

Agenda Item 5 Public Services 17.01.19 : Safe Places (East Grinstead)

Background

There are schemes in existence around the country, the East Grinstead proposed scheme takes the best elements of these to create a simple scheme. In essence the scheme is to offer a place for a person to go to receive a patient calming ear and if necessary call additional assistance for them from a nominated contact. This contact will be shown on a card bearing the national logo.

It is proposed that it is introduced in 3 phases, as additional funding may be available from the MSP, and the intention is to role this out in East Grinstead as a pilot and then do the same in the other towns and larger villages in Mid Sussex. MSP have already agreed a grant of £200 to pay for posters and forms as needed for the scheme.

There is a national safe places network, which is a subscription membership allowing you to register your safe places on the network which includes them on their website and also on a free downloadable app that when accessed from a smart phone will identify your nearest "safe place". It will also offer a call to 101 (non-emergency number) if no safe place is identified within a 15 minute walk. Safe Places will be designated by the display of a window sticker, but will also show on the app.

The membership is £395 per district per annum, a request to MSP is being made to cover this charge as the scheme is to be rolled out in all of Mid Sussex, however if MSP are unable to agree this before April 2019, East Grinstead Town Council are asked to agree to the initial years fee with the intention of passing this to MSP once the scheme is rolled out across Mid Sussex, to allow the registration to be entered in to and the scheme introduced in East Grinstead this financial year.

The East Grinstead scheme will have a risk assessment, for insurance purposes, in place before it is rolled out.

The Scheme

Phase 1

The Following venues have been identified as the first safe places, these are predominantly in the town centre and are buildings, open to the public.

Chequer Mead
East Court
Library
Glen Vue
Police Station
Queen Victoria Hospital
Fire Station

Due to the nature of these buildings, they are well chosen to test the return of information, training and effective response to the scheme. Once reviewed at the end of the first quarter it may be possible to add other venues. Venues will need to complete a form stating that they will abide by the rules of the scheme, identify their lead officers and undergo safeguarding training. The scheme will be launched at the end of February / early March 2019.

How it works

A person feeling lost, confused or afraid would be able to enter a safe place (or look up the nearest place on their smart phone) and ask for assistance. They will have an East Grinstead Safe Places card with their first name (optional) and a telephone number (or 2) for contact. The person at the safe place will ask for the card and ask who they would like them to call. If they do not have a card and cannot give a contact they will simply be asked to take a seat (provided in a public area) and collect their thoughts for a few moments. If the person was in fear of crime then the police will be called. The person contacted will be asked to attend to collect their relative or friend.

The Safe Place

The Safe Place must agree to provide a named lead person, this person must arrange for all staff to be trained in the scheme and safeguarding principals. Safeguarding training will be provided and refresher training annually by the co-ordination agency (East Grinstead Town Council), through West Sussex County Council (Safeguarding agency).

The Safe Place must assist people who attend, providing they are not themselves put in a position of concern. The assistance is to give them a seat, patiently listen and then ask for the card in order to telephone the named person.

Following an interaction the service provider will need to complete a report and send it to East Grinstead Town Council for central recording.

Applying for the scheme

A person who wishes to apply will need to complete an application form and in the first instance send it to or bring it to East Grinstead Town Council offices where if accepted, a card will be prepared and issued.

The card will contain the logo and the persons first name and the contact details along with :
The card holder is a member of the safe places scheme, please call the contact on the card for the person. If there is an emergency please contact the emergency services immediately

The card will be issued free of charge however the issue of replacement cards may be charged for.

Phase 2

Phase 2 will be to introduce the card to all year 7 pupils via the schools, plus new entrants. It is hoped that the schools will have the card machines to be able to produce the cards, the information that is held will be within the schools. The Council need not be advised of the young people's details, however any reports from venues must be sent to the council to allow effective monitoring of the scheme use. It is intended to roll this out 2-3 months after the main scheme to gradually increase the potential use.

Phase 3

Will be to allow more venues to join the scheme at 4-6 months, by application. Applications will be considered by delegated authority of the Clerk in discussion with the Chair and Vice Chair of the Public Services Committee.

The Scheme will be evaluated at 6 months and will then be passed to MSP for additional roll out to Mid Sussex.

Recommendation:

- 1) The Committee are asked to approve the scheme and the roll out as documented in the report.
- 2) Committee are asked to recommend to Finance and General Purposes Committee to meet the national safeguarding network annual fee for 2019/20 if MSP are unable to agree this in the first year. As this scheme is to safeguard and benefit young people as well as older people this could be met from the underspend in the Youth advisor/ youth Council budget following the closing of the Youth Council from December.

Safe Places Application Form to join the scheme as a potential service user

Title

First Name

Surname

Address

Email*

Mobile*

Tel Home*

* One additional contact is needed should card be lost for return or following an incident should emergency services need to contact.

Is there anything that would be helpful to be known about the applicant eg: learning difficulty / communication difficulty/ dementia /disability

If you are completing this form on behalf of someone please give:

Your Name

Relationship to Service User

People to be contacted

Contact person 1:

Name	<input type="text"/>
Contact number	<input type="text"/>
Alternative contact number	<input type="text"/>

Contact person 2:

Name	<input type="text"/>
Contact number	<input type="text"/>
Alternative contact number	<input type="text"/>

I agree to the following terms and conditions for use of the Safe Places Scheme

Signature Date

Terms and Conditions

The Safe Places Scheme is a voluntary scheme and therefore you use the Safe Places Scheme at your own risk. You will inform East Grinstead Town Council if you feel that when using a Safe Place you had concerns about the premises/business being part of the Safe Places Scheme. You must inform your contacts that you have named them and given their contact details to East Grinstead Town Council for this scheme. Your access to the Safe Places Scheme may be withdrawn if your behaviour while using a Safe Place is unacceptable. If you are under the age of 18 then your parent or guardian must sign this form on your behalf. Please note that East Grinstead Council is under no obligation to issue a Safe Places Membership Card and replacement cards, if lost may be charged for.

Data Protection We may use your personal details to help us to give you the best possible service. Some of these may be sensitive. They could include health, ethnic origin or religious beliefs. We may share some or all of them with service providers, the police (in particular related to, but not limited to, suspected hate crimes) or other third parties. We would only do this to help assist you when using the scheme or if the law says we must. We do not involve any third party unless we are sure they will keep your personal data secure and treat it confidentially. The Councils data policy can be found on our website www.eastgrinstead.gov.uk

APPLICATION TO BECOME A SAFE PLACE (East Grinstead Scheme)

Company/organisation name

Nature of business

Address (incl. post code)

Lead Contact person: Name, position, landline, mobile, email

Alternative Contact person 2: Name, position, landline, mobile, email

Opening hours

I/we, on behalf of the above named business/organisation agree to the terms and conditions overleaf.

Signature:

Date:

Name:

Position:

Terms and Conditions Terms and Conditions of the voluntary Safe Places Scheme:

As a minimum you will provide to someone using your organisation as a Safe Place:

- a safe and supportive environment and a chair to sit on.
- if the vulnerable person has been a victim of crime or needs medical assistance, contact the emergency services
- contact one of the people who's contacts appear on the Safe Places Card
- allow the vulnerable person to speak to that person, if desired
- allow the vulnerable person to wait on the premises until the contact (or police/ambulance) arrives or until they feel safe to leave
- report the incident by way of email to safeplaces@eastgrinstead.gov.uk
- Keep your staff familiarised with the scheme so that they know what to do if a vulnerable person requires support.

You will display the Safe Places poster in your premises so that it is easily visible to anyone using the Safe Places Scheme.

If you wish to withdraw from the scheme please notify the Council using the details below (see further information).

To become a Safe Place you should:

- be open to the public and have appropriate public liability insurance
- be accessible for people with disabilities
- be staffed by at least 2 people at any one time

Data Protection As a registered Data Controller, East Grinstead Town Council, will only process your personal data/information in accordance with the Data Protection Act.

Official use only

Accepted as a safer place yes / no

Date

Issue of poster and window sticker

Date for annual check

Safe Places Card Holders - Do's and Don'ts

DO

Keep your Safe Places Card in your bag or pocket.

Always take your card with you when you go out of the house

If you are lost or feel scared or do not feel safe look for a safe place.

Look for the Safe Places window sticker

Ensure that you remain in a public area even when inside a "safe place"

DO NOT

Go anywhere with complete strangers – People who you do not know well

Get into anyone's car, if you do not know them well. Not even if they seem friendly.

Go in to a back room or away from the general public when asking for help.

Give strangers money

Tell strangers your name

Tell strangers where you live