



## Introduction

Welcome to the Neighbourhood Watch Training Package. This introduction is designed to give you some background information about:

- the structure of the package;
- the contents of each module;
- how to use it.

## Aim of the package

The package can be used by new or existing schemes. The aim of the package is to provide you with:

- basic information about a range of topics;
- simple training sessions that can be run with a minimum of equipment and training experience;
- a flexible package that can be tailored to suit individual needs.

## Basic information

This package covers a very wide range of subjects. There are 13 separate modules which provide information on two basic themes:

- Administering a Neighbourhood Watch Scheme;
- Security in your community.



## **Simple training sessions**

You may be lucky and have qualified teachers or training officers amongst your scheme members who are willing to run short training sessions for you. However, not all of you will be in that position.

The information in this package has been designed so that it is easy to read and use in running group training sessions. No special expertise or equipment is needed for running these sessions. If you feel that you need some skills to help you run the training sessions, it would be helpful to work through the modules on meetings and presentations.

## **Flexibility**

Each neighbourhood is different and has different needs and problems. Because of this it is important that this training package is flexible.

This training package is not designed to be used as a course that you simply work through. You can choose the modules on topics that are of interest or importance to your scheme and concentrate on those. If you decide to leave some topics out of your training programme, you can do so.

Also, each of the modules is a starting point. If you want to cover certain topics in more depth or adapt them to look at specific local issues, you can adapt the material in any way you want.

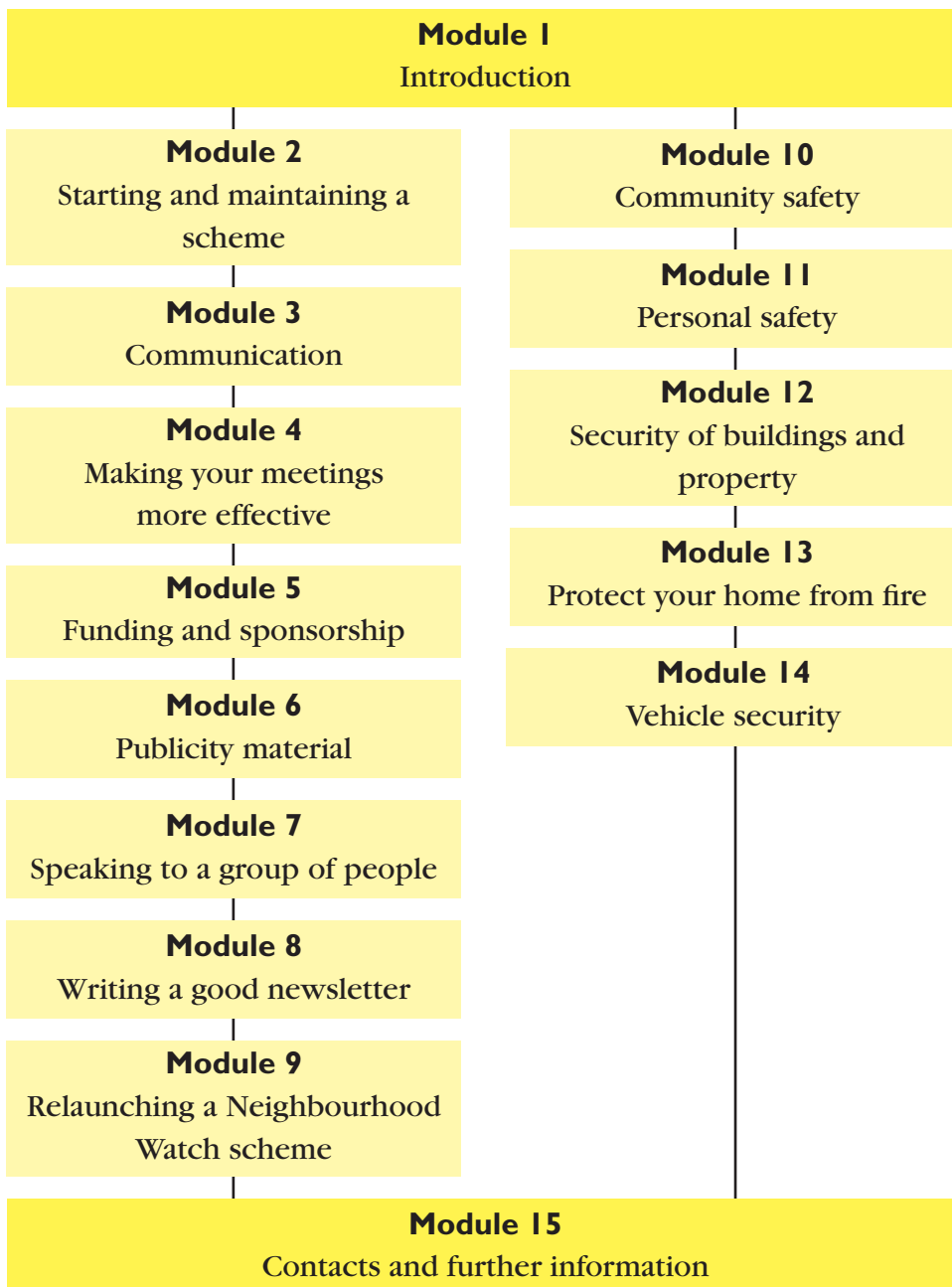


# What's in the package?

## The modules

As the previous section of this introduction pointed out, there are 13 modules to this package. These are complemented by this introduction and a list of contacts and details of where to get further information.

The full list of modules is:





## What's in each module?

Each module in the package is structured in a similar way. This means that they are easy to use and once you have found your way round one module, you will be able to find your way round all of them.

Each module is divided into three parts:

- Introduction
- Development Notes
- Session Notes

## Introduction

The Introduction contains information on:

- the aims and objectives of each module;
- a brief description of what is contained in the Development and Session Notes.

## Development Notes

Development Notes contain:

- background information for the trainer and participants;
- fact sheets that can be photocopied for training sessions.

## Session Notes

Session Notes contain:

- objectives for a short training session;
- details of what is required to run the training session, including timings and ideal number of participants;
- a session outline containing notes for the trainer and exercises for the participants.



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In addition, you could invite speakers from the local community and the police who can give their view of the benefits of Neighbourhood Watch.

Any session you run based round the video should end with some sort of decision about what to do next. It is important that people leave a meeting feeling as though some action has been taken, even if it is only to call another meeting at a later date to discuss the issues more fully.

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## The modules

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On the next few pages, the Introduction from each module has been printed to give you an overview of the whole package.



## Starting and maintaining a scheme

### Introduction

This section deals with some of the things you will have to consider when starting up a Neighbourhood Watch scheme. The aim of this section is to provide you with a technique that will allow you to:

- set objectives for your scheme;
- plan activities to help you meet those objectives;
- identify the resources you will need to carry out the objectives;
- review the activities to see if they meet your objectives.

### Objectives

By the end of this module you will be able to:

- identify the kinds of questions to ask to help you get your scheme started;
- organise a meeting to discuss and plan your scheme's activities.

### Module structure

The module is in two parts:

- Part one contains the Development Notes which explain how to plan your scheme's activities.
- Part two contains the Session Notes which you can use to run an initial meeting for your scheme.



## Communication

### Introduction

This module looks at how to design a sensible strategy for communications in your scheme. It looks at the problems caused by poor communication and how to overcome those problems.

### Objectives

By the end of this module you will be able to:

- describe the four principles of good communication;
- use the four principles when you communicate with the police and in your Neighbourhood Watch.

### Module structure

This module is in two parts:

- Part one contains the Development Notes about good communications and how to use them.
- Part two contains the Session Notes and a video that can be used to discuss good communications in a group.



## Making your meetings more effective

### Introduction

This module looks at how to run and manage effective meetings.

### Objectives

By the end of this module you will be able to:

- identify good venues for meetings;
- manage the time in meetings effectively;
- set an agenda for meetings;
- select officers for your committee and allocate responsibilities to them.

### Module structure

This module is in two parts:

- Part one contains the Development Notes on meetings.
- Part two contains the Session Notes and a meetings checklist.



## Funding and sponsorship

### Introduction

This module deals with some of the things you will have to consider when raising funds and sponsorship for your Neighbourhood Watch. The aim of this session is to provide you with techniques for:

- selecting the parts of your scheme that require funding and sponsorship;
- deciding exactly what help you require;
- choosing potential sources of help;
- setting out attractive proposals for sponsorship.

### Objectives

By the end of this module you will be able to:

- draw up a proposal document for potential sponsors;
- select the sponsors who are most likely to give you help;
- approach sponsors effectively.

### Module structure

The module is in two parts:

- Part one contains the Development Notes which give you the basic principles of sponsorship and funding.
- Part two contains the Session Notes which you can use to develop funding for your scheme.



## Publicity material

### Introduction

This module looks at how to produce successful publicity material for your Neighbourhood Watch. It looks at how successful commercial advertising works and then suggests tips for making your own publicity material work.

### Objectives

By the end of this module you will be able to:

- identify what makes advertising materials work;
- design materials for your own scheme.

### Module structure

This module is in two parts:

- Part one contains the Development Notes and provides background to producing publicity material.
- Part two contains the Session Notes which you can use to help design publicity material in a group.

## Important note

As well as using your own publicity, the Home Office has also produced a range of leaflets and posters. They are available from your Neighbourhood Watch Officer.



## Speaking to a group of people

### Introduction

This module looks at how to give effective presentations for your Neighbourhood Watch scheme.

### Objectives

By the end of this module you will be able to:

- plan the content of a presentation so that all the important information is included;
- structure your presentation so that it is easy for your listeners to follow;
- deliver your presentation effectively.

### Module structure

This module is in two parts:

- Part one contains the Development Notes which give guidance on how to design and deliver presentations.
- Part two contains the Session Notes which allow a group to design and deliver short presentations.



## Writing a good newsletter

### Introduction

This module looks at how to design and write effective newsletters for your scheme.

### Objectives

By the end of this module you will be able to:

- identify good examples of layout and style in newsletters;
- design sample layouts for your scheme newsletter.

### Module structure

This module is in two parts:

- Part one contains Development Notes which give guidance on how to design newsletters.
- Part two contains the Session Notes which allow a group to design sample newsletters for your scheme.



## Relaunching a Neighbourhood Watch scheme

### Introduction

This module deals with some of the things you will have to deal with if you try to revive an ailing Neighbourhood Watch scheme.

The aim of this module is to provide you with a technique that will allow you to review the problems that your scheme has met with and identify what you can do to re-start your scheme.

### Objectives

By the end of this session you will be able to:

- identify the questions to ask to help you get your scheme re-started;
- organise a meeting to discuss and plan the way forward for your scheme.

### Module structure

This module is in two parts:

- Part one contains the Development Notes which explain how to identify problems in your scheme.
- Part two contains the Session Notes which you can use to run a relaunch meeting for your scheme.

### ***Important note***

It is useful to read the module on 'Starting and maintaining a scheme'. This module contains information that will be useful in relaunching your scheme.



## Community safety

### Introduction

This module has been prepared to assist you and your group to understand a bit more about community safety and the impact the new Crime and Disorder Act will have on your Neighbourhood Watch.

### Objectives

By the end of this module you will be able to:

- describe the major effects of the Crime and Disorder Bill;
- carry out a Crime and Disorder Audit for your scheme.

### Module structure

There are two parts to this module:

- Part one contains the Development Notes which give information on the Crime and Disorder Bill and Crime and Disorder audits.
- Part two contains the Session Notes on community safety.



## Personal safety

### Introduction

This module looks at personal safety, in the home and outside.

### Objectives

By the end of this module you will be able to:

- identify areas of risk to personal safety;
- practise methods of increasing your personal safety.

### Module structure

This module is in two parts:

- Part one contains the Development Notes which give separate fact sheets on different aspects of personal safety.
- Part two contains the Session Notes which show you how to run individual sessions based around each fact sheet.



## Security of buildings and property

### Introduction

This module has been prepared to assist you and your group in understanding and applying improvements to security in the home.

The principles can apply to where you work and your home. The aim of this module is to guide you by applying common sense and some basic knowledge that can have an impact on crime and fear of crime.

### Objectives

By the end of this module you will be able to:

- understand the need for a basic property security survey;
- anticipate potential risks;
- discover strengths and weaknesses in the security of your buildings;
- identify priorities for action;
- have confidence that you and your Watch Group can help your community.

### Module structure

This module is in two parts:

- Part one contains the Development Notes which give separate fact sheets on different aspects of building security.
- Part two contains the Session Notes with suggested activities and their answers.



## Protect your home from fire

### Introduction

This module has been prepared to assist you and your group in understanding and applying improvements to fire protection in the home.

The aim of this module is to guide you by applying common sense and some basic knowledge which have an impact on the risk from fire in your home and neighbourhood.

### Objectives

By the end of this module you will be able to:

- understand the need for a basic fire safety survey;
- anticipate potential risks;
- discover strengths and weaknesses in the fire safety of your buildings;
- identify priorities for action;
- have confidence that you and your Watch Group can help your community.

### Module structure

This module is in two parts:

- Part one contains the Development Notes which give separate fact sheets on different aspects of protection from fire.
- Part two contains the Session Notes with suggested activities and their answers.



## Vehicle security

### Introduction

This module looks at vehicle security. It covers security of cars, caravans and motorcycles.

### Objectives

By the end of this module you will be able to:

- identify the types of risk to your vehicles;
- practise methods of increasing the security of vehicles.

### Module structure

This module is in two parts:

- Part one contains the Development Notes which give separate fact sheets on different aspects of vehicle security.
- Part two contains the Session Notes which show you how to run individual sessions based around each fact sheet.



## How to use this package

This training package has been written in modules, so that it can be used as flexibly as possible. This means that you can use all the modules in a planned course of training or you can pick specific modules for use in occasional training sessions.

## Planning your training

Before you use any of the material it will be useful to decide what your scheme needs and make a plan for how it will be delivered.

One way of doing this is to include training as an agenda item at one of your regular meetings. At this stage you could decide what modules will be useful for your scheme and in what order people want to cover them.

If, at this point, you have decided to run a planned course of training, it might be useful to publish a timetable showing the dates you want to run the training sessions. Each session lasts no longer than an hour. This means that you could include them as an agenda item during your routine meetings, or you might decide to run separate sessions on different dates.

It is even possible to run training days at the weekend, where participants can work on several modules. Whether you can do this depends on whether people can manage to get a whole day free to attend.

There is no set order in which the modules should be used and you don't have to use them all. The material can be tailored exactly to the needs of your scheme.

## Using the Development Notes

The Development Notes contain useful background material to the training sessions, and you might want people to read them as part of their training. The notes can be photocopied and used as handouts during the training session or you can distribute them for people to read before they attend their training.



## Using the Session Notes

Each set of Session Notes is complete and contains all the information required to run a training session. Before you deliver any of the sessions it is important to carry out some preparation.

You should:

- read through the Development Notes that come with each module;
- read carefully through the Session Notes;
- make any additional notes you require – the package has been printed with wide margins so that you can make any extra notes on them;
- make sure you have copied all the necessary handouts or fact sheets;
- practise running the session at home if this makes you feel more comfortable.

If you are not used to speaking in public or running training sessions, you should work through the module on presentations, as this gives useful hints about speaking in public.

## Material required

Most of the sessions use no special equipment. For most of them you require only pens, paper and copies of the handouts.

There are some sessions that require extra equipment and this is listed below:

- copies of newspapers and magazine adverts for the module on publicity material;
- a video player for the modules on communications and meetings.

A flipchart and pens would be a useful addition for all your training sessions if one is available. They can be used to write down the results of discussions of group exercises.



## Customising the material

Although each module is self-contained you can expand and customise each one. You may want to use additional material and go into a subject in more depth or you may want to give a topic a local flavour.

The 'Contacts and further information' module of the package contains useful addresses where additional information is available. As an alternative you could ask local experts on particular subjects to come and contribute to your training sessions.