

STAY SAFE



Home security	2
Fire safety	4
Vehicle security	6
Doorstep crime & bogus callers	8
Safety on the telephone	10
Fraud & identity theft	14
Living in a safe and caring community	16
Dorset Alert	17
Online safety	18
Personal safety	20
Quick reference	24





With thanks to our partners for their financial support



Introduction from David Sidwick, Police & Crime Commissioner

"As I stated in my pre-election statement, I am a strong supporter of Watch groups and the role they play in helping to create Safer, Caring Communities.

I welcome this updated edition of the Stay Safe booklet, and was pleased to be able to provide the funding for its printing.

The revision was a product of successful collaboration between the national Neighbourhood Watch Network, ADW Watch volunteers and the Resilient Communities team of Dorset Police.

Read and keep this for reference, sign up to Dorset Alert to receive messages from the Police and ADW. Do this to help STAY SAFE."

HOME SECURITY

Remember:

Most burglaries are opportunistic

- Always close and lock doors and windows when you go out even if
 just for a short time and when you go to bed at night. Don't forget
 doors into garages or conservatories.
- Make sure your locks and security measures comply with your insurance requirements. More information can be found at a Police owned initiative www.securedbydesign.com, and www.locksmiths.co.uk
- Join or start a Neighbourhood or Home Watch scheme! Membership of a scheme is a proven deterrent to burglars.
- Keep keys, including shed and car keys, in a place where they're not visible to anyone looking in. Don't leave keys in the door and never hide a spare key outside.
- Keep valuables hidden and not visible from windows.
- Take photos of your valuable items for insurance purposes and keep them with your policy.
- Window locks and visible burglar alarms can act as a deterrent.

- Never leave packaging from new goods visible with your general rubbish. Criminals may see it and target your property.
- Draw curtains in the evening and leave your lights on a timer switch if you're going out. Make sure one light is on upstairs.
- Never give your keys to anyone you do not know well. Change locks in a new property so that you know exactly who has keys.
- Never keep large amounts of cash in the house.
- Consider keeping expensive jewellery, house deeds and other important items in a hidden home safe anchored to the brickwork.

Register valuable items free of charge with www.immobilise.com, a property register that helps police identify your property and catch criminals.

If you need to have your locks repaired or replaced, are wanting to upgrade your security or simply want a security survey then you can find a vetted, inspected and qualified locksmith near you via the Master Locksmiths Association: www.locksmiths.co.uk / 0800 783 1498. Their website also has useful security advice including a visual guide to home security.

Consider using commercial property recovery systems.

Secured by Design has accredited a number of products which use forensic trace, permanent marks or secure internet:

- Selectamark (incl. SelectaDNA) www.selectamark.co.uk
- SmartWater www.smartwater.com
- Retainagroup www.retainagroup.com
- Keyfetch www.keyfetch.com

Look at www.securedbydesign.com for more security tips and recommended products.

You can also speak to your local Neighbourhood Policing Team.

FIRE SAFETY

Get a smoke alarm on every level of your home. You are four times as likely to die in a fire without one.

- Test your smoke alarms at least once a week. More than 20 people die every year because the battery in their smoke alarm was flat or missing.
- Take extra care in the kitchen and never leave cooking unattended. Half of house fires start in the kitchen.
- Stub cigarettes out properly and dispose of them carefully. Every five days someone dies in a fire caused by a cigarette.
- Don't overload electrical sockets and watch out for faulty and overheating electrical equipment, wiring and cables.
- Fires in wheelie bins can easily spread if next to buildings or cars. Try to store your bins securely.
- In the event of a fire shut the door, get out & stay out. Dial 999.
- You might also want to consider getting a carbon monoxide alarm these can save lives by measuring carbon monoxide levels over time and sounding an alarm before levels get dangerously high, giving you adequate warning so that you can safely ventilate the area.

For more advice about fire safety in your home:

- Visit the website of Dorset & Wiltshire Fire & Rescue Service: dwsfire.gov.uk or phone 0800 038 2323 to arrange a free home safety check.
- Visit the government's Fire Kills website: www.firekills.gov.uk and follow them on social media at www.twitter.com/Fire_Kills and www.facebook.com/firekills

Choosing your smoke alarm

- Smoke alarms are available from DIY stores, electrical shops and most high street supermarkets.
- Your local Fire & Rescue Service will be happy to give you advice on which one is best suited to you.
- Get an alarm with the British Standard Kitemark or Loss Prevention Certification (LPCB) logo which shows the alarm is approved and safe.
- Consider installing a 10-year battery smoke alarm.



Vibrating pad alarms are available for blind or visually impaired people. The RNIB can advise: www.rnib.org.uk or 0303 123 9999



You can get alarms for the hearing impaired – contact your local council or Action on Hearing Loss for information: www.actiononhearingloss.org.uk or 0808 808 0123

Bedtime checklist:

- Turn off and unplug electrical appliances unless they are designed to be on, like your freezer.
- Check your cooker is turned off.
- Don't leave the washing machine/dryer or dishwasher on.
- Turn heaters off and put up fireguards.
- Put candles and cigarettes out properly.
- Close inside doors at night to stop a fire from spreading as quickly.
- Take your mobile phone into the bedroom with you so that you can call 999 if you find yourself trapped.

Plan an escape route and make sure everyone in the family knows where the keys are kept and how to escape

THEFT FROM VEHICLES

When you park up

- Try to park somewhere open and well-lit.
- Lock up including the boot or panniers.
- Remember to close the windows and sunroof.
- Don't leave anything on show in your vehicle when you park not even a coat or empty carrier bag.
- If you have a removable sat nay, remove it and take it with you if possible when you park up, even if only for a short time. Remove the mounting, polish any marks off the windscreen and hide the cable and mounting.
- See www.securedbydesign.com for advice about catalytic converter theft.

Remember...

- Store vehicle ownership information at home, not in the vehicle.
- Number plates are often stolen for criminal use. Use plates secured with anti-theft screws, available from motor accessory stores.

Overnight

- Try not to store things in the boot or panniers.
- When you leave the vehicle, take removable radios, stereos and sat-navs with you.

'Park Mark' is a Police owned initiative providing information on Police accredited car parking locations. More information can be found at www.parkmark.co.uk or via the British Parking Association on www.britishparking.co.uk or 01444 447 300

VEHICLE SECURITY

Cars

- Keep your car keys somewhere out of sight in your home where they aren't visible from windows or doors. When you go to bed, take keys into your bedroom to make them less accessible to intruders.
- People with keyless car ignitions are encouraged to use RFID (Faraday) pouches to store key fobs in the house, rather than just out of sight, or in your bedroom.
- Use an anti-theft device on your car. Get one that is Sold Secure approved (www.soldsecure.com). You can search for suppliers on www.securedbydesign.com and your insurance company may also be able to advise you on approved security devices.

Bikes

- When parking away from home make sure your bike or motorbike is locked to a heavy duty piece of street furniture with two locks and where possible with the lock or chain off the floor.
 See www.securedbydesign.com
- Make sure the lock you use is independently tested (e.g. Sold Secure approved), the correct size, and difficult for thieves to access to break it.
- At home, lock bicycles and motorcycles in a secure garage or shed if you have one, using a good quality U-lock or chain and padlock to a ground anchor. Consider using two different types of security device, as often tools to attack one type of device aren't so applicable to others.
- Fit an alarm to your motorcycle.
- Mark your bike frame with your postcode in two separate locations if possible, one of which should be hidden.
- Register your bike for free with www.bikeregister.com or www.immobilise.com – both are police approved cycle databases. This will help police to find it if it gets stolen.
- Take a photo of your bike and keep it with the insurance details. Make a note of the make, model and serial number.

DOORSTEP CRIME

Not sure? Don't open the door!

- Keep your front and back doors locked, even when you are at home.
- Install a 'spy hole' or electronic viewer in the front door so that you can see who the caller is before opening the door. Some include audio so that you can speak to someone without having to open the door. If you don't recognise them, you don't have to open the door.
- Use a door chain or door bar so that you don't have to open the door fully to talk to the person on your doorstep.
- You might have a friendly neighbour who is happy to help if so, direct the caller to speak to your neighbour first.
- Trading Standards advise all householders to never buy goods or services from cold calling doorstep traders.
- Never leave any doorstep callers alone with your door open.



Never agree to have work done by someone just passing by. If some work is needed, get at least two quotations from reputable traders. Your local Trading Standards Service may operate an 'approved trader scheme' contact the consumer helpline on the next page for help.

Never sign anything on the spot, never agree to allow any work to start right away and remember that you normally have a 14 day cooling-off period during which you can cancel any work and receive a refund of money paid.

- Always shop around for the best price.
- Be wary of 'special offers' or warnings about your home.
- Never hand over cash or sign anything.
- Talk to someone you trust, such as a relative, friend or neighbour, for a second opinion.

Bogus callers, sometimes called distraction burglars, may turn up on your doorstep and say that they have come to investigate a water leak or they are lost and need a drink of water. Sometimes they may say they have a child who has lost a ball in your back garden. They are probably trying to trick you to let them into your home so they can steal cash and valuable items. Don't let them in.

Here are some responses you can use to callers at the door:

"I never deal with cold callers at the door - please would you leave."

"I have a neighbour who helps me - please knock at their door first."

"I don't know who you are so would you please leave."

It isn't rude to ask someone to leave - it is your right.

If you get into difficulties with someone on your doorstep and they will not go away, call the police on 999. If you think you've been the victim of crime or want to report a suspicious incident, you can call the police on 101 or email 101@dorset.pnn.police.uk or in the case of a possible rogue trader, call Trading Standards via the consumer helpline numbers below.

For advice on doorstep selling, how to find a reputable trader and to report suspicious incidents, you can call Trading Standards on 0808 223 1133 or visit Citizens Advice at www.adviceguide.org.uk

SAFETY ON THE TELEPHONE

- Never agree to anything over the phone. Don't be shy of just hanging up on telephone cold callers.
- Criminals may already have basic information about you. Don't assume a caller is genuine because they have these details.
- It takes two people to terminate a call. Use a different phone line to return a call or wait five minutes before returning a call.
- Never reply to unsolicited text messages, even to try and stop them.
 Just delete them.
- Never give any personal information over the phone unless you made the call and are certain of who you are speaking to.
- Use a password, passcode or pattern code to lock your phone.
- Don't store password reminders on your phone.
- Don't open suspicious or unsolicited messages.
- With a landline one simple security step would be to install a call blocker such as BT Truecall.

Register your mobile with www.immobilise.com, using your IMEI number (15 to 17 digit code usually behind the battery - or key in *#06#).

If your phone is stolen, report it immediately to the police and your service provider to block usage, even if it's pay-as-you-go. Don't report lost phones as stolen. This is a crime.



If you have a smartphone

- Install anti-virus software specifically designed for mobile phones. Ask for advice at the store where you bought your phone.
- Avoid opening links or downloading games and apps unless you are certain of their source.
- Clear your browser history especially if using online banking.

Remember:

If you have a smartphone, take the same precautions as you would when accessing the internet over any other device.

Be careful with your location settings.

If you use your phone to update social media or to upload photos, location data could be uploaded to the internet without you realising. Burglars can use this information to find out where you live and even when you are likely to be out of the house.

If you are unsure, ask a member of staff at the shop where you bought your phone to show you the location settings.

For more information about smartphone safety click on Mobile phone safety at https://crimestoppers-uk.org/keeping-safe/personal-safety

Sign up to the
Telephone Preference Service
www.tpsonline.org.uk or 0845 070 0707
and the Mail Preference Service
www.mpsonline.org.uk to minimise
unsolicited calls and mail.



Stay safe from scams

Remember: scammers often pretend to be from legitimate, well-known, national or global companies like banks or utilities providers. If in doubt, hang up and phone the company yourself, using a phone number from their official website, Yellow Pages or letterheaded correspondence from them.

Scams are ever evolving. For comprehensive advice visit the website: www.gov.uk/government/publications/frauds-tricks-and-scams/fraud-tricks-and-scams. Report any fraudulent activity to ActionFraud at www.actionfraud.police.uk or you can also report and get advice about fraud or cyber crime by calling 0300 123 2040.

If you think there is a problem with your computer or you want to buy or update antivirus software:

- Ask advice from the store where you bought it.
- Ask a trusted computer repair technician that you have contacted yourself.
- Never give control of your computer remotely to a third party over the telephone.

The Metropolitan Police produce a useful online booklet called The Little Book of Big Scams – type 'little book big scams' into the search box at www.met.police.uk (an audio version is also available).

A website with useful 'hoaxes' information is https://www.snopes.com



Some scams or frauds involve online dating. Be very careful about what information you give to someone you have never met in person, and never send any money to someone you haven't met.



Scams can also revolve around job-hunting. As well as being wary of links and attachments in unsolicited emails, beware of interview, job or training 'offers' that require you to buy books or equipment, or pay a fee upfront.

The charity 'Think Jessica' has an anti-scam website, www.thinkjessica.com, with facts and information about what to look out for, as well as further materials that you can order.

PROTECT YOURSELF FROM FRAUD & IDENTITY THEFT

Don't give any personal information to anyone – whether online, face to face or over the phone – before verifying their credentials.

- Never give your credit card number over the telephone unless you made the call and are certain of who you are speaking to.
- Don't let anyone take your debit or credit card out of sight when paying in a shop or restaurant.
- Shred receipts with your card details on and correspondence with your name and address on.
- Never throw away credit statements, credit cards or bank statements in a usable form. Shred them.
- Remember that your bank would never contact you to ask you for your PIN, password or other security information in full.
- Shield your PIN when withdrawing cash and when using your credit or debit card to pay for items in a shop.
- Regularly get a copy of your credit file and check it for entries you don't recognise. Equifax (www.equifax.co.uk) and Experian (https://www.experian.co.uk, or ring 0800 013 8888) can both provide your credit file.
- If you move house, contact your bank, give them your new address and arrange with the Post Office to have your mail redirected.
- Be extremely wary of post, phone calls or emails offering business deals out of the blue. If an offer seems too good to be true, it probably is.
- Reconcile your bank account monthly and notify your bank of discrepancies or unauthorised transactions immediately.

- Keep a list of telephone numbers to call to report the loss or theft of your wallet, credit cards etc.
- Be very cautious of offers to make 'easy money' particularly job offers from people or companies based overseas. These may involve receiving money into your bank account and paying amounts out while keeping a percentage as 'commission'. Never give your bank account details to anyone unless you know and trust them!
 If you have already disclosed your bank account details or received money into your account and you think it could be a scam, you should contact your bank immediately.
- If you are expecting a statement, new card or cheque book by post and it does not arrive within the indicated length of time, contact your bank immediately.
- Protect mail left in communal areas of residential properties.
- When registering to vote, tick to opt out of the 'Edited' register.

ActionFraud

Report Fraud & Internet Crime AND actionfraud-police-uk

Action Fraud is the UK's fraud and internet crime reporting centre. For advice, resources or to report suspected or attempted fraud visit www.actionfraud.police.uk or call 0300 123 2040.

You can contact Trading Standards via the Citizens Advice Consumer Helpline on 0808 223 1133, or visit www.citizensadvice.org.uk

LIVING IN A SAFE AND CARING COMMUNITY

- Look out for any vulnerable neighbours. Elderly people living on their own are sometimes frightened to open their door to strangers. Where this is the case, you can obtain 'No Cold Callers' signage for them from Trading Standards. In addition you could offer to receive callers on their behalf.
- Join a Neighbourhood Watch or if one does not exist set one up (for help and advice, contact the Association of Dorset Watches on nhwdorset@gmail.com).
- If speeding is perceived to be an issue, check whether a local Community Speed Watch (CSW) operates in your area (see www. dorsetroadsafe.org.uk/enforcement-operations/community-speedwatch). If so, explain your issue to your local policing team via 101 (see www.dorset.police.uk/neighbourhood-policing to find out which police team covers your area) and potentially offer to join CSW.

If there is no CSW operating, speak to your local policing team and they will establish whether or not this is a regular issue and if so, take appropriate action.



- Join up to Dorset Alert and encourage neighbours to do likewise (see next page). When joining, make sure you include Neighbourhood Watch in your choices.
- Set up a WhatsApp group in your area to share local information and alerting one another to suspicious behaviour in your neighbourhood. For help to do this contact ADW via their website or ask one of your local policing team.

DORSET ALERT

Dorset Alert is a two way community messaging system operated by Dorset Police, which allows the exchange of information with you by email or phone at no cost to you. The system is designed to allow people who register, the option of choosing the type of information they would like to receive concerning crime and anti-social behaviour, witness appeals, crime prevention, community events and local good news.



Dorset Alert is part of the Neighbourhood Alert network of sites and Information Providers. When you join this system your information is shared with a small number of licenced organisations. You can control exactly who can see your information and communicate with you by logging into your account, calling your Dorset Alert coordinator on 101 or by sending an email to support@neighbourhoodalert.co.uk

You will not be notified about every crime or incident that happens in your neighbourhood. The aim is to send information where it is believed, to do so, will reduce the opportunity for crime and anti-social behaviour or will help Dorset Police to solve a crime.

Information Providers and organisations able to see your data may also include: Fire & Rescue, Neighbourhood Watch, your Local Authority Council and VISAV (system administrators). Please review the full registration terms and conditions before you register with the system.

To sign up go to www.dorsetalert.co.uk

ONLINE SAFETY

- Make sure you have an up to date security programme and antivirus software installed on your computer.
- Install updates for your operating system, web browser and other software as soon as it is available. But beware of emails about security updates; these are hoaxes.
- Make regular backups of important files.

If you use a wireless network at home, password-protect it.

- Be careful about clicking on links and attachments in emails.
 Don't click on links from an unknown sender. Remember that spammers could also gain access to a friend's account, so if you get an uncharacteristic email containing a link from a friend, do not click on it but find another way of contacting them to check that the message is genuine.
- Remember that free screensavers and games can be used to infect computers with viruses. Never download them, no matter who has sent them to you.
- Never click on a link in an email from your bank. If you want to use online banking, enter the website address in the address bar yourself, so that you know you are going to the right website and not a fake site designed to replicate the genuine article.
- Leave a website if you feel suspicious if the site doesn't look or 'feel' right, if there is text that doesn't appear to have any purpose or doesn't tie in with the rest of the site, or if you feel uneasy for any reason.



The Association of Dorset Watches

There is lots of information about staying safe online on the websites www.getsafeonline.org www.cyberstreetwise.com www.takefive-stopfraud.org.uk

For advice about keeping children safe online, or if you want to report someone who is behaving suspiciously towards a child online, contact the Child Exploitation & Online Protection Centre at www.ceop.gov.uk or 0870 000 3344.

- Don't use open wi-fi hotspots to send private information such as bank details.
- When buying things online or otherwise entering sensitive data, look for a padlock in the bottom right corner of the screen and a web address beginning with https. This indicates that you are on a site that has its own built-in security.
- Make sure your passwords are strong and you use a different one for each account. As a general rule, passwords should contain a mix of numbers, symbols and upper and lowercase letters.
- Regularly check your social media privacy settings to control exactly what you're sharing with whom.

If you're going away on holiday, don't advertise it on social media!

If a child is at immediate risk, call 999.

You can report illegal online content to the Internet Watch Foundation at www.iwf.org.uk/report

PERSONAL SAFETY WHEN OUT & ABOUT

When on foot:

- Be aware of your surroundings.
- Keep to well-lit and busy areas whenever possible and try to avoid routes that include underpasses, quiet alleyways, wooded or deserted areas.
- Try to look and act confident.
- Keep valuables out of sight. Be careful if you decide to take out your phone, mp3 player or wallet in public. If you are wearing your music player this will also make it more difficult to hear someone approaching you.
- Try to avoid chatting or texting on your mobile phone when walking alone, as this could distract you and prevent you from noticing potential danger approaching.
- Spread your valuables around e.g. keys in jacket pocket, phone in bag, money in trouser pocket.
- Consider getting a personal safety alarm to carry with you when out and about. Also there are smart phone apps such as Hollie Guard that are approved.

If someone tries to take something from you, it is usually safer to let them have it, rather than get into a confrontation.

- Walk facing traffic so a car can't pull up beside you without warning.
- Try to avoid using cash machines at night.
- Consider using a purse chain or bell.
- Avoid carrying important documents or credit cards that you don't need to take with you.
- Cover up expensive-looking jewellery.
- Remember that you are more vulnerable to attack when you have been drinking. Be careful of drink spiking – never leave drinks unattended; ask a trusted friend to look after your drink for you if you need to go to the toilet.



If you go jogging or cycling:

- Vary your route from day to day, and the time if you can.
- Stick to well-lit areas and open spaces.

If you think someone is following you, go to the nearest place where there are other people, such as a shop.

If a vehicle driver stops and speaks to you:

- Keep your distance from the vehicle.
- If you feel threatened, move away quickly in the opposite direction from the way the car is facing.
- If you can, try to remember vehicle details (number plate, make, colour) and call the police.
- Never accept a lift from someone you don't know well or don't feel comfortable with.

When driving:

Before you go:

- Make sure your vehicle is in good condition and has plenty of fuel.
 Carry a spare empty fuel can and a torch.
- Tell someone where you are going and what time you plan to arrive.
- Plan your route.

On the road:

- Don't stop for hitchhikers.
- Make sure you have enough money, contact details for breakdown services and a fully charged mobile phone.
- Keep any bag, phone or valuables out of sight.
- When driving in towns or cities, don't wind your window down far enough for someone to reach in while you are stopped in traffic.
- If you think you are being followed, or if someone tries to flag you down, drive on until you come to a service station or somewhere busy and call the police.

On public transport:

Buses & trains:

- On buses, try and avoid isolated stops.
 If you want to feel safer, sit on the lower bus deck near the driver.
 On trains or tubes, sit in a busy carriage.
- If you are arriving at night, try and arrange to be met by someone at your destination. Use main escalators and walkways where there is CCTV.

Taxis:

- Always use a reputable mini-cab or private hire car firm and prebook at their office or by phone.
- Check your taxi is the one you booked. Give your name at the time of booking and ask the driver to repeat it before you get in. Look for identification on the driver or vehicle. If you are not sure about the driver, do not get in. If you feel uneasy once you are in the taxi, ask the driver to let you out at a busy, well-lit place.
- At the end of your journey, ask the driver not to drive off until you get indoors.
- Find out if your town has a Taxi Marshalling Scheme at weekends. These are available in many major towns and cities.

For more information about personal safety, visit www.suzylamplugh.org

QUICK REFERENCE All links, and any updates, are at colehill.gov.uk/homewatch-messages

Report a crime in progress to the Police on 999.

Report suspicious information to the Police by email to 101@dorset.pnn.police.uk or call the non-emergency number 101 or anonymously to Crimestoppers on 0800 555 111.

If unsure whom to contact regarding a problem, 'askNED', the Dorset Police Non-Emergency Directory - www.dorset.police.uk/askNED

Find out about Neighbourhood or Home Watch:

www.ourwatch.org.uk / 0116 402 6111

To view their latest newsletter - www.ourwatch.org.uk/news-listing then click on the Newsletter box.

Property marking and security products:

www.securedbydesign.com

www.locksmiths.co.uk / 01327 262 255

Property register - www.immobilise.com

Bike Register - www.bikeregister.com

Forensic property marking - www.selectamark.co.uk (including SelectaDNA) - www.selectadna.co.uk

Forensic property marking - www.smartwater.com

Internet-based recovery (lost property) - www.keyfetch.com

Era Home Security - www.eraeverywhere.com

Ferndown Watch Community Office crime prevention advice and products - www.ferndowncommunityoffice.org or new phone number 01202 894242

Safety advice:

Fire safety - www.gov.uk/firekills

Safe car parks - www.parkmark.co.uk / 01444 447 300

Personal safety - www.suzylamplugh.org

The Royal Society for the Prevention of Accidents (RoSPA) - www.rospa.com / 0121 248 2000

Fraud, Trading Standards & online safety:

Report fraud - www.actionfraud.police.uk / 0300 123 2040

Online safety advice - www.getsafeonline.org

Scams advice & resources - www.thinkjessica.com

search for 'little book of scams' on www.met.police.uk

Protecting children online - www.ceop.gov.uk

Report illegal online content - www.iwf.org.uk/report

Trading Standards - www.citizensadvice.org.uk / 0808 223 1133

The Association of Dorset Watches