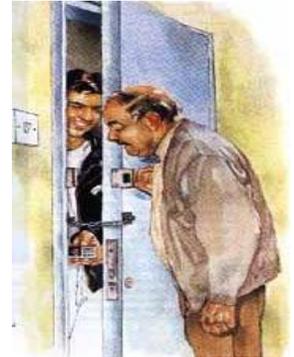


## WHAT DOES A COORDINATOR DO ?

Contacts neighbours and agrees that a Scheme should be established.



Identifies vulnerable people within the Scheme.



Click on “*Contact Us*” on Cambs NHW web-site (see next page) and request to register his/her Scheme with the local police.



Receives information from the local police and passes the relevant information to neighbours.



Advises neighbours that the Scheme is established and provides window stickers.



Encourages the neighbours to post code their valuable belongings.



Obtains signs to fix in prominent locations (not compulsory).



Welcomes new residents into the neighbourhood.



## WHAT DOES A COORDINATOR DO ?

Keeps in touch with the neighbours by phone or email.



Encourages all members to report suspicious incidents to the police 999 or 101 and note Incident Ref Nos to assist follow-up discussion of progress and results



Encourages the neighbours to look out for each other, especially covering vulnerable residents .



Generally fosters a community spirit within the scheme



### Meetings



Support Village Neighbourhood Panel Meetings. If appropriate, set up separate meetings with other coordinators in order to discuss and get decisions on important issues in the village. - where necessary include the Police Safer Neighbourhood Team.

For further guidance go to the Cambridgeshire NHW Web-Site [www.cambsnhw.org.uk](http://www.cambsnhw.org.uk) . Under *Info for NHW Coordinators* on the Main Menu Click on any of the first 3 topics which cover a useful range of issues which may prove helpful. If you need any more help or advice Click on *Contact Us*.