

**Crime Prevention Policy**

**Date Created:**

**Date of last review: NB Policies should be reviewed annually.**

**Expected Standards**

There are 4 licensing objectives of equal importance:

* The prevention of crime and disorder
* Public safety
* The prevention of public nuisance
* The protection of children from harm

Always be vigilant in all areas for the potential for crime. Ensure staff areas are secure and personal belongings are stored safely. When moving throughout the premises be vigilant for potential theft of or damage to equipment or customer property, report any suspected drug abuse and any customer behaviour which has the potential to lead to disorder.

It is vital that both staff and customer areas are kept as safe and secure as possible within in the venue; this can be enhanced by bar staff being extra vigilant.

We can reduce and prevent the loss of money, stock or personal items by adhering to the following rules:

* Ensure that doors are closed behind you if entering a secure working area.
* Cellar doors should be closed at all times unless in use.
* Report and follow the emergency action plan for ‘Intruders behind the bar’.
* Carry out regular checks on all areas that can’t be completely secured.
* Take all lost property to management.
* Staff belongings should be kept to a bare minimum wherever possible and kept out of sight from customers.
* Security issues and procedures must be kept confidential.

**If there is ever any doubt as to the identity of a person in a restricted area such as behind the bar, in the glass wash area, bottle store or cellar, take the following action:**

* **CHALLENGE THE INTRUDER** ask them who they are, where they are going and why they are in the restricted area.
* **ASK FOR ID** if you are not satisfied that this person has a legitimate reason for being in the restricted area.
* **EXPLAIN** to the person that they are in a restricted area and therefore you are going to call security/management. Ask them to remain still and wait.
* **CALL FOR HELP** get the member of staff nearest to you to inform a full time Supervisor/Manager immediately or ring or radio for security. Be prepared to detain the person by locking the bar door if necessary.
* **REMAIN CALM AND POLITE** if the person refuses to wait **DO NOT** enter into any physical altercation. Let them go, but make sure you can give security/management, a full description of the intruder’s appearance and clothing.
* **IF THEFT** of stock, cash or staff personal effects is suspected, inform security/management of your suspicions when they arrive.

**Policy on Crime Scene Preservation**

When a crime occurs at a pub or club, the information gathered and the preservation of the scene will be vital in helping the Police with their inquiries. It is important that all staff are aware of their responsibilities should a crime occur.

**Staff Procedure**

If you are made aware of a crime on the premises, do not touch anything as preserving the scene from the moment of the crime, or making a note what might have changed since the crime, is vital in helping the authorities with their investigation.

Instead, **immediately** inform a senior member of premises’ staff (DPS, Duty supervisor or Door Supervisor). They will be able to handle the situation and take the required course of action. If the Duty supervisor for the shift gives you any instructions regarding the incident carry them out immediately and effectively. Ensure you inform a member of door staff and the Duty Supervisor for the shift as well.

**Duty supervisor Procedure**

If you are made aware of a crime on the premises **call the police immediately**. Remember that preserving the scene from the moment of the crime, or making a note what might have changed since the crime is vital in helping the authorities with their investigation.

**Do not approach the situation alone,** if a member of qualified door supervision team is on hand ask them to deal with the situation with you, if not then enlist the help of the Designated Premises Supervisor (DPS). **Remember,** if you or anyone has moved anything; make sure you make a note to pass onto the police.

These situations can be difficult to judge and handle, do not take any action you are not comfortable with or action that may put your colleagues or other customers in danger. **IF IN ANY DOUBT CONTACT THE DESIGNATED PREMISES SUPERVISOR OR OTHER SENIOR MEMBER OF STAFF.**

**Follow the points below to best help preserve the crime scene:**

1. Identify the area of the crime scene
2. Identify any secondary scenes (i.e. areas where first aid was performed)
3. Do not move anything unless it is a risk to human life
4. Do not touch anything, if you have to, avoid direct contact and make a note of what has been disturbed to inform to police.
5. If the scene has been disturbed (due to emergency services) note what has been moved.
6. Protect the scene, create a physical barrier (cones, ropes), and use staff to enforce this
7. Secure all fire exits if possible

**I have read and understood the Preservation of Crime Scene Policy and agree to adhere to it.**

Date: …………………………………………………………………

Trainer’s Name: ……………………………………………... Trainer’s Signature: …………………………………….

Trainee’s Name: …………………………………………….. Trainee’s Signature: ……………………………………