

Key Individual Networks Briefing Sheet

All data relating to KIN's i.e. briefing sheet, consent form, explanatory letter, frequently asked questions etc will be on the Safer Stockport website (details of how to access on a separate sheet).

KIN's are people who are in tune with the latest developments in their area. Some suggestions of community members who would prove to be suitable KIN members are: -

<ul style="list-style-type: none"> • Councillors <p>*Note where possible councillors must be included in the KIN list, as they have a role a community ambassadors.</p>	<ul style="list-style-type: none"> • Community group representatives
<ul style="list-style-type: none"> • Shopkeepers 	<ul style="list-style-type: none"> • Youth workers
<ul style="list-style-type: none"> • Publicans 	<ul style="list-style-type: none"> • Park-keepers
<ul style="list-style-type: none"> • Taxi drivers 	<ul style="list-style-type: none"> • Wardens
<ul style="list-style-type: none"> • Local residents 	<ul style="list-style-type: none"> • Attendees at places of worship
<ul style="list-style-type: none"> • Mums and dads outside schools 	<ul style="list-style-type: none"> • Residents associations

There is an expectation that you as a neighbourhood policing team will identify 20 KINS for your neighbourhood area.

Stages to Setting Up your KIN's : -

1) If you or your team are unsure about any aspects of setting up your KIN group after reading this document, contact Mandy Symes at the Community Safety Unit on 0161 474 3146.

Mandy will talk you through the process, or arrange a short briefing session with you.

2) Visit the website (as detailed above) and download the introductory letter and the consent form. Also review the Frequently Asked questions document (this will continue to be updated as more questions are asked). NB/ if you are asked a question you don't have an answer for, please refer it over to Mandy Symes who will find the answer for you and will ensure it is added to the document so that other staff can view it.

3) Nominate a lead in your team (i.e one person for Central, East, West and North) who will have an overall knowledge about the status of the sign up of KINs and can act as a point of contact for the Community Safety Unit. These details need to be then emailed to amanda.symes@stockport.gov.uk

4) Start to establish your network of individuals.

You will need to make contact with a wide range of people using your own contacts and knowledge of your community.

Try to ensure that the people you contact demographically represent your community (i.e. consider age, gender, ethnicity, disability, family status etc). Don't get too hung up on it though, we can always work on making sure we get it right after you have set up your core group.

These are the things you need to inform your potential KIN, it is important you do this, so as they fully understand what is expected of them and what they can expect from us as a partnership. This will ensure that we don't get a large number of people dropping out of the scheme:

- They will be used as temperature gauge for the community. So that we can better understand what is important to that community. This will enable us to adjust the way we tackle things and allow us to take into consideration community need. They may be asked to fill in perception questionnaires occasionally so that we can see if we are heading in the right direction.
- We need from them "community information" rather than individual issues, however if they do have a problem you must treat them as you would any other member of the public and ensure that it is dealt with appropriately.

- They will be sent various pieces of information i.e.who is on an ASBO in their area, any operations (police, trading standards, environmental enforcement), invites to join in meetings etc. We need them to disseminate this out key information to their community in which ever way is practical for them. They dont have to organise formal meetings etc. For example if they are a resident, just advising their neighbours or any social clubs they are involved in will be fine. If they are a shop keeper, displaying information in the shop, and advising customers etc.
- You will be their main contact, and will be keeping in regular contact with them.

If they are unsure, don't pressure them, as mentioned above we want to retain people on the system.

If they agree to sign up:

- Give each of your KINs the introductory letter and quickly explain the consent form.
 - 1) Need address and contact details so that we can send them information – their details will be kept on a restricted-access secure database within the Community Safety Unit.
 - 2) Need the gender, date of birth and ethnicity information so that we can ensure we have got a representative demographic of people within their particular community. This will help us to make sure that we are getting a good cross section of views from people, rather than just from one particular group.
 - 3) Role in the community – it is what ever is relevant to becoming a KIN i.e. if they are a Home Watch member, or if they are a resident, shop keeper, pub landlord etc.

Ask them to fill in the consent form you can either sit with them or arrange to collect it.

Once the consent form has been filled in:

You must ensure:

- 1) The neighbourhood area is clearly written on the form i.e. Heald Green, this ensures that the database can match the right people to the right area.
- 2) If they are a Neighbourhood Watch Member that the box is ticked – this is to avoid us sending information out to them twice.
- 3) The forms are sent back to the central point of contact:
Mandy Symes
Community Safety Unit
2nd Floor Victoria House
Wellington Street
Stockport
SK1 3XE

It would be prudent to keep a note of contact numbers for your KIN's just in case consent forms go missing in the post.

Advise your KIN, that they stop being a KIN whenever they want, they just need to advise you. If this happens, again contact Mandy Symes (details above). It is extremely important you do so, as keeping someone on a database who has requested to come off could be viewed as a breach of data protection.