



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. Work out a vision of 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. 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 your Community Contact Officer/Community Beat 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. This will also be a good opportunity for your Community Beat Officer or Community Contact Officer to introduce themselves to your neighbours.

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. Register the scheme with your local Community Contact Officer at your respective Sector Station. Street signs can be obtained by completing the 'Sign Order Form' enclosed in your launch pack. Your Community Contact 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 Six

It is important that the scheme co-ordinator and deputy co-ordinator keep in regular contact, not only with each other but also with other members of the scheme. Share useful information and maintain standards by sharing best practice. The Crime Prevention News (CPN) from the Home Office will be delivered every quarter to the scheme co-ordinator for circulation through the scheme by the local Community Contact Officer. Keep in touch with your Community Contact Officer. They are your link with the Police and will be able to give you relevant information on crime in your area.