



**REVISED 14.12.2016; APPROVED 13.01.2017**

**Nottinghamshire Neighbourhood Watch (aka NottsWatch)** is an independent charity representing people who are registered as members with the national Neighbourhood Watch Network (NHWN).

**NottsWatch** is a self-governing body dedicated to promoting Neighbourhood Watch and advising, rather than regulating, members throughout the City of Nottingham and County of Nottinghamshire. It is not subordinate to NHWN except insofar as the members it represents are individually subject to the rules of NHWN, to which they agree upon registration.

**NottsWatch** has a written constitution which defines its scope and the qualifying conditions for its Trustees. It has detailed policies set out below, which include those used by the Charity Commission.

## **POLICIES**

### **1.0 Managing Volunteers, Safeguarding Children and Vulnerable Adults**

This policy applies to registered members of Neighbourhood Watch within the City of Nottingham and County of Nottinghamshire and is to clarify their responsibilities and help them to:

- 1.1 Engage in good practice in dealing with the public, especially children and vulnerable people.
- 1.2 Deal with instances of possible abuse.
- 1.3 Understand that they are not expected or allowed, solely by being members of Neighbourhood Watch, to engage in regulated activities (see below).

#### **Principles**

The following principles apply:

- 1.4 The welfare of the public is of primary concern, particularly children and those who are vulnerable.
- 1.5 All people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse.
- 1.6 The Police and Social Services are the proper agencies to deal with actual abuse.
- 1.7 The personal, intimate care of anyone, adults or children, should be distinguished from general help and assistance and must be left to relatives and individuals who have been DBS checked (see below) and approved by an appropriate organisation.

## **Responsibilities**

Those to whom the policy applies should make themselves aware of, and where applicable comply with, the following:

- 1.8 The Code of Good Practice (Appendix 1).
- 1.9 The national government guidelines on Regulated Activity (Appendix 2).
- 1.10 Local contacts for informing the Police and Social Services authorised about actual or possible abuse (Appendix 3).
- 1.11 The necessity to carry out a health and safety risk assessment for any organised activity which involves the public (Appendix 4).
- 1.12 The requirement that other people's personal data must be processed in accordance with the requirements of the Data Protection Act 1998 (see also Policy 5.0 below).

## **2.0 Paying staff**

NottsWatch does not currently employ staff, but does not exclude employing staff in the future. Any employed staff would be contracted in accordance with UK law.

A qualified accountant currently provides services pro bono.

## **3.0 Risk management**

All members are covered by an insurance policy arranged nationally by NHWN. It is of course more important to avoid risks and prevent harm of any kind.

Policy 1.0 above provides advice for people in their everyday functions as Neighbourhood Watch scheme members.

## **4.0 Governance**

Good governance is embodied in the Constitution of NottsWatch.

Financial prudence is ensured by never trading with a negative or prospective negative cash balance, an annual examination of the accounts by an independent, qualified accountant and the routine reporting of the overall accounts and status of any grants at every management meeting.

Policy 1.0 above sets out advice as to how members within Nottinghamshire should avoid risks in the normal course of carrying out Neighbourhood Watch functions.

## **5.0 Data protection**

NottsWatch members are subordinate to the laws regarding data protection by being members of NHWN, which owns the database of members throughout Nottinghamshire. Access to information is only available to officers and multi-scheme administrators (MSA's), who have signed an agreement with NHWN, after nomination to, and approval by, the NottsWatch Management Board.

## **6.0 Investment**

NottsWatch has no investments and does not intend to invest.

## **7.0 Equal Opportunities**

The overriding considerations regarding all Trustees and members are to ensure the safety and security of others, and the continuing development of NottsWatch in accord with its charitable objectives.

In agreeing the appointment of a member to a task or position, no person offering his or her services receives less favourable treatment based on, nor suffer disadvantage because of: -

- 7.1 age (other than the condition that all members must be 18 or over)
- 7.2 class
- 7.3 ethnic origin, nationality (or statelessness) or race
- 7.4 gender
- 7.5 marital or sexual status
- 7.6 mental or physical ability
- 7.7 political or religious belief

## **8.0 Health and Safety**

The Health and Safety Policy of NottsWatch is to:

- 8.1 provide and maintain a healthy environment for members, visitors, employees and the public through compliance with the standards laid down by UK law.
- 8.2 ensure adequate control of health and safety risks arising from its activities and of any contractors including effective communication of such risks to members, visitors, employees and the public.
- 8.3 provide all required instruction, training, supervision and other relevant health and safety information to any employees.
- 8.4 ensure that any employees are competent in the work activities they are engaged in.
- 8.5 provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by members, employees and visitors where risk is involved and potential danger has been identified
- 8.6 encourage all members to take reasonable care for the health and safety of him/herself, fellow members and others and to report any hazard which cannot be controlled personally to appropriate personnel.

## **9.0 Conflict of interest**

NottsWatch Trustees and Members of the NottsWatch Management Board declare any special interests they might have and from which they might benefit from a NottsWatch decision before that decision is made. They withdraw from the relevant discussion at the discretion of the Chair (or upon a simple vote if the Chair is the one conflicted).

## 10.0 Handling complaints

Complaints about **the behaviour of any member** of a Neighbourhood Watch scheme within the City of Nottingham or the County of Nottinghamshire are primarily the concern of NottsWatch, as determined in the Neighbourhood Watch Network Code of Ethics: -

### Procedure in the event of an Allegation of a Breach of the Code

#### 10.1 Members

- 10.1.1 If an allegation is made that a member has breached any of these Codes, it is the responsibility of NottsWatch to consider the matter.
- 10.1.2 The member or his/her authorised representative should be given the opportunity to be heard by the NottsWatch Executive Committee before a final decision is made.
- 10.1.3 If most of the NottsWatch Executive Committee agree that the breach has occurred, they may impose appropriate and reasonable sanctions upon any member, which may include:
  - Suspension or withdrawal of recognition as a member of Neighbourhood Watch.
  - Suspension or withdrawal of recognition as a holder of any position within Neighbourhood Watch.
  - Referral to a lawful authority.
- 10.1.4 The decision of the NottsWatch Executive Committee will be notified to the member in writing as soon as practicable after the decision has been made.
- 10.1.5 If a member wishes to appeal against any sanctions this should be made in writing to the Community Engagement and Membership Director at Neighbourhood Watch Network, who will investigate the matter.
- 10.1.6 The decision of Neighbourhood Watch Network will be notified in writing to both the member and NottsWatch as soon as practicable on completion of the investigation.
- 10.1.7 Should either party wish to appeal against this decision, this should be made in writing as soon as practicable to the Neighbourhood Watch Network Chairperson.
- 10.1.8 The NHWN Board will review the previous investigation, consider any representations made by either party and come to a decision. The decision of the NHWN Board will be final.

Complaints about **the behaviour of any NottsWatch Trustee or Management Board member** are primarily the concern of Neighbourhood Watch Network, also as determined in the Neighbourhood Watch Network Code of Ethics: -

#### 10.2 NottsWatch Trustees or Management Board Members

- 10.2.1 If an allegation is made that a Trustee or Management Board member of NottsWatch has breached any of these Codes, the matter should be referred to the Community Engagement and Membership Director at Neighbourhood Watch Network, who will investigate the matter.
- 10.2.2 If, in consultation with the Chief Executive and the Board of Trustees it is decided that the alleged breach, if proven, is so serious that it warrants it, NottsWatch may be suspended whilst the investigation is completed.

- 10.2.3 The decision of Neighbourhood Watch Network will be notified in writing to NottsWatch as soon as practicable on completion of the investigation.
- 10.2.4 If the Neighbourhood Watch Network determines that the breach has occurred, they may impose appropriate and reasonable sanctions upon NottsWatch or a member, which may include:
- Suspension or withdrawal of recognition of an individual NottsWatch member as a holder of any position within Neighbourhood Watch.
  - Suspension or withdrawal of recognition of NottsWatch as a recognised Neighbourhood Watch body.
  - Referral to a lawful authority.
- 10.2.5 Should NottsWatch or their member wish to appeal against this decision then this should be made in writing as soon as practicable to the Neighbourhood Watch Network Chairperson.
- 10.2.5 The NHWN Board will review the previous investigation, consider any representations made and come to a decision. The decision of the NHWN Board will be final.

## **11.0 Revisions**

These policies are regularly monitored and reviewed: -

- 11.1 In accordance with changes in legislation and guidance.
- 11.2 Following any issues or concerns which might affect this policy.
- 11.3 At least annually.

## **Appendix 1**

### **Code of good practice for staff and volunteers**

The following guidelines are intended to be a common-sense approach that both reduces opportunities for abuse and helps to protect staff and volunteers from any false allegation.

You should:

- *Treat all people with respect, and respect their right to personal privacy.*
- *Ensure that, whenever possible, there is more than one adult present during activities with children aged under 18 or that you are within sight or hearing of others.*
- *Exercise caution when discussing sensitive issues.*
- *Exercise caution in initiating any physical contact.*
- *Operate within the guidance offered by this Code.*
- *Challenge all unacceptable behaviour and report all allegations or suspicions of abuse.*
- *Keep parents, guardians and carers fully informed of all anticipated activities where relevant.*

You should NOT:

- *Spend excessive time alone with children under the age of 18 away from others.*
- *Engage in physical or sexually provocative games including horseplay.*
- *Allow or engage in inappropriate touching of any form.*
- *Make over-familiar or sexually suggestive comments or approaches even as a joke.*
- *Let allegations, over-familiar or sexually suggestive comments or approaches go unchallenged or unrecorded.*
- *Do things of a personal nature that a person is able to do for themselves.*
- *In non-public places, take photographs, videos or other images of people without the express permission of the person in question or their parent, guardian or carer.*

## **Appendix 2**

### **Regulated activities**

Regulated Activity for adults is available at [www.dh.gov.uk/health/files/2012/12/Regulated-Activity-Adults-Dec-2012.pdf](http://www.dh.gov.uk/health/files/2012/12/Regulated-Activity-Adults-Dec-2012.pdf) and further general information about the Disclosure and Barring Service is available at [www.homeoffice.gov.uk/agencies-public-bodies/dbs](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs). A useful leaflet that includes a list of Regulated Activity for children is available at [www.homeoffice.gov.uk/publications/crime/disclosure-and-barring/leaflet-england-wales?view=Binary](http://www.homeoffice.gov.uk/publications/crime/disclosure-and-barring/leaflet-england-wales?view=Binary)

## **Appendix 3**

### **Abuse**

*Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. Abuse may be:*

- *Physical*
- *Sexual*
- *Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others*
- *Financial or material – stealing or denying access to money or possessions*
- *Neglect*
- *Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background.*

## **Appendix 4**

*NottsWatch recognises that risk analysis is a large subject and therefore any member organising an event (including projects and ongoing activities) beyond the normally accepted scope of a scheme, such as those involving the public, should seek advice about assessing risks and ensuring that those risks are properly addressed.*

*Local authorities have templates which may be of use in assessing risks and many members of the public have up-to-date experience in their working lives of risk assessment. They should be consulted.*

*Typical oversights are the use of electrical and electronic equipment which has not been tested regularly, straggling cables lying across floors which people may easily trip over, chairs in bad condition, untrained volunteers trying to move heavy objects, unsafe stacking of items, slippery floors, use of ladders with inadequate care, over-laden tables etc.*