

Derbyshire Safe Place Scheme

Roles for Partners



The Derbyshire Safe Place Scheme is a voluntary scheme for Organisations / Businesses who wish to join a network of designated safe places throughout Derbyshire. These safe places provide help for people who may feel unwell, confused, threatened or are in trouble whilst out and about in their local communities.

Whilst this is a voluntary scheme, roles have been identified to provide clarity for partners involved. Please find below details of the roles of each partner.

What Derbyshire County Council Adult Care will do:-

Derbyshire County Council Adult Care provides social care services to all adults across Derbyshire. They are committed to prevention services which help people stay safe, healthy and well and independent for as long as possible.

For the purposes of this scheme Derbyshire County Council Adult Care will:-

- Manage and administer the scheme. The service reserves the right to alter or amend the Scheme at its discretion and any changes will be notified to all partners as soon as reasonably practicable. Additional partners may become involved in due course and their roles will be considered and included.
- Process applications for safe places and maintain a register.
- Issue Keep Safe Cards and maintain a database of card holders.
- Will act as first point of contact for any issues or questions arising about the Scheme.
- Promote the Scheme and update the Derbyshire Safe Place website.
- Administer the annual Safe Place Check process to ensure continued suitability of the Safe Place.
- Periodically monitor performance to assess use of the scheme.
- Undertake an annual evaluation of the scheme to support funding applications.

What the Safe Place will do:-

The Safe Place can be the premises of any Organisation or Business in Derbyshire who wishes to be part of the Scheme.

For the purposes of this Scheme the Organisation / Business is requested to:-

- Display the Safe Place sticker in a prominent place.

- Designate a responsible person who will be the main point of contact for the scheme and will liaise with Derbyshire County Council Adult Care and other Partners as appropriate. The responsible person is also requested to maintain awareness of the Scheme with staff and help it to continue to run smoothly.
- Recognise that the Safe Place Scheme operates whenever the general public has access to the premises.
- Provide a suitably qualified and trained member of staff, on duty at all times, to offer help to any person producing a Keep Safe Card and /or requesting assistance. This member of staff will be someone who has completed the information / awareness raising or is aware of the Scheme and responsibilities.
- Contact the emergency contact detailed on the Keep Safe Card or emergency services whichever is most appropriate.
- Offer the person requesting assistance a suitable area to wait in until help arrives.
- Will ensure that appropriate and adequate public liability insurance cover is in place and that Derbyshire County Council is indemnified against any liability.
- Agree to Safe Place Checks being undertaken by Derbyshire Constabulary and Derbyshire County Council Trading Standards. Without breaching your rights under Data Protection Act 1998 & Enterprise Act 2002, checks will be made in relation to any of the following as part of the approval process:-
 - Crime Statistics in and around the proposed Safe Place, e.g., anti-social behaviour, hate crime, violent crime, Police local intelligence and knowledge.
 - Derbyshire County Council's Trading Standards own enquiry databases.
- Allow the name, address and any other appropriate personal data of the Organisation / Business to be shared between Partners involved in the Derbyshire Safe Place Scheme, to enable Safe Place Checks to be undertaken.
- Allow the name, address and contact details of the Organisation / Business and Safe Place to be included in the Safe Place Register, which will be published at www.derbyshire.gov.uk/safeplaces, where members of the Public may access.
- Agree to complete a performance monitoring form recording the number of people who use the scheme, what help was given, date and time. This information will be requested by Derbyshire County Council on a six monthly basis and used to help evaluate the scheme, as per Data Protection guidelines.
- Co-operate in annual Safe Places Checks to ensure the Organisation / Business remain a Safe Place.
- Help promote the Scheme.

Please note that continual monitoring of the scheme will take place. This may include monitoring visits that will involve someone visiting your designated Safe Place to ask for help. The aim of these exercises is to identify any areas of improvement for the Scheme. The results will be passed to Derbyshire County Council for evaluation purposes.

If your Organisation / Business can no longer fulfil these roles then you agree to inform the Project Lead, Clare Waterfall, Project Officer - Prevention, Derbyshire County Council, Tel: 01629 532469 or Email: clare.waterfall@derbyshire.gov.uk at the earliest opportunity. This may result in your Organisation / Business being removed from the Scheme.

What MacIntyre will do:-

MacIntyre are a national charity who provide learning, support and care for children and adults with learning disabilities. In Derbyshire they also provide training and awareness raising for people with learning disabilities about hate crime and staying safe.

For the purposes of this Scheme, MacIntyre will:-

- Help deliver the information / awareness raising sessions with staff to familiarise them with the scheme, the potential client group and the types of assistance expected. MacIntyre will discuss the detail of this session with the Safe Place to ensure it meets their requirements.
- Deliver training and provide support to any person with a learning disability who is involved in the delivery and / or promotion of the Scheme.
- Contribute to monitoring performance and evaluation of the Scheme.
- Manage and co-ordinate the continual monitoring exercises
- Help promote the Scheme.

What Derbyshire Constabulary will do:-

For the purposes of this Scheme, Derbyshire Constabulary will:-

- Carry out Safe Place Checks, in relation to:-
 - Crime Statistics in and around the proposed Safe Place, e.g., anti-social behaviour, hate crime, violent crime, Police local intelligence and knowledge.
- Inform Derbyshire County Council Adult Care of any changes to the Organisation / Business which could impact on the Scheme.
- Contribute to monitoring performance and evaluation of the Scheme.
- Help promote the Scheme.

What Derbyshire County Council Trading Standards will do:-

For the purpose of this Scheme, Derbyshire County Council Trading Standards will:-

- Carry out Safe Place Checks, in relation to:-
 - Derbyshire County Council's Trading Standards own enquiry databases.
- Help promote the Scheme.