



Street Watch QPKR

Use of Diary Rota – last updated 22 June 2022

With a view to making the diary Rota as simple as possible and, to avoid the coordinators of Street Watch having to organise the diary each week, we have set the Diary Rota for patrols so that each volunteer can reserve the dates they are able to commit to within the electronic diary system.

To deal with this we are using teamup which is an electronic diary system.

Each volunteer can log on to teamup using the link below and insert the date they are able to volunteer for the patrol. No passwords are needed.

Patrollers: Can add/edit/delete events

We will also use teamup for the Metropolitan Police to access and view the members patrolling and the information posted onto teamup.

When using teamup we would appreciate it if you could adhere to the following simple rules for the diary system.

1. The diary system will continually be open on for you to book the dates in advance on which you can patrol.
2. Please log on as above and reserve the day/s you can commit to for the forthcoming weeks.
3. As from 22 March 2021, there will be 2 shifts for the patrol: 3.30pm to 4.30pm and 4.30pm to 5.30pm. Please enter your name into the diary for the correct time frame.
4. We only need four volunteers per shift initially (ie 2 pairs for 2 shifts, 8 in total) so once eight names have been inserted, no further names should be added for that day.
5. Initially, until volunteer numbers increase, we may not be able to patrol every day. If we don't meet our minimum requirement of 2 volunteers for a shift on a particular day that you have volunteered for, the shift will be cancelled for that day so please check teamup before you leave for your patrol to ensure that 2 names have reserved that particular shift.
6. If you have booked to patrol for a day but are then unable to patrol, please contact Trevor or Emma so that the volunteer group can be contacted for a replacement volunteer.



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Booking a Patrol Shift

1. When logging into teamup to book your volunteer spot if you click on the diary between 3.30pm and 4.30pm or 4.30pm and 5.30pm a drop down menu will appear
2. In the drop down menu there is a box headed “Who”. Insert your name in that box and click on “save”. You will then have reserved your patrol slot for that day.

After Your Patrol Shift

At the end of each shift we need to record on teamup where you patrolled. We also need to report whether there were any incidents which need to be reported to the authorities.

This can be done on teamup as below.

1. One person out of each patrolling pair will need to go back into their diary entry and click on their name.
2. On the drop down menu there is a box “Where”. Please insert into this box the roads that you patrolled on.
3. There is a further drop down box “description”. Please use this box to report any incidents which need to be reported to the authorities.

Please use as full a description as possible with detail of volunteer names, CAD number (from dialling 999 or 101) if applicable, date, time and place, recording incident/issue type), number of persons involved, description of persons by age, ethnicity, height, clothing and any vehicles details. (Victim contact details will be recorded on CAD).

This will then be accessible to the Metropolitan Police.

4. Once you have recorded the details from your patrol please click on “save” to ensure that the details are saved and accessible.