

Crime and Disorder 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

It is our legal obligation to ensure that we **prevent crime and disorder** on our premises. As a business we value our reputation, care for our clients and staff, want to work in partnership with the statutory authorities and are committed to trading within the law while maintaining the highest possible ethical standards in all our business activities.

We expect all of our team to work with us to commit to running a venue that is free from crime and disorder. This policy is intended to guide you through the process and should be implemented in conjunction with all other policies.

What to look out for

Crime and Disorder can come in many formats we as a venue have design out crime by providing [insert specifics such as adequate security provisions such as Secured by Design, CCTV, training, security staff, venue design and layout]. However, despite our best efforts sometimes criminals can target our buildings, staff and customers and we need to be aware and take actions to combat this.

Is it all of our responsibilities to look out for situations that could facilitate crime such as:

- Inadequate security provisions that could facilitate crime
- Poor design and layout resulting in hidden crime in the building
- Specific events that targeted by criminals
- Overcrowding
- Drunk, Intoxicated, or drugged customers
- Banned persons

Examples of criminal activity include:

- Theft
- Criminal damage
- Drugs use and Drug Dealing
- Selling stolen goods
- Conflict and Violence or aggression
- Weapons
- Anti-social behaviour
- Sale of fake goods or tickets
- Fake/counterfeit money

- Underage drinking
- Fraudulent use of cards or cash
- Sexual harassment

Staff procedure and responsibilities.

It is all our responsibilities to take a proactive approach to preventing and managing crime and disorder, we have taken the following steps which you must familiarise yourself with; [\[edit to match what you do in your premises\]](#)

1. Performed a risk assessment on all crime and disorder types [\[see and complete risk table below\]](#)
2. Created policies and procedures for all the major crime and disorder types
3. Created an operating schedule
4. Checked the layout of the premises against secure by design principles to minimise the potential for crime and disorder
5. Installed, monitored and maintained high quality CCTV
6. Briefed staff and door staff on their responsibilities and how to resolve issues relating to crime and disorder
7. Recruit only SIA approved door and security staff
8. Work in partnership with responsible authorities to deal with area and venue specific crime and disorder types, [\[insert others such as BID, Business Crime Reduction partnership, best practise schemes such as Pubwatch and Best Bar None, volunteer organisations such as Street Angels or Street Pastors, have and use a radio\]](#)
9. Perform annual personal safety training
10. Maintain a hot spot monitoring system that is filled out on every shift and reviewed weekly
11. Train our staff on industry recognised courses [\[this could be certificates ALPH, SIA, personal licences, hospitality training, Hygiene etc\]](#)
12. Wearing Uniforms that are highly visible so that customers can easily find staff
13. Keeping an incident, refusals and accident book
14. Adhere to venue specific and locally managed Banning systems and procedures [\[e.g. Pubwatch Bans\]](#)
15. Reward/ praise staff if they turn away underage or intoxicated people
16. Swabbing toilets for drugs every month to ensure that our toilets are not being used for use of recreational drugs

Risk Table

Risk Type	Measures taken to minimise risk	Person responsible for managing these measures

This policy is for guidance only- you must check for accuracy and edit the content & practices to reflect procedures in your venue.

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Please sign this document to acknowledge that you have understood your responsibilities in regards to our search policy.

Trainer's Name:

Trainer's Signature:

Trainee's Name:

Trainee's Signature:

Date: