



Street Watch QPKR

Volunteer Check List - From Initial Enquiry to Enrolment

– last updated 27 June 2022

When we receive your initial email enquiry from our website, we will email you back and suggest a chat on the phone so we can talk to you about it and answer any queries.

If you are interested in being a patrol volunteer (street watcher) this is the enrolment process:

Please download these documents from our website and read or watch as appropriate:

1. Observers Guide.
2. Induction Presentation (video).
3. Safeguarding links (video).
4. Privacy Notice.
5. Accident Waiver and Release of Liability Form.
6. Insurance Certificate (for info only).
7. List of Safe Havens (we suggest bookmarking the PDF on your mobile).
8. Calendar Rota Instructions (we will send you the link to the rota once you have enrolled).

Any queries at all, please contact one of the Co-ordinators, Emma or Trevor by email at streetwatchqpk@gmail.com

If you are happy to proceed:

9. If you do not have a valid DBS, please apply thro DBS Procedure document on our website.
10. Please write your name, sign, date and scan the following and email to us at streetwatchqpk@gmail.com:
 - a. Page 10 of the Observers Guide (*NB: no need for witness signature*).
 - b. Page 2 of the Accident Waiver and Release of Liability Form.
11. Emma will then contact you to welcome you to the patrol and answer any further queries.
12. Emma will add you to our Whatsapp Group if you are happy to be included. This a very useful way for the Co-ordinators and patrol volunteers to communicate news, to ask for a partner if they see that no one has signed up yet or equally to cancel if they cant make a shift.
13. You can patrol once you've received your DBS – just email us a copy at streetwatchqpk@gmail.com.
14. We will then send you the rota link and see below for what to do on your first patrol.

Typical Patrol Shift:

1. **Sign up in advance to rota** (*NB: Emma regularly checks the rota to ensure any new volunteers are with a regular patrol volunteer for their first patrol*).
2. **Check rota before going out on patrol** to ensure there are at least 2 people available for the patrol. **If not, it cant go ahead.**
3. **Bring your mobile** (with PDF of Safe Havens).
4. **Meeting time and place** – 3.30pm or 4.30pm (depending on which shift you are doing) at corner of Wrentham Ave and Chamberlayne Rd.
5. **Collect Hi Vis Tabard (if first patrol)/Sign in** – at Winkworths (2nd office on LHS on Chamberlayne Rd if you are coming from Verandah).
6. **Patrol in pairs** in your tabard.
7. **Report at end of patrol** - one patrol volunteer needs to report the streets patrolled and any incidents (*procedure is in accident book at Winkworths*) on the electronic calendar rota.
8. **If calling 101** – they may suggest logging report online but please keep on the phone as that is the quickest way to get your report logged and actioned.
9. **Sign out at Winkworths.**

Thank you for joining our patrol - its straight-forward once you've read the literature, sociable and great to be part of such an important initiative!