

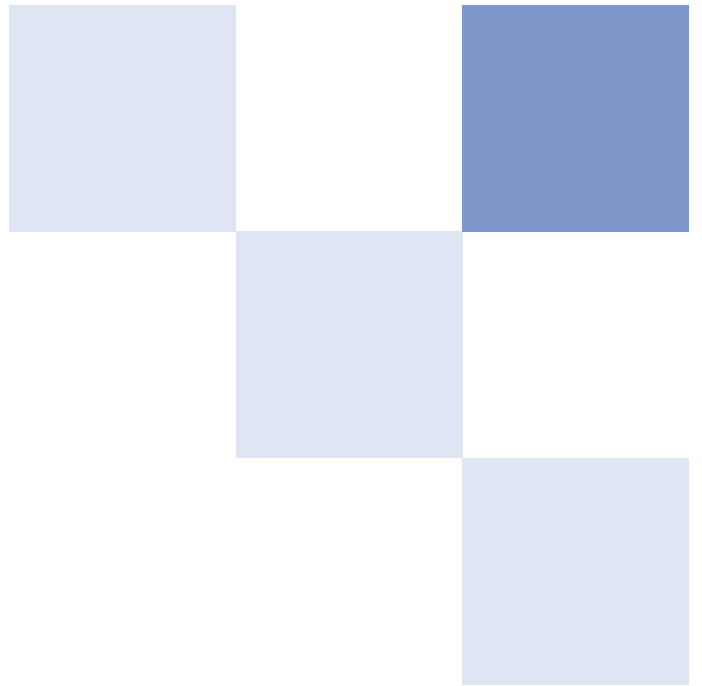


NSW Police

Community Safety Precinct

Committee Guidelines

COMMUNITY RESOURCE



Community Safety Precinct Committee Guidelines 2006

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Description of the Program

Community Safety Committees are multi skilled community based groups which address local issues that lead to, facilitate and aggravate crime and fear.

Committees should reflect the demographics of individual communities. Typically, membership includes representatives from police, local government and members (elders, youth and representatives from ethnic, aborigine and other local groups).

Aim of the Program

To reduce localised crime and fear by promoting and co-ordinating multi faceted approaches to prevention and problem solving.

Objectives of the Program

To reduce the incidence of crime, anti-social behaviour and fear by;

- Increasing community awareness of crime risk, and prevention strategies.
- Encouraging community involvement in local community safety.
- Identifying real and potential community safety problems.
- Co-ordinating multi faceted crime prevention efforts.
- Utilising local police services regarding early intervention programs to young children.

Suggested Implementation

- Consult with key stakeholders/agencies and individuals to determine the need to establish a community safety committee within the local area.
- There might already be an appropriate committee in existence which satisfies the aims and objectives of a community safety committee.
- If this is the case, and it is working well, then don't try to re-invent the wheel.
- You might simply need to seek police representation and/or recommend simple modifications.
- If there is an identified need to establish a community safety committee, police should consider starting one.
- Discretion and good judgement are essential.

- It is essential that you obtain support from your local area commander, local council and other key stakeholders.
- Ideally, community safety committees should;
 - be apolitical
 - meet on quarterly
 - have flexible membership, reflecting the nature and extent of issues being tackled have a committee core whose membership is capable of bridging a wide range of community safety issues (such as local government and police). Community representatives with expertise in single issue areas such as 'road trauma' would be invited to contribute to the committee as a working group or sub committee when the need arises.
- Working Groups or sub-committees would:
 - Action specialised or sensitive matters
 - Incorporate/co-ordinate kindred community strategies, programs and projects (ie. Instead of having separate committees for Neighbourhood Watch co-ordinators, these individuals could work with representatives from related groups or projects/programs on a larger 'property crime' working group/sub-committee).
- Once the committee is formed, its role and responsibilities should be defined and agreed upon.
- To help the committee with planning and decision making, it is advisable to undertake an environmental scan of the local area. This includes the creation of:
 - a local geographic profile
 - a local community profile
 - a local policing profile
 - a local crime/issues profile
 - determining what community/service resources exist in your local area and what actions are currently being undertaken to address real and perceived problems.
- The committee should;
 - identify objectives (goals). Determine what your community wants to achieve and what it can realistically achieve
 - identify a number of strategies (planned actions) which address each of the five issues
 - identify the costs and benefits of these strategies
 - identify the resources needed to promote preferred option/s.
 - identify and agree upon who will do what, where, when and why

Resources

- *Reducing Crime: Developing the Role of Crime Prevention Panels.* Smith and Laycock UK Home Office (1985)
- *How to develop local Crime Prevention Plans: Guide 1.* New South Wales Attorney Generals Department, Crime Prevention Division, Level 19, Goodsell Building, 8-12 Chifley Square, Sydney, Phone 9228 8307.
- *A guide to setting up a Safer Community Council.* New Zealand, Department of the Prime Minister & Cabinet, Crime Prevention Unit, PO Box 55 Wellington, NZ (1994).
- *Safe Community Action Team (SCAT).* Wollongong City Council, Locked Bag 8821, South Coast Mail Centre, 2521. Telephone 4227 7298.

Who can help me if I need assistance

- Manager - Crime Prevention Unit
8835 9142 or Your Local Crime Prevention Officer
- Requests for on site assistance should be made through the program sponsor.

1. Purpose

To facilitate a multi-faceted and co-ordinated approach to the development of community safety and crime prevention strategies to address the diverse community safety issues of the Local Government Area, promoting co-operation between Council, the community, government and non-government agencies.

2. Objectives

2.1 To actively pursue the following Strategic Objectives:

- identifying community safety issues and making recommendations
- integrating the concept of community safety throughout the Local Area

2.2 To actively contribute to the improvement of local community safety efforts and increase perceptions of safety in the local community by addressing:

- problems associated with the abuse of alcohol and drugs
- road safety issues
- safety issues identified in community safety audits
- licensing matters
- crime prevention and target hardening
- the impact of urban design and implementation of CPTED (Crime Prevention Through Environmental Design) principles
- any issues specific to concerns raised about particular groups in the community, such as youth, ethnic and/or older people
- implementation of community and/or business education and awareness programs in relation to community safety and crime prevention
- any other matters involving community safety at the discretion of the Chairperson.

2.3 To consider community safety improvement initiatives for implementation in the Local Government Area, incorporating advice from:

- police, transport, other government departments and local Members of Parliament
- other interested individuals, groups and organisations in the community

2.4 To actively participate and contribute to the improvement of community safety practices in the wider community by:

- participation at Community Safety Conferences
- evaluation of the effectiveness of local community safety initiatives in reducing levels of crime and improving perceptions of safety among community members.

3. Membership

The Committee may accept representatives from appropriate organisations as new members from time to time as the need arises.

4. Protocol and Procedures

4.1 Chairperson

The Crime Prevention Officer will chair each meeting.

4.2 Establishment of Working Parties

Working Parties may be established at the direction of this Committee to address specific issues in relation to Community Safety, and co-opt people with the necessary knowledge and skills to contribute to those Working Parties as needed.

All Working parties shall report back to the Community Safety Precinct Committee with recommendations for action.

4.3 Term of Office

Members of the Committee shall hold office:

- in the case of the community, for a one year period or when reviewed by Council.

4.4 Regularity of Meetings

Meetings of the Committee shall normally be held on the week prior to the quarterly PACT meetings

4.5 Voting

The Committee shall aim to make decisions by consensus when possible, and otherwise the decision of the Committee shall be by the majority of votes cast in favour.

4.6 Venue

The venue shall be determined by the Chairperson, usually at the police station.

4.7 Procedural Matters

In relation to any procedural matter, the ruling of the Chairperson shall be final.

- 4.8 All Community Safety Precinct Committees should align themselves with the Quarterly PACT meetings held at the Local Area Command. This will ensure all issues are considered and are directly sent to the PACT meeting for consideration.

RESOURCES

Resources available include:

- The following fact sheets are available:
 - * Crime Prevention Brochure and DVD for businesses
 - * Crime Prevention Brochure and DVD for residents
 - * Crime Prevention Brochure for your Water Front Properties
 - * Crime Prevention Brochure for rural areas
 - * Other crime prevention information can be found on www.police.nsw.gov.au
- The NRMA Crime Prevention Van and display board of locks and alarms.
- Community Safety Audits – contact your local CPO.
- Bizsafe Business Seminars for you local businesses.
- The PowerPoint presentation on the Community Safety Precinct Committee.

All of these resources are available to the public. Contact your local Crime Prevention Officer at your nearest Station

NSW Police
Crime Prevention Unit
Commissioners Inspectorate

Power Point Presentation

Description of the Program

- Community Safety Precinct Committees (CSPC) are multi-skilled community based groups which address LOCAL issues that may lead to crime and fear.
- An holistic approach to crime prevention

Description of Program

- A transitional program aimed towards those LAC's with Safety House/NHW or emerging areas
- Better access to resources.
- Improved child education.
- Police and Government support.

Objectives of the program

- Increase community awareness of crime and prevention.
- Encourage community participation.
- Identify real and potential community safety problems.
- Utilises local policing services regarding intervention programs for young children.
- Transitional phase for existing SH members into the CSPC.

Suggested Implementation

- Consult with your CPO and community members to determine if a CSPC is required.
- There may be a similar program already established for eg. Resident Action Groups.
- If it's working, you may simply need integration from Police.
- Obtain support from the LAC and Local Government.

How does it work?

- There should be a cross section of the community interested in establishing a CSPC.
- There should be a minimum of ten members.

- The CPO chairs the first meeting, each member can nominate themselves as President and secretary. Vote is undertaken.
- Pending on the outcome, the committee is established and reviewed by the CPO every 6 months.
- Media publicity advertising the new CSPC undertaken by CPO
- Geographical Area

Your CSPC needs to decide whether combining postcodes or having your own CSPC.

Think logically and strategically

How it works

- Meetings will be held quarterly, one week prior to the Police Accountability Community Team meetings.
- Minutes are recorded by the secretary and distributed to members and Police/Council for action.
- Any issues that cannot be resolved are fed directly to the PACT meeting by the CPO.
- The Chairperson will remain a Police Officer, usually the CPO. This ensures consistency and support from LAC.

How it works

- The venue for all meetings will be the local police station.
 - Resources – Police will be able to provide resources where applicable. Local Council WILL also assist.
 - The Commissioners Inspectorate will also provide research and assistance.
 - Membership – the committee may accept new members when the need arises.
- RESOURCES AVAILABLE

Resources

- **Child related issues**
 - * Child Protection Program – YLO
 - * Child Protection days – YLO
 - * Child Road Safety – YLO
 - * Education – YLO
- **Crime Prevention issues**
 - * Community safety audits - CPO
 - * Business security audits – CPO
 - * Education to the community – CPO
 - * Crime prevention programs – CPO
 - * CSPC Co-ordinator - CPO

CHILD PROTECTION WORKING GROUP

- There will be a child protection working group if required.
- This working group will assist the YLO with all issues pertaining to child welfare and safety.
- That means participation on child protection days (replacing yellow day).
- Other safety concerns for children.
- Other working groups may be set up as the need arises.
- Community Responsibility

Community Responsibilities

- Attend every quarterly meeting
- Voice your concerns on behalf of others
- Contribute to the solution
- President will ensure issues are addressed and the meetings are held.
- Secretary will ensure minutes are recorded and actioned.
- Participate in community education days.
- Complete a working with children check.
- Register as a Volunteer in Policing
- Police Responsibilities

Police Responsibilities

- Assist with the implementation of the CSPC program.
- The CPO will chair each meeting and generate reports for action.
- Co-ordinate the appropriate response for all your concerns.
- Work closely with CSPC members to ensure a safer community.
- Provide the CSPC with the resources needed to action the problem.

New Icon

Flow Chart

Closure of Safety House

- Wind down procedures implemented.
- Financial monies can be rolled over to new CSPC program.
- Transitional education program will be rolled out to all schools from January 2007, in line with the new Child Protection Program
- All schools will be informed of the change by the Commissioners Inspectorate.

Closure of Safety House

- Co-ordinator of the Safety House Closures will be Sgt Gary Groves.
- Your local CPO will be responsible to ensure the wind down procedures are abided by.

Summary

- The program is robust, holistic and addresses crime on a community based level.
- Fully supported by NSW Police and NSW Government.
- The CSPC will improve communication with Police/Community and Council.
- Its not just another committee, but a program to action your concerns.
- The CSPC is EASY to establish
- ITS YOUR PROGRAM, how you want to run it is up to you.
- CONTACT DETAILS

Contact Details

- Manager – Crime Prevention Unit
Sergeant Gary Groves
(02) 8835 9143
grov1gar@police.nsw.gov.au
Your local Crime Prevention Officer

WIND DOWN PROCEDURES FOR SAFETY HOUSE PROGRAM 2006

Once the Local Area Commander upon advice from the CPO is satisfied the Safety House program in a given area should be discontinued, then the program must cease and the committee be dissolved. It is the responsibility of the Local Area Commander to ensure that ALL Safety House signs in the area are immediately removed.

The Committee may be dissolved in terms of a resolution carried out at a General Meeting or a Special General Meeting.

1. Notify the Crime Prevention Officer for the Safety House program of the decision to wind down the committee, advising date, time and location of the Special General Meeting.
2. The minutes of meetings for that particular committee and other records of applicants, accountable records and documents and monitoring are to be accounted for and forwarded to the Crime Prevention Officer.
3. All signs (Community, School, Street, Letterbox and Business) are to be removed from display and accounted for in accordance with the monitoring records. All stocks of signs held are to be handed to the Crime Prevention Officer whether broken or intact, who will destroy damaged signs accordingly. All Identification Certificates are to be collected and disposed of by the Crime Prevention Officer.
4. Consideration should be given to amalgamating the Safety House Committee into the Community Safety Precinct Committee which focuses on an holistic approach to crime prevention . Any residue funds shall, be forwarded by the Crime Prevention Officer to the Secretary of the Safety House Council of NSW, who will disburse them to a registered charity or the funds can be transferred to the new Community Safety Precinct Committee.
5. Any other Safety House material held shall also be returned to the Crime Prevention Officer.
6. Each school within the committee area is to be notified that the Safety House committee has ceased operation.
7. The wind down procedures should be no longer than four weeks from receiving notice by the LAC to the Commissioners Inspectorate.

SAFER COMMUNITY PRECINCT COMMITTEE

- **Objectives of the Program**
- **Key Messages (General)**
- **Key Messages (For Children)**
- **Key Messages (For Parents)**
- **Roles and responsibilities**
- **Public Awareness activities**
- **Resources**
 - * How to keep myself safe and what to do if
 - * Tips for Parents about safety on-line
 - * Hints for parents and caregivers to keep your children safe
 - * Young children and traffic
 - * How you as a safe adult can assist police in improving safe places
 - * What you need to know as a safe adult
 - * Useful organisations for ideas on keeping children and young people safe
 - * Cartoons for activities
 - * Safe places, safe adults - examples

Objectives of the Program

- To develop a program to assist best practice in child protection strategies for primary school aged children
- Advise parents of options to keep their children safe
- Advise children of options to keep themselves safe
- Advise schools of other related programs or initiatives that may assist or complement their children protection curriculum
- Ensure community groups, schools or agencies are aware of the mechanisms for discussing child protection issues with Govt Departments, Police Accountability Community Teams (PACTS), Principals Forums or Safer Community Precinct Committees
- Ensure good communication with schools and community groups about child protection issues
- Gather intelligence on issues or hotspots for targeting by Police
- Ensure persons working with children comply with “working with Children” principles and checks.

Key Messages (General)

- As most children and young people who are vulnerable to harm, abuse or neglect, remain most at risk in their own homes or from people to whom they are related or with whom they are acquainted, NSW Police prioritises the working with families to keep children safe as a broad protection strategy.
- Children should be nurtured to identify the safe adults in their life and community
- Children should be nurtured to identify the safe places in their community, home, streets around their home or where they regularly go
- Children should be nurtured to develop personal strengths in respect of their own body and space
- Children should be nurtured to ‘say no’ when they are frightened or being asked to do something they don’t like
- Children should be nurtured to feel confident to ‘tell an adult’ regardless of what is going on or who is harming them and
- Children should be told to never go with someone – whether known to them or not – without their parents permission
- Children should be nurtured to learn where to go when lost or frightened
- It is very difficult to screen everyone who has contact with children in any house or area to confirm they are ‘safe’ for children
- Therefore it is important to use safe places who, because of their contact with children, already have some screening and monitoring process in place

- These places are already recognisable to children and occur in every town
- The policing response should be to target a hotspot and deal with problems there
- The focus of the program should be on assisting children and parents to find safe places to be – in their own home or out in the community, safe people to turn to, building assertiveness and confidence and knowing not to go with ANYONE unless their parents tells them (and their carer or school) it is okay to do so.
- Where the issue of abduction falls into a family law arena NSW attempt to manage concerns within that context. The general 'rules' about keeping children safe also apply in this case and parents are encouraged to adopt these rules regardless of the situation and to seek suitable access measures through the Family Court.

Key Messages (For Children)

Protective Behaviours and identifying 'safe adults' and 'safe places'

- We encourage you to:
- Identify the safe adults in your life and community
- Identify the safe places in your community, home, streets around their home or where you often go
- Respect your own body and space
- 'SAY NO' when you are frightened or being asked to do something you don't like
- Always 'tell an adult' regardless of what is going on or who is harming you
- NEVER go with someone – whether known to you or not – without your parents permission and they say it is okay
- learn where to go, when lost or frightened
- Be 'Cybersafe' in cyberspace – be careful on the internet and in chat rooms and tell your parents to whom you are 'talking'
- Always use a Mobile phone properly and do not bully or harass over the phone.
- Report mobile phone bullying and harassment

Key Messages (For Parents)

- Deliberately harming a child is a crime and the responsibility lies clearly with the offender
- Children may be vulnerable to harm, abuse or neglect from people they know or with whom they are acquainted
- Bad things can happen to your child even with the most vigilant & careful parents
- Simple prevention strategies will never replace adequate supervision, but will assist a child when they are unsure of what to do and help develop their personal strengths

- Children should learn to respect their own body and space and that of others
- Children should learn to 'say no' when they are frightened or being asked to do something they don't like
- Children should learn to identify who are safe adults
- Children should learn to feel confident to 'tell a safe adult' regardless of what is going on or who is harming them
- Children should learn to identify safe places by common signs
- Write your mobile phone number on something that your child always has with them, like a school bag, and teach them to know that it is there
- Children should learn to never go with someone – whether known to them or not – without parents permission
- Always inform a child carer or childcare centre when someone else is collecting your child and have arranged to have them submit a copy of their signature previously
- You have set rules about things that have to do with safety.
- Children should learn to understand they can be safe, with you or without you, as other people will help them to be safe too
- Be crystal clear regarding access and custody arrangements, and preferably have written authorisation from the Family Court
- Talking to your child is the best way to know if something is bothering or frightening them. You may also notice some changes in behaviour
- Lastly, if your child is having sleep-overs, get to know the other parents; screen your babysitters well; and make sure all your sporting clubs and activity groups have proper screening processes for coaches and volunteers.

Roles and responsibilities

- **Local Area Command:**
 - * It is the responsibility of the Local Area Command to address crime and the fear of crime, preferably, in a partnership with the community. This means providing information (lectures etc), holding or participating in meetings and committees and developing programs and initiatives to address crime concerns.
 - * Undertake Working with Children Checks for all program participants
 - * Consider having the program and program participants part of the Volunteers in Policing program

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- **YLO:**
 - * Oversight and manage the activities of the program (or the CPO)
 - * Use the 'Keeping Me Safe' strategies to identify means of addressing these concerns.
 - * Presentations on protective behaviours at schools etc
 - * Provide information on 'Cybersafe', Mobile phone bullying and harassment and new arenas of risk as they emerge
 - * Monitoring regular 'run-a-ways'
 - * Work with Shopping Centres for shopping centre management
 - * Protective behaviours training through Blue Light and PCYC
 - * Present Crime Prevention Workshops in schools
- **CPO:**
 - * Oversight and manage the activities of the program (or the YLO)
 - * Use the 'Keeping Me Safe' strategies to identify means of addressing these concerns.
 - * Presentations on protective behaviours at schools etc
 - * Provide information on 'Cybersafe', Mobile phone bullying and harassment and new arenas of risk as they emerge
- **Program 'coordinator'**
 - * Assist in running children protection or child safety information sessions
 - * Assist in running or arranging children protection or child safety 'days'
 - * Assist in running or arranging children protection or child safety events or initiatives
 - * Attend committee meetings
 - * Provided feedback to Local Area Commands (e.g. YLO, CPO or Commander) on issues of risk to children
 - * Be a conduit for the community for concerns emerging in the local area.
 - * Assist with setting up other training or programs for interested groups or members of the community
- **A safe adult:**
 - * Report the child to the Department of Community Services via the HELPLINE on 132111 if necessary.
 - * If a child approached you because they are frightened or lost you should:
 - * Try to contact their parents by
 - * asking the child for their phone number and address or other ways of ascertaining their details
 - * Ensure they are safe and reassured
 - * When not able to locate their parents you should report the child to the DoCS Helpline or local Police

Public Awareness activities

- **Walk Safely to School Day**

- * Many schools run a “Walk Safely to School Day”. There is a resource pack containing Walk Safely to School Day t-shirts, baseball caps and stickers available from the official website. WSTSD is a joint initiative of the MAA, Pedestrian Council of Australia, NSW Police, DET and other agencies. Schools participating in Walk Safely to School Day need to register via the website at <http://www.walk.com.au>

The aim of Walk Safely to School Day is to encourage parents and carers to walk to school with primary school children and to reinforce safe pedestrian behaviour, including “Stop, Look, Listen, Think and Look again”.

As part of your public awareness activities, members of the committee may wish to be involved in this initiative.

If you would like any further information on Walk Safely to School Day please contact the SSRU.

- **Targeted “Days”**

- * Along with WSTSD, a school community may choose to run other child protection or child safety ‘Days’ to reinforce the message of staying safe and learning safe practices. This should involve parents and the community and include identified safe adults = police, fire brigade, local hospitals, town librarian, pharmacist etc. This can be a learning opportunity for parents as well as children, in understanding the message of “safe adults, safe places”.

- **Displays and “field events”**

- * A committee may choose to run other child protection or child safety activities or displays in shopping centres, at fetes or community events to promote the messages staying safe and learning safe practices

- **Other training or programs that are consistent with the Program**

- a) The Protective Behaviours Program

- * The Protective Behaviours Program originated in the USA to empower children. Since that time it has been found to be useful for children through to seniors.

The Protective behaviours program is a simple process already used by many children both in Australia and overseas, to help them deal with difficult situations. Even very young children have used these strategies to protect themselves and effectively get the help they needed.

While Protective Behaviours was originally developed in primary school classrooms, the process has proven useful in other settings. Anyone who deals with individuals or small

groups, as a professional, a volunteer, parent, relative or friend, can learn and teach the process to promote protection of people they know.

The program helps people learn a general, practical process for protecting themselves in potentially risky situations such as: home alone, in the street, verbal abuse, domestic violence, sexual abuse, physical abuse, harassment in the workplace.

The program can be adapted to the specific needs of any community group irrespective of their age. The Protective Behaviours process focuses on two themes:

We all have the right to feel safe at all time.

There's nothing so awful we can't talk with someone about it.

Protective Behaviours teaches you;

- * To recognise how your body lets you know when you don't feel safe.
- * To be aware of the people you could talk to, who would listen and believe you.
- * There are alternatives in every difficult situation. Talking with others could help you find some of these.
- * People often refuse to believe that any really risky situations exist in their immediate social group.
- * The Protective Behaviours Consultancy Group run a one day, two day and four day workshops on the program. People who have undertaken these workshops can then be used to provide information to other members of the community about strategies that they can use to protective themselves and their families. People who have undertaken the four day workshop can be employed by the Consultancy Group as a trainer to other members of the community. The cost of the course is approximately \$1200.00.

b) Child Protection training through DoCS

In New South Wales there are a large number of **mandatory reporters** working with children and young people who need to be trained in their child protection reporting responsibilities.

The information on these pages will assist your agency to either:

- * organise for one of your own staff members to attend **facilitator training**. Once qualified, they can deliver child protection training to others in your organisation, using the **learning resources**, or
- * to locate a trained facilitator who can deliver this training to your staff (as a fee-for-service provider).

There are three different training programs: a three hour information session, a one day program and a two day program.

Participants who complete either the one day or two day program, can obtain a nationally recognised Statement of Attainment for this unit of competence, following successful completion of the assessment activities.



Which course do your staff need to complete?

- * three hour information session - for staff who are mandatory reporters but are NOT in direct contact roles with children and young people, and agency volunteers who are not mandatory reporters.
- * one day program - for staff experienced in working with children and young people and who are in direct contact roles with children and young people.
- * two day program - for mandatory reporters with limited experience in working with children and young people who have experienced abuse or neglect, and managers or supervisors who are providing advice to their staff about responding to concerns about possible risk of harm to a child or young person.

Industry Listing for Facilitators and Assessors

- * These lists are to assist training organisations find qualified facilitators and/or assessors to deliver entry-level child protection training in their region.

Education Centre

Against

Violence

c) Courses run through the Education Centre Against Violence

ECAV provides courses for Health and Government and non Government interagency workers on:

	Adult and child sexual assault
	Adult survivors of child sexual assault
	Domestic violence
	Physical and emotional abuse and neglect of children

Their courses reflect current research and best practice, and incorporate adult learning principles, utilising the participant's knowledge and are respectful of diversity of culture and experience.

The course menu is available on the internet under www.doh.nsw.gov.au/ecav and provides detailed descriptions of the courses they provide. An example for September is listed below

New South Wales Health and interagency service providers can request a course be held in their area and can negotiate for the development of specific courses to meet an identified need.

September:

- * Childhood trauma & neglect for child & adolescent mental health workers **Tamworth**
- * Interpreting in sexual assault cases **Parramatta**

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- * Context & connection **Broken Hill**
- * Skills in child protection for Aboriginal workers **Kempsey**
- * Identifying & responding to children & young people at risk of harm: Facilitator training
Coffs Harbour
- * Practical skills in responding to people who experience domestic violence **Parramatta**
- * Responding to people with a disability who have been sexually assaulted **Griffith**
- * Rural responses to Aboriginal family violence **Ballina**
- * Who can a man tell? **Orange**

Resources

Resources available include:

- The following fact sheets
- The 'display board' of logos and photos for use in identification of safe places and safe adults
- The PowerPoint presentation
- Works sheets and cartoons for children

1. How to keep myself safe and what to do if I'm scared

Children have both innate and learned fears and different things will frighten different children. The themes of where to get help or if they are older children how to do a little problem solving will help them manage their fears.

- When you are out or walking on the street:
 - * If you can use a phone call 000 and say you are scared
 - * Don't let anyone see if you have money or a purse, keep them in your pocket or bag.
 - * If a friend is frightened or hurt get them help from an adult right away
 - * Know where safe places are – Doctors surgeries, schools, libraries, shops etc
- In Cars:
 - * Never get in a car with someone else unless your parents have told you to or is in the way you usually get home from school – a car pool
 - * Don't talk to people who pull over to the side of the road in cars
 - * Remember many drivers can't see people who are small , especially out the back of the car
- On the train:
 - * Always travel in the guard's compartment identified by a blue light if it is late in the day
 - * Travel in groups of friends if you can
- Walking:
 - * Stick to major routes and roads and don't take short cuts
 - * Use footpaths that are well lit and not closed in by bushes or obstacles
 - * Stay in groups of people
 - * Don't talk to people you don't know and go straight home or to wherever you are going
 - * Don't take short cuts especially around rail tracks etc or when other people tell you to especially if you don't know they way
 - * If you are frightened find a shop, school, church or 'professional' place like a doctors and tell them you are frightened and ask them to call the police, or if you see a police station go there
- At a big outing - Major Events and public spaces:
 - * Never leave the people you came with
 - * If you are with older kids make sure you know where you are going and what time you will return and who you are with
 - * Don't take lots of things with you that are easy to lose
 - * Drink plenty of water and give yourself enough time to get in and out of where you want to be.
- Making good use of public space:
 - * Always walk away from fights or arguments (unpleasant or aggressive behaviour) and take your friends with you

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- * Don't do the wrong thing like vandalism or graffiti even if others try to talk you into it
- * Share the space with everyone else

Remember the police are never cranky with you if you are scared and you won't get into trouble if you ask them to help you!!!

2. Tips for Parents about safety on-line

- Talk to children about their experiences to get to know who they are chatting with
- Teach children how to protect themselves and encourage them to follow the cyber rules and to protect their privacy.
- Make sure your children know what information they can give out and where they can go online.
- If a child wants to meet someone they have met online, make direct contact with that person (and preferably their parents) by telephone, to check that they are who they say they are. It is strongly recommended that you accompany your child to the meeting.
- Make using the Internet a family activity. Put the computer in a public area of the home and keep in touch with what your children are doing online.

Remember The best protection is parental supervision and guidance

3. Hints for parents and caregivers to keep your children safe

As many more children are vulnerable to harm, abuse or neglect from people they know or with whom they are acquainted, NSW Police prioritises the working with families to keep children safe as a broad protection strategy. Deliberately harming a child is a crime and the responsibility lies clearly with the offender. Bad things can happen to your child even with the most vigilant & careful parents. Sometimes those who harm children are other children they know, so helping your child understand this, is important too.

Parents and caregivers should encourage their children to develop some simple prevention strategies that can apply across a range of situations to help the child know what to do. This will never replace adequate supervision, but will assist a child when they are unsure of what to do and help develop the personal strengths to respect their own body and space.

For example you may teach your children:

- respect for their own body and space and that of others (e.g hitting hurts and is wrong), building assertiveness and confidence
- 'say no' when they are frightened or being asked to do something they don't like ("I don't like that, please stop")
- identify who are safe adults
- to feel confident to 'tell a safe adult' regardless of what is going on or who is harming them
- identify how to approach safe adults by common signs:
 - * the police blue checked square
 - * an information _ sign at a shopping centre
 - * a hospital if one is close to home or school
 - * their own doctors surgery
 - * a library
 - * surf club or council like guard
- write your mobile phone number on something that your child always has with them, like a school bag, and teach them to know that it is there. If they are lost or frightened tell them to find a safe adult and show the adult the number to call. If your child is old enough, tell them that they should speak to you to be told what to do, as well as the safe adult talking to you
- never go with someone – whether known to them or not – without parents permission
- you will tell them (and their carer) if someone else is picking them up from school or carers. Always inform a child carer or childcare centre when someone else is collecting your child and have arranged to have them submit a copy of their signature previously (many childcare centre's do this already, if not insist that it becomes policy). If you agree to a 'drop-home' policy from carers or school in emergencies, insist that it is with two adults

- (including through play-acting) to know how to find “safe places” – in their own home, (especially if there is violence at home), on the street (buildings that are ‘safe’ like the police station with the blue check sign), out in the community like the ‘lost and found’ place or the medical aid post at a Show, the information booth or centre management (where they may have been for competitions etc) in shopping centres, the blue light carriage on trains etc.
- You have set rules about things that have to do with safety. These rules should reinforce the overall message. In particular you should have firm rules about;
 - * internet usage, especially chat rooms
 - * mobile phone usage,
 - * staying over at other peoples houses
 - * talking about bullying and how to report and handle it

However you teach your children, you want them to understand they can be safe, with you or without you, as other people will help them to be safe too. We encourage you to make this a positive message rather than one that may foster inappropriate fears. This also encourages children to reach out for help from appropriate people even if those people are unknown to them.

Be cautious of generalised identification of safe adults from transferable things that look the same to children, like simply saying anyone in a uniform. Police for example are often together and have additional things not just a uniform – they have a badge, a belt, a hat etc. A utilities uniform may look the same to a small child. The same applies to vehicles.

If you have a concern about potential abduction by a family member as part of a Family Law dispute, the general ‘rules’ about keeping children safe also apply, but you will need to be crystal clear regarding access and custody arrangements, and preferably have written authorisation from the Family Court. Parents should always indicate to organisations or carers (preferably in writing) the adults with whom the children are allowed to be, including any temporary people such as visiting grandparents etc. If a parent has concerns about a non-custodial parent breaching access agreements, these concerns should be explained in writing to whomever cares for the child, however if there is a joint custody, changes to arrangements may need to come from both parents or be clarified by the Family Court.

Talking to your child is the best way to know if something is bothering or frightening them. You may also notice some changes in behaviour such as your child refuses to go certain places, regresses to an earlier developmental stage or behaves very out of character.

Lastly, if your child is having sleep-overs, get to know the other parents; screen your babysitters well; and make sure all your sporting clubs and activity groups have proper screening processes for coaches and volunteers.

4. Young children and traffic

These are only some of the reasons why young children depend on adults to keep them safe. Children:

- Are curious. This can lead to danger if left alone in the car.
- Are dependant. They need an adult.
- Are unable to determine which direction sounds are coming from.
- May be restless. They may not want to sit still in a car, but don't realise their behaviour can distract the driver.
- Are wanting to be independent. They don't always want to hold an adult's hand when near traffic.
- Are small. They can be hard to see in traffic.
- Are fragile. Injuries are likely to be more severe because of their small size.
- May be easily distracted. They need help to understand what to watch out and listen for.
- Are fast and unpredictable. They can move out of safety and into danger in an instant.
- As adults, we need to:
 - Protect and supervise children in all traffic situations.
 - Use our knowledge and experience to predict when a situation might become dangerous.
 - Ensure children hold an adult's hand, wear a seatbelt, or wear their bike helmet, even though they may resist.
 - Help children learn about road safety.
 - Use the road safety information and activities in this booklet and ask other adults to do the same.
 - Take every opportunity to talk together about what you are doing.
 - Above all, we must not be complacent!
- Children are most likely to be injured close to home, often in their own street or their own driveway.
- Children can often talk about keeping safe long before they can behave safely.
- Accidents can occur any time, anywhere and to anyone.
- As adults, we are responsible for young children's safety around traffic whether they are pedestrians, passengers, or playing.

5. How You As A Safe Adult Can Assist Police In Improving Safe Places

In order for a safe place to feel secure, community members can assist police by participating in a Community Safety Audit. These audits help identify areas likely to stimulate fear and criminal opportunity.

- They give the community the chance to survey safe places, identify safety issues & inform private & public agencies of existing or potential problem areas that could (reasonably) be made safer.
- They also minimise opportunities for crime, anti-social behaviour & fear of crime.

How can you improve a safe place?

When partaking in an audit, a number of questions must be asked to ascertain the safety of an area. Such questions include:

1. What is the main use of the location (eg. Residential, retail, commercial, industrial, educational, recreational, transport)
2. Is the lighting in the audit area adequate? Is the lighting well maintained & operating?
3. Do you have clear visibility of the safe place from the street?
4. Is street signage adequate? Is the signage clear & visible?
5. What are the transport services like in the area? Are they adequate & would you use these facilities?

Crime Prevention through Environmental Design (CPTED) and young people

CPTED is a crime prevention strategy that focuses on the planning, design and structure of cities and neighbourhoods. It reduces opportunities for crime by using design and place – management principles. Participation is crucial to effective planning and development of the public domain in residential neighbourhoods. As members of the community, children also need to participate in the planning process as well. In order for children to take ownership of their community it is important that both adults and

children become involved in Safety Audits. Any issues that are identified are then reported to police where strategies are then devised via the Community Safety Precinct Committee.

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6. What you need to know as a safe adult:

All people who suspect that a child is at risk of harm, abuse or neglect should report the child to the Department of Community Services via the **HELPLINE** on **132111**.

Many people are mandatory reporters because of their employment and **must** report when they suspect a child is at risk.

If a child approached you because they are frightened or lost you should:

- Try to contact their parents by;
 - * asking the child what their phone number and address is (many children know their details by rote)
 - * ask the child if they have a phone number written anywhere
 - * with their permission check their school bag
 - * with their permission check the labels of their hats or jumpers. Do not remove a body layer of clothing from a child looking for a label
 - * check the white pages if they know their name
 - * ask them if they know where their parents work
- ensure they are safe and reassured but keep them in a quiet place in view of other people
- only give them water to drink, if necessary, until you have spoken to their parents
- if you cannot locate their parents you should report the child to;
 - * your **local police station**, Ph:
 - * the **DoCS HELPLINE** and/or
 - * the **Police Assistance Line** (PAL) on **131444** and/or
 - * **Crimestoppers** on **1800 333 000**

If a child told you they were frightened because they were being harmed or intimidated in some way you should:

- Report the child to the DoCS HELPLINE on 132111 regardless of the circumstances or whether you believe you are a mandatory reporter

Safe places, safe adults - examples

During public awareness activities or talks in schools, displays boards or photos of safe places, safe adults should be use with examples like these including logos of familiar and safe locations. See the PowerPoint for more examples.



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7. Useful organisations for ideas on keeping children and young people safe:

FOR MORE INFORMATION ON	ORGANISATION	WEB SITE ADDRESS
Young people and safety - general	Youthsafe	www.youthsafe.org.au
Young people and personal safety	Reachout!	www.reachout.com.au
Working with children checks	Commission for Children and Young People	www.kids.nsw.gov.au
Road and Traffic Safety	RTA	www.rta.com.au
Bullying with Mobile Phones	Australian Mobile Telecommunications Association	www.amta.org.au
Support for children	Kids Helpline	www.kidshelp.com.au
Internet safety	Cybersmart Kids Online	www.cybersmartkids.com.au
Internet safety	Australian Government	www.netalert.net.au
Internet safety – kids information comic style	Australian Government	www.nettysworld.com.au
Protect your child from paedophiles and other parenting tips – “parenting easy guides”	Parenting SA -	www.parenting.sa.gov.au
Parent Help lines		ACT: 1800 637 357 NSW: (02) 9787 5255 (Sydney metro area) or 1800 637 357 NT: 1300 30 1300 QLD: 1300 30 1300 TAS: 1800 808 178 Vic: 13 22 89 WA: (08) 9272 1466 or 1800 654 432
Domestic Violence assistance	Domestic Violence Line	1800 65 64 63
Domestic Violence assistance	Domestic Violence Advocacy Service	1800 810 784
Reporting children at risk - 24 HOURS	DoCS Helpline (NSW Government)	13 2111 www.community.nsw.gov.au
Police	Local Police Station	
Reporting crime	Crimestoppers	1800 333 000
Police assistatance	PAL	131 444

Child Protection Program
NSW Police Local Area Command
Community Safety Precinct Committees

PowerPoint presentation outline

Objectives of the Program

- ④ To develop a program to assist best practice in child protection strategies for primary school aged children
- ④ Advise parents of all the options to keep their children safe
- ④ Advise children of all the options to keep themselves safe
- ④ Advise schools of other related programs or initiatives that may assist or complement their children protection curriculum
- ④ Ensure community group, schools or agencies are aware of the mechanisms for discussing child protection issues with Govt departments, PACTS, Principals Forums or Safer Community Precinct Committees
- ④ Ensure good communication with schools and community groups about child protection issues
- ④ Gather intelligence on issues or hotspots for targeting
- ④ The focus of the program should be on assisting children and parents to find safe places to be - in their own home or out in the community, safe people to turn to, building assertiveness and confidence and knowing not to go with ANYONE unless their parents tells them (and their carer or school) it is okay to do so.

Key Messages (General)

- ④ A broad Child Protection strategy recognises that many children and young people are most at risk in their own homes or from people to whom they are related or acquainted
- ④ Children should be nurtured to identify the safe adults in their life and community
- ④ Children should be nurtured to identify the safe places in their home, streets around their home or where they regularly go
- ④ Children should be nurtured to:
- ④ develop personal strengths to respect their own body and space
- ④ 'say no' when they are frightened or being asked to do something they don't like
- ④ feel confident to 'tell an adult' regardless of what is going on or who is harming them
- ④ be told to never go with someone - whether known to them or not - without their parents permission
- ④ learn where to go when lost or frightened

- 4 It is very difficult to screen everyone who has contact with children in any house or area to confirm they are 'safe' for children
- 4 Therefore it is important to use safe places who, because of their contact with children, already have some screening and monitoring process in place
- 4 These places are already recognisable to children and occur in every town
- 4 Children and parents need to:
 - 4 find safe places for children to be - in their own home or out in the community
 - 4 safe people to turn to
 - 4 building assertiveness and confidence
 - 4 know not to go with ANYONE unless their parents tells them (and their carer or school) it is okay to do so.
- 4 The general 'rules' about keeping children safe also apply in family law matters and parents are encouraged to adopt these rules regardless of the situation and to seek suitable access measures through the Family Court

Key Messages (For Children)

- 4 Identify the safe adults in your life and community
- 4 Identify the safe places in your community, home, streets around their home or where you often go
- 4 Respect your own body and space
- 4 'SAY NO' when you are frightened or being asked to do something you don't like
- 4 Always 'tell an adult' regardless of what is going on or who is harming you
- 4 NEVER go with someone - whether known to you or not - without your parents permission and they say it is okay
- 4 Learn where to go, when lost or frightened
- 4 Be 'Cybersafe' in cyberspace - be careful on the internet and in chat rooms and tell your parents to whom you are 'talking'
- 4 Always use a Mobile phone properly and do not bully or harass over the phone.
- 4 Report mobile phone bullying and harassment

Key Messages (For Parents)

- 4 Deliberately harming a child is a crime and the responsibility lies clearly with the offender
- 4 Children may be vulnerable to harm, abuse or neglect from people they know or with whom they are acquainted
- 4 Bad things can happen to your child even with the most vigilant & careful parents
- 4 Simple prevention strategies will never replace adequate supervision, but will assist a child when they are unsure of what to do and help develop their personal strengths
- 4 Children should learn to respect for their own body and space and that of others

- 4 Children should learn to 'say no' when they are frightened or being asked to do something they don't like
- 4 Children should learn to identify who are safe adults
- 4 Children should learn to feel confident to 'tell a safe adult' regardless of what is going on or who is harming them
- 4 Children should learn to identify safe places by common signs
- 4 Write your mobile phone number on something that your child always has with them, like a school bag, and teach them to know that it is there
- 4 Children should learn to never go with someone - whether known to them or not - without parents permission
- 4 Always inform a child carer or childcare centre when someone else is collecting your child and have arranged to have them submit a copy of their signature previously
- 4 You have set rules about things that have to do with safety.
- 4 Children should learn to understand they can be safe, with you or without you, as other people will help them to be safe too
- 4 Be crystal clear regarding access and custody arrangements, and preferably have written authorisation from the Family Court
- 4 Talking to your child is the best way to know if something is bothering or frightening them. You may also notice some changes in behaviour
- 4 Lastly, if your child is having sleep-overs, get to know the other parents: screen your babysitters well; and make sure all your sporting clubs and activity groups have proper screening processes for coaches and volunteers.

Roles and responsibilities

- 4 **Local Area Command:**
 - 4 Address crime and the fear of crime in a partnership with the community
 - 4 Provide information (lectures etc), holding or participating in meetings and committees and developing programs and initiatives
 - 4 Undertake Working with Children Checks for all program participants
 - 4 Consider having the program and program participants part of the Volunteers in Policing program
- 4 **YLO:**
 - 4 Oversight and manage the program
 - 4 Use the 'Keeping Me Safe' strategies to identify means of addressing these concerns.
 - 4 Presentations on protective behaviours at schools etc
 - 4 Provide information on 'Cybersafe', Mobile phone bullying and harassment and new arenas of risk as they emerge
 - 4 Monitoring regular 'run-a-ways'
 - 4 Work with Shopping Centres for shopping centre management
 - 4 Protective behaviours training through Blue Light and PCYC
 - 4 Present Crime Prevention Workshops in schools

- 4 CPO:
 - 4 Oversight and manage the program
 - 4 Use the 'Keeping Me Safe' strategies to identify means of addressing these concerns.
 - 4 Presentations on protective behaviours at schools etc
 - 4 Provide information on 'Cybersafe', Mobile phone bullying and harassment and new arenas of risk as they emerge
- 4 Program 'coordinator'
 - 4 Assist in running children protection or child safety information sessions
 - 4 Assist in running or arranging children protection or child safety 'days'
 - 4 Assist in running or arranging children protection or child safety events or initiatives
 - 4 Attend committee meetings
 - 4 Provided feedback to Local Area Commands (e.g. YLO, CPO or Commander) on issues of risk to children
 - 4 Be a conduit for the community for concerns emerging in the local area.
 - 4 Assist with setting up other training or programs for interested groups or members of the community
- 4 A safe adult:
 - 4 Report the child to the Department of Community Services via the HELPLINE on 132111 if necessary.
 - 4 If a child approached you because they are frightened or lost you should:
 - 4 Try to contact their parents by
 - 4 Ask the child for their phone number and address or other ways of ascertaining their details
 - 4 ensure they are safe and reassured
 - 4 When not able to locate their parents you should report the child
- Public Awareness activities
 - 4 Walk Safely to School Day
 - 4 WSTSD is a joint initiative of the MAA, Pedestrian Council of Australia, NSW Police, DET and other agencies. Schools participating in Walk Safely to School Day need to register via the website at <http://www.walk.com.au>
 - 4 The aim of Walk Safely to School Day is to encourage parents and carers to walk to school with primary school children and to reinforce safe pedestrian behaviour, including "Stop, Look, Listen, Think and Look again".
 - 4 As part of your public awareness activities, members of the committee may choose to be involved in this initiative.
 - 4 Targeted "Days"
 - 4 Along with WSTSD, a school community may choose to run other child protection or child safety 'Days' to reinforce the message of staying safe and learning safe practices. This should involve parents and the community

and include identified safe adults = police, fire brigade, local hospitals, town librarian, pharmacist etc. This can be a learning opportunities for parents as well as children, in understanding the message of "safe adults, safe places".

4 Displays and "field events"

- 4 A committee may choose to run other child protection or child safety activities or displays in shopping centres, at fetes or community events to promote the messages staying safe and learning safe practices

4 Other training or programs that are consistent with the Program

- 4 The Protective Behaviours Program
- 4 The Protective behaviours program is a simple process already used by many children both in Australia and overseas, to help them deal with difficult situations.
- 4 Child Protection training through DoCS
- 4 Courses run through the Education Centre Against Violence

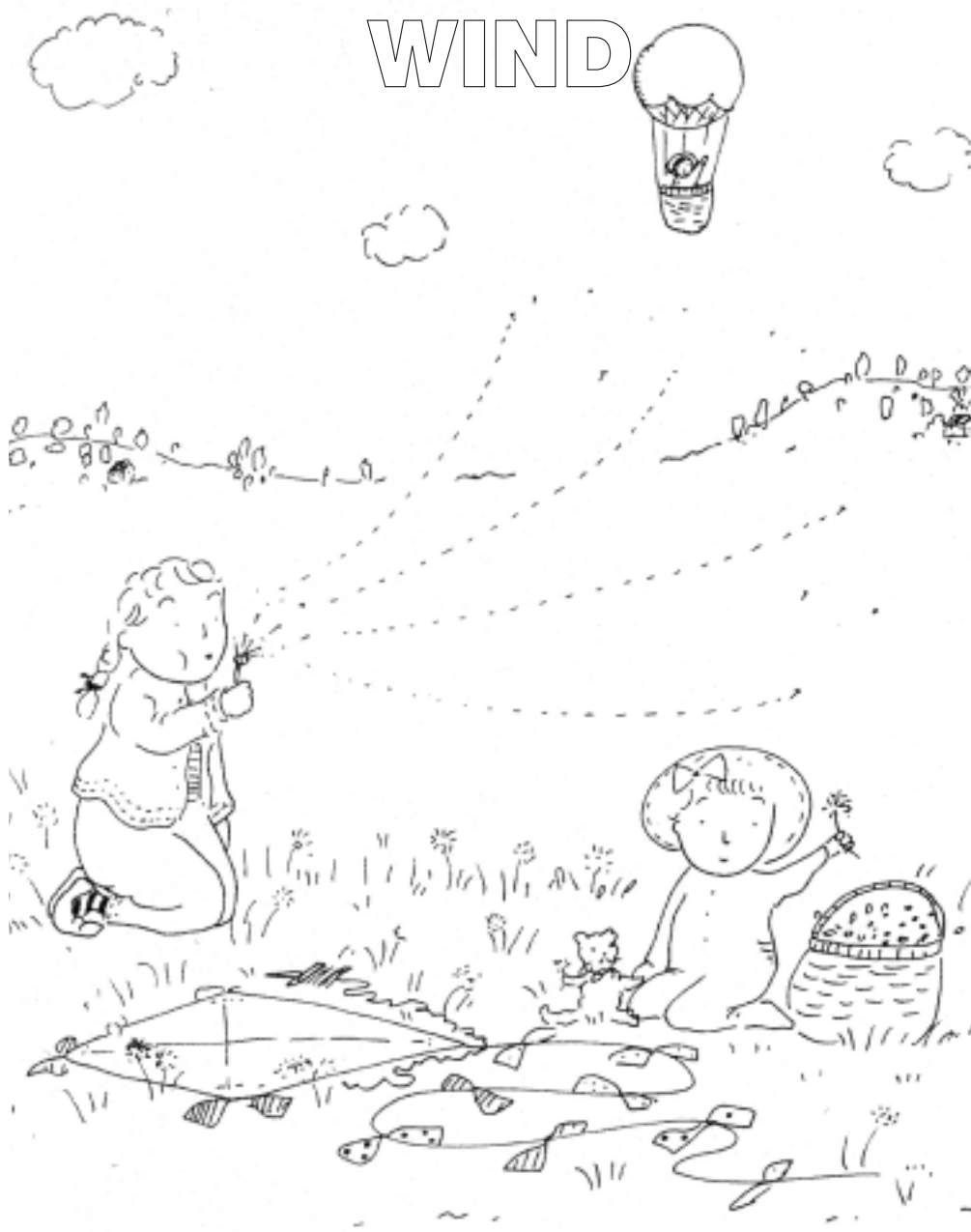
Resources available include

- 4 The fact sheets
- 4 The 'display board' of logos and photos for use in identification of safe places and safe adults
- 4 This PowerPoint presentation
- 4 Works sheets and cartoons for children

Cartoons for activities

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BLOWING IN THE WIND



Write down or ask someone to write down, messages that keep you feeling safe, supported and believed.

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FLY ME TO THE MOON



Write down or draw a picture of your safe place.

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