who can be confused by the calls, order products or services that they don't need, or be exploited by unscrupulous sales people or scammers. There is now a proven solution - in trials carried out by local authorities across the UK the trueCall Secure call blocker blocked over 95% of unwanted calls. trueCall was seen on BBC's Dragons' Den, is Trading Standards approved, and has earned 'Secured by Design' accreditation - the only form of Police approval for products in the UK. It has a special mode to protect those with dementia. © 0800 0336339.





Fighting fraud & cyber-crime

Crime is changing across the UK and some types of crime, particularly on-line fraud, is rising as criminals see the opportunities presented by our changing, on-line world.

In the past our doors and windows used to be the only way for criminals to enter our homes, but they're now using the telephone socket, broadband cable and wi-fi router to pose a threat to our security.

Action Fraud is the UK's national reporting centre for fraud and cyber-crime where you should report fraud if you have been scammed, defrauded or experienced cyber-crime.

It offers advice on 147 different types of fraud that you can be a victim of and works closely with our partners in government and the police service to run the Action Fraud reporting service.

You can report fraud or internet crime to **Action Fraud** any time of the day or night using the online fraud reporting tool at:



www.actionfraud.police.uk

© 0300 123 2040 (textphone 0300 123 2050). Advisers are available Monday to Friday 9:00am until 6:00pm. Action Fraud will not call you unless you have requested a call, and will **never** ask for your bank details.









www.cyberstreetwise.com/resources

for free downloadable advice like pages 26 & 27



www.getsafeonline.org.uk

Offers free expert advice on staying safe on-line.

Although fraud comes in many forms, there are some simple steps you can take to protect yourself – both on-line and at home.

- 1. Do not give any personal information to organisations or people before verifying their credentials.
- 2. Many frauds start with a phishing email. Remember that banks and financial institutions will *never* send you an email asking you to click on a link and confirm your bank details. Do not trust such emails, even if they look genuine. Call your bank if you're not sure.
- 3. Destroy or shred receipts with your card details on and post with your name and address on. Identity fraudsters don't need much information in order to be able to clone your identity.
- 4. Make sure your computer has up-to-date anti-virus software and a firewall installed. Ensure your browser is set to the highest level of security notification and monitoring to prevent malware issues and computer crimes.
- 5. Sign-up to Verified by Visa or MasterCard Secure Code whenever you are given the option while shopping online. This involves you registering a password with your card company and adds an additional layer of security to online transactions with signed-up retailers.



BECYBERSTREETWISE.COM

You run your whole life from your smartphone, tablet or computer.

Follow these simple steps to keep your devices secure from hackers and viruses:

Always download the latest software updates



Don't ignore those little messages reminding you to download software updates. You may think they don't make a difference, but software updates contain vital security upgrades which help protect your device from viruses and hackers.

2 Use three random words to create a strong password



Numbers and symbols can still be used, but three random words is the key to creating a strong password. Be extra careful with important accounts such as emails and online banking. Access to these gives a hacker a lot of scope to disrupt your life.



Any computers, tablets and smartphones can easily become infected by viruses or malware. Installing internet security software like antivirus helps protect your devices.







Neighbourhood Watch is often contacted by members asking for advice on a wide range of issues.

We value our members and want to help in any way we can but sometimes we need to direct you to other partner organisations that can offer more specialist and hands-on help and advice.

Remember always call **② 999 in case of an emergency** or a crime in progress and use 101 for all non-emergency calls to the police.

I'm worried about a child / elderly person I know?

If you're worried about a child, even if you're unsure, contact the professional counsellors at **NSPCC** 24/7 for help, advice and support. (f) 0808 800 5000



www.nspcc.org.uk

For help, information and advice to help older people love later life (r) Age UK 0800 1692081



www.ageuk.org.uk

A young person I know needs to talk to someone who won't judge them?

Childline offers a free 24/7 helpline (1) 0800 1111 and the charity's website offers an on-line chat facility with its counsellors and lots of advice about different issues that young people might be facing.



www.childline.org.uk







I think someone I know might be a victim of domestic violence, what can I do? Women's Aid offers lots of practical advice on its website



www.womensaid.org.uk and free helpline © 0808 2000247.

I've been a victim of crime and I need some support?

Independent charity Victim Support works towards a world where people affected by crime get the support they need and the respect they deserve.



www.victimsupport.org.uk or freephone © 0808 1689111.

I hear a lot about trafficking and child exploitation. It sounds awful, where can I learn more?

The Home Office website has useful resources and information about this, and other, modern-day issues.



www.gov.uk/government/publications

Can I report crime or suspicious activity anonymously?

Crimestoppers is an independent charity where you can report crime anonymously on @ 0800 555 111.



www.crimestoppers-uk.org

Where can I get information about personal safety?

The Suzy Lamplugh Trust offers advice on all aspects of personal safety including stalking.



www.suzylamplugh.org or © 0207 0910 014.





We hope you have enjoyed this *Members' Guide*.

A big thank you to the Co-op Insurance for funding 500,000 of our new iconic window stickers, enabling you to receive a sticker as a membership benefit when you join. Please contact your Force Area Association to find out how to receive your free sticker.

The agreement between the Co-op Insurance and NW will see the organisations working together to achieve our common goals of bringing neighbourhoods together to create stronger relationships and promote safety among communities, giving individuals greater peace of mind.

We are calling for new members from all walks of life to set up 30,000 new schemes to bring together neighbourhoods and streets across England and Wales.

Mark Summerfield, CEO of the Co-op Insurance, said: "As part of the Co-op, our purpose is to champion a better way of doing business that helps to strengthen communities.

"Teaming up with Neighbourhood Watch gives us a great opportunity to work with a voluntary organisation with a vision that fits with our own and has aspirations to ensure people feel safe in the place where they live. The scale of our two groups combined gives us the potential to reach out to a huge part of society to help make this possible."



www.coop.co.uk/insurance





If you're already a part of our movement – thank you.

Not yet a member of Neighbourhood Watch? Thinking of joining us?

There's never been a better time to join Neighbourhood Watch.

Our movement has distinctive window stickers, dedicated volunteers and up-to-date advice to help stop you being a victim of crime.

To find your nearest scheme go to our website



www.ourwatch.org.uk and enter your postcode.

If there isn't a scheme nearby, then consider setting one up!

You can become the coordinator and sign up neighbours as and when you can. It's a great way to meet your neighbours and we have great resources on-line, including all the information you will need about being a coordinator and setting up a scheme. Speak to your Force Area Association for support, advice and guidance.



www.ourwatch.org.uk/force-level-association

The national charity, based in Leicestershire, also provides a friendly enquiry line © 0116 402 6111 or email enquiries@ourwatch.org.uk

What are you waiting for?

An electronic version of this guide[©] is available to download at:



www.ourwatch.org.uk/knowledge/members-guide/





Neighbourhood & Home Watch

