









## LEADERS NOTES

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-  WHO CAN HELP





SOCIAL MEDIA & THE INTERNET



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LABELS, SIGNS & SYMBOLS



FOOD & HYGIENE



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SHOPPER'S RIGHT



SAFER INDEPENDENT PEDESTRIANS



SAFER INDEPENDENT PEDESTRIANS



LABELS, SIGNS & SYMBOLS



MANAGING MONEY



SAFER INDEPENDENT PEDESTRIANS



- AGE RESTRICTED PRODUCTS
- DOORSTEP CRIME
- SAFER INDEPENDENT PEDESTRIANS
- FOOD & HYGIENE
- COMMUNITY SAFETY
- HOME FIRE SAFETY



MANAGING MONEY

- SCAMS
- WHO CAN HELP

# COMMUNITY SAFETY



**COMMUNITY SAFETY IS ABOUT FEELING SAFE, WHETHER AT HOME, IN THE STREET, AT WORK OR WHERE YOU SPEND YOUR LEISURE TIME.**

## COMMUNITY SAFETY

Community safety is about feeling safe, whether at home, in the street, at work or where you spend your leisure time.

There are ways that you can improve the safety of your community by being a responsible citizen.

Everyone has a duty to be a responsible citizen, which results in a happy and harmonious community.

Being a responsible citizen covers many areas – some of them are covered by laws, some social and some moral. Laws exist to protect citizens, the communities they live in and their property. So to be a responsible citizen, we must respect these laws and abide by them. Harming others or damaging others' property does not equate to being a good citizen.

## ANTI SOCIAL BEHAVIOUR

Anti-social behaviour (ASB) can make an area frightening and unpleasant to live, work or relax in.

**Types of issues covered by the term anti-social behaviour are:**

- Noise and rowdy behaviour\*
- Playing loud music at night
- Vandalism
- Graffiti
- Litter and fly tipping
- Nuisance neighbours
- Nuisance or abandoned vehicles
- Noisy or intimidating dogs
- Misuse of fireworks, fires being started
- Drug dealing, taking drugs or drinking alcohol in the street
- Harassment, intimidation or threatening behaviour
- Hoax calls to emergency services
- Begging

\*Children playing or DIY noise is not considered anti-social, unless it is at an unreasonable time of day/night.

## ANTI SOCIAL BEHAVIOUR ORDER

An antisocial behaviour order (ASBO) is an order, given out by a court, to stop a person from behaving in a certain way or doing certain things. Anyone over the age of 10 can be given an ASBO if they behave antisocially.

Young offenders aged 10 to 14 can be fined up to £250 and those 15 to 17 can be fined up to £1,000. The fine may have to be paid by their parents if they are under 16. They might also get a community sentence or, if they are over 12, a detention and training order (DTO) for up to 24 months.

Adult offenders can be fined up to £5,000 or sentenced to 5 years in prison, or both.

## GRAFFITI VANDALISM

Graffiti vandalism is a crime. It is the act of marking or defacing premises or other property without permission. Graffiti vandalism significantly affects individuals and the community. The removal and prevention of graffiti vandalism is very costly to the community.

If you see someone in the process of spray-painting or marking property, call the Police on 101. For all other graffiti issues contact your local council.

The laws on public property are very strict and anyone caught doing graffiti can be arrested and prosecuted under the Criminal Damage Act 1971. Offenders can go to prison for ten years or fined if the damage costs more than £5,000.

## LITTER AND FLY TIPPING

Litter can refer to anything from a crisp packet or cigarette butt to a bag of rubbish. All litter is unsightly and makes our local areas look untidy and uncared for. Common things seen as litter include fast food packaging, sweet wrappers, drinks cans, bottles and cigarette butts.

Think before you drop food such as half-eaten burgers, chips or apple cores as this can attract pigeons and vermin such as rats.

Litter does not clean itself away. It can take years to degrade, causing harm to wildlife and habitats. There is even research which shows litter

contributes to further crime and that people feel less safe in areas that are littered.

Do not litter. Use a bin for your rubbish to help keep your local environment clean. If you cannot find a bin, take your litter home with you.

Help keep your area tidy by organising or taking part in a Big Tidy Up

Dropping litter is illegal. People who drop litter can be fined or face prosecution in court. Authorised officers have the power to issue a fixed penalty charge of up to £80 for a litter offence, as an alternative to prosecution. If the offender is prosecuted and convicted in court, the fine could rise to £2,500.

Fly tipping is the illegal dumping of rubbish or waste instead of taking it to an authorised tip or using the wheelie bins provided by local councils.

Fly-tipped waste can be classified as just one black bin bag, but it also extends to multiple larger items, such as children's toys, mattresses, and electronic items, like televisions and fridges.

As well as looking a mess it can be dangerous depending on what has been dumped. Never try to clear up fly tipped waste yourself as you won't know if it contains hazardous material.

If you see someone fly tipping, try to make a note of their vehicle registration if possible so offenders can be promptly traced and prosecuted. A description of the offenders will help as well. But never approach them. Instead, call the Police on 999 (only if a crime is in progress). If you come across fly tipped rubbish, you can report it to your local council.

Fly tipping is a criminal offence. The maximum is an unlimited fine or up to five years imprisonment.

## FACTS

- Councils in England spend over £700 million on street cleaning services every year.
- According to the Local Government Association, the average piece of gum costs 3p to buy but around £1.50 - fifty times that price - to clean up.
- The RSPCA receives 700 phone calls a year relating to animals injured by our litter.
- It takes 450 years for a plastic water bottle to decompose.
- About 2.25 million pieces of litter are dropped on the streets of the UK every day with 30 million tons of rubbish collected from England's streets each year (enough to fill four Wembley Stadiums).

## WHEN PEOPLE YOU DON'T KNOW CALL AT YOUR DOOR

Your home should be a safe place. Most callers to your home will be people you know, but you need to be careful when people you don't know call at your door.

Keep your front and back doors locked.

Look to see who is at your front door through the window or spy-hole.

Put a door chain on before opening the front door. If you don't have one, ask the caller to pass their ID card through the letterbox.

An ID or identity card is a card with the caller's picture, name and the name of the company where the caller works.

Keep the chain on the door. Check the caller's identity. Check that they are who they say they are.

The callers might say they have come to check your electricity, water or gas meters. The callers might say they are from the council. Phone the company the caller works for. Find the number of the company in the phone book. Do not use the number on the ID card.

If you are not sure about the caller, ask them to make an appointment to come back when a friend or family member can be with you.

Do not sign any forms for services or give money to people you don't know when they turn up on your doorstep.

Dial 999 and ask for the police if you feel afraid or threatened by people you don't know.

If you are not sure, keep them out!

## HOW TO KEEP YOUR HOME SAFE

If you open the windows, keep them on the catch. Remember to close and lock them if you go out.

Put door and window keys somewhere safe. You need to be able to find them quickly if you need to get out.

Keep money and all important things away from windows.

When you go out at night, keep a light or a radio on, and close the curtains. This makes it look like someone is home.

Do not keep large amounts of money at home. Put your money in a safe place like a bank.

## HOW TO KEEP SAFE WHEN OUT AND ABOUT

Plan where you are going and how to get there. Tell somebody where you are going.

Take only the money you will need. Keep some in your wallet or purse and some in your pocket. Wear your bag across your body or under your coat and keep with you at all times.

Take your mobile phone with you, but keep it out of sight.

If you have one, carry a whistle or shrill alarm on a key chain to warn off suspicious strangers or attract attention if you need it.

Never carry weapons because it's illegal and they are more likely to be used against you.

Stay alert, and keep personal stereos/MP3 players turned off, so you can hear what's going on around you.

Look like you know where you are going and you know how to get there.

Stick to busy, well-lit roads, and avoid short cuts through alleyways.

If you think someone is following you, cross the road or go to a place with lots of people around, like a bus stop or shop.

If someone tries to take something from you, never fight.

Speak up if you are being bullied or feel you might be in danger

Never get into a car with someone you do not know.

If you use a wheelchair, think about where would be the safest place to carry your bag.

Only use lifts with friends, do not feel worried about getting out if you are uncomfortable about someone else being in there.

## HOW TO KEEP SAFE ON BUSES

Find out the times of the bus you want so you do not have to wait too long.

When you travel at night, try to wait for your bus at a brightly lit bus stop.

If you can, travel with friends or someone you know.

If you can, sit near the driver. Tell the driver if someone bothers you.

Get off the bus at the stop nearest to your home when it is dark.

## HOW TO KEEP SAFE ON TRAINS

Find out the times of the train you want so you do not have to wait too long.

Make sure you know the time of the last train.

If you are alone on a platform waiting for the train, stay in a brightly lit area.

If you can, find a busy carriage.

If someone bothers or frightens you, get up and move away.

## HOW TO KEEP SAFE IN TAXIS

Ask someone you trust to tell you the name and number of a good taxi company. Book a taxi to pick you up from the train station if you travel late at night. Book a taxi by phone or by going to the taxi office.

Tell the taxi office what time you want the taxi to pick you up. Ask for the drivers name and the make and colour of car that will come.

Never get into a taxi that just stops for you in the street.

When the taxi arrives, ask for the driver's name and the name of the taxi company.

If you can, it is better to sit in the back behind the driver.

Have your door key ready so you can get into your house quickly. Ask the taxi driver to wait outside until you get into your house.

## HOW TO KEEP SAFE AT THE CASH MACHINE

Be careful when using the cash machine. Make sure no one is standing too close to you.

If you can, use a cash machine during the day. At night, use one in a brightly lit area or one inside the bank.

If you can, go with friends or someone you trust.

Only take out enough money for what you need. Keep some money in your wallet or purse and some in your pocket.

Do not show or give your PIN number to anyone. Shield the key pad when putting in your PIN number. Try to remember your PIN number. Do not write it down.

\*A PIN number is four numbers together that the bank has given you. You use this number to take money out and to pay for things when you use your card.

## HOW TO KEEP SAFE ON THE PHONE

Do not give your name and phone number when you answer the phone.

Do not say you are alone.

If someone phones and tries to sell you things, say 'No' and put the phone down.

If someone becomes abusive over the phone, say nothing and put the phone down.

If you keep getting abusive phone calls, tell someone you trust or report it to the Police on 101. Malicious, abusive or threatening calls, whether from people you know or from strangers, are a criminal offence. If you feel threatened or in danger, call 999 straight away. To get support contact your local Community Warden.

## WHAT TO DO IF YOU ARE IN TROUBLE

People are safe most of the time, but if you do get into trouble or have a problem with someone, do not stop and fight. Get away as quickly as you can.

Use your personal attack alarm.

Let people know you are in trouble by screaming and shouting 'fire'.

Go to a shop or a busy public place as quickly as you can. Ask for help from a person working in a shop or a police officer.

If anyone tries to grab your bag, let your bag go. Your safety is more important than your bag.



If someone does bad things to you like calling you names, hurting you or stealing your things, tell someone you know as soon as you can or tell the Police, by calling 101. Tell the Police Officer exactly what happened.

You can ask a friend or someone you know to go with you to the police station.

## HATE CRIME

Hate crime is committed against someone because of their disability, gender-identity, race, religion, belief, or sexual orientation.

For example, a person or group of people could have;

- threatened or hurt you
- stolen from you and damaged something you own
- encouraged others to commit hate crime
- bullied you, for example spat at you or called you names

## HOW TO REPORT IT

To make a Police report you can call the Police on 101 or go into your nearest police station.

**If you'd prefer to speak to someone else about what's happened:**

- tell somebody you can trust
- go online to the True Vision online reporting website
- call Victim Support on 0300 303 0156

All of these might be a Hate Crime:

- Kids throw stones at my window.
- Someone borrows my mobile and uses up all the credit.
- A group of people beat me up outside the local shops and steal my shopping.
- My mate comes round every time it's my benefit day so we can go to the pub and spend my money.
- Family members take my money from me without asking.
- My friend comes round every Thursday and we go out in his car for the afternoon. He charges me

£20 for petrol each time.

- My neighbour calls me names when she sees me.
- People send abusive text messages to my mobile phone.
- My mates always come to my flat for a party on a Friday night – I don't mind getting the food and drink in for them.
- My boyfriend says I should have sex with other men for money.

The above has been taken from the Friend or Fake Easy Read Guidance Booklet.

## MATE OR FAKE?

Most friends really are friends... but sometimes people might pretend to be your friend. People who commit Mate Crimes might be nice to your face. These people are often not rude, violent or aggressive, nor do they steal your things. They pretend to be nice to you.

- Mate Crime does not start with bullying but it can become bullying.
- It starts with people saying they are your friend.
- Mate Crimes often happen in private and are not seen by others.
- Mate Crimes are also Hate Crimes and should be reported to the Police.

## WHO CAN YOU TALK TO ABOUT YOUR SAFETY?

- Police
- Community Wardens
- Your friends
- Your family
- Your carer
- Your teacher
- Staff at your day centre
- Staff who visit your home
- Your key worker
- Someone you trust

## KENT COUNTY COUNCIL COMMUNITY WARDENS

KCC Community Wardens work with local organisations and residents to create resilient neighbourhoods and reduce the fear of crime.

They are out between 7.30am and 10pm every day in 128 Kent communities.

**They:**

- tackle low-level crime and antisocial behaviour (such as graffiti, littering, fly tipping and vandalism)
- take names and addresses and control traffic
- are a reassuring uniformed presence
- are fully trained to the Community Safety Accreditation Scheme before starting their work
- encourage communities to work together and make things better for everyone
- work closely with Kent Police and other professional authorities
- talk with local people, offering information and advice
- take part in local community activities.

They don't make arrests.

Contact your local Community Warden.



## SKILLS4LIFE COMMUNITY SAFETY

### HOW TO EARN YOUR AWARD

**Complete the quiz OR one of the activities below**

ACTIVITY 1	<b>UNDERSTAND ABOUT LITTERING/ ANTI-SOCIAL BEHAVIOUR/BULLYING</b>
ACTIVITY 2	<b>TAKE PART IN ANTI-BULLYING WEEK</b>
ACTIVITY 3	<b>DESIGN A POSTER</b>
ACTIVITY 4	<b>SPEAK TO NEIGHBOURHOOD WATCH OR COMMUNITY WARDEN</b>
ACTIVITY 5	<b>QUIZ</b>

# ACTIVITY 5

# QUIZ



## QUESTION 1

You see somebody spray painting graffiti on to a wall. What type of behaviour is this officially called?

- a) Acceptable behaviour
- b) Aggravating behaviour
- c) Anti-social behaviour

## QUESTION 2

At what age can you be given an Anti-social Behaviour Order (ASBO) if you behave antisocially?

- a) 10
- b) 18
- c) 21

## QUESTION 3

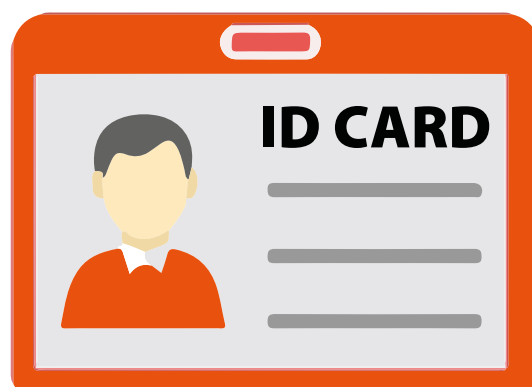
You have a debit card and a PIN number. Who should you give your PIN number to?

- a) Somebody at the cash machine
- b) Your new mates
- c) Nobody

## QUESTION 4

What is fly tipping?

- a) A swarm of flies
- b) Illegal dumping of rubbish
- c) Taking rubbish to a tip



## QUESTION 5

What is an ID or identity card?

- a) A card with the caller's picture, their name, name of the company where the caller works and telephone number
- b) A passport
- c) A piece of paper which the person has written their name on

## QUESTION 6

Which 'CW' who wears a uniform and talks with local people, offering information and advice?

- a) Care Warden
- b) Community Warden
- c) Centre Warden





# ACTIVITY 5

## COMMUNITY SAFETY

Name: \_\_\_\_\_

Question	Answer
Question 1	
Question 2	
Question 3	
Question 4	
Question 5	
Question 6	