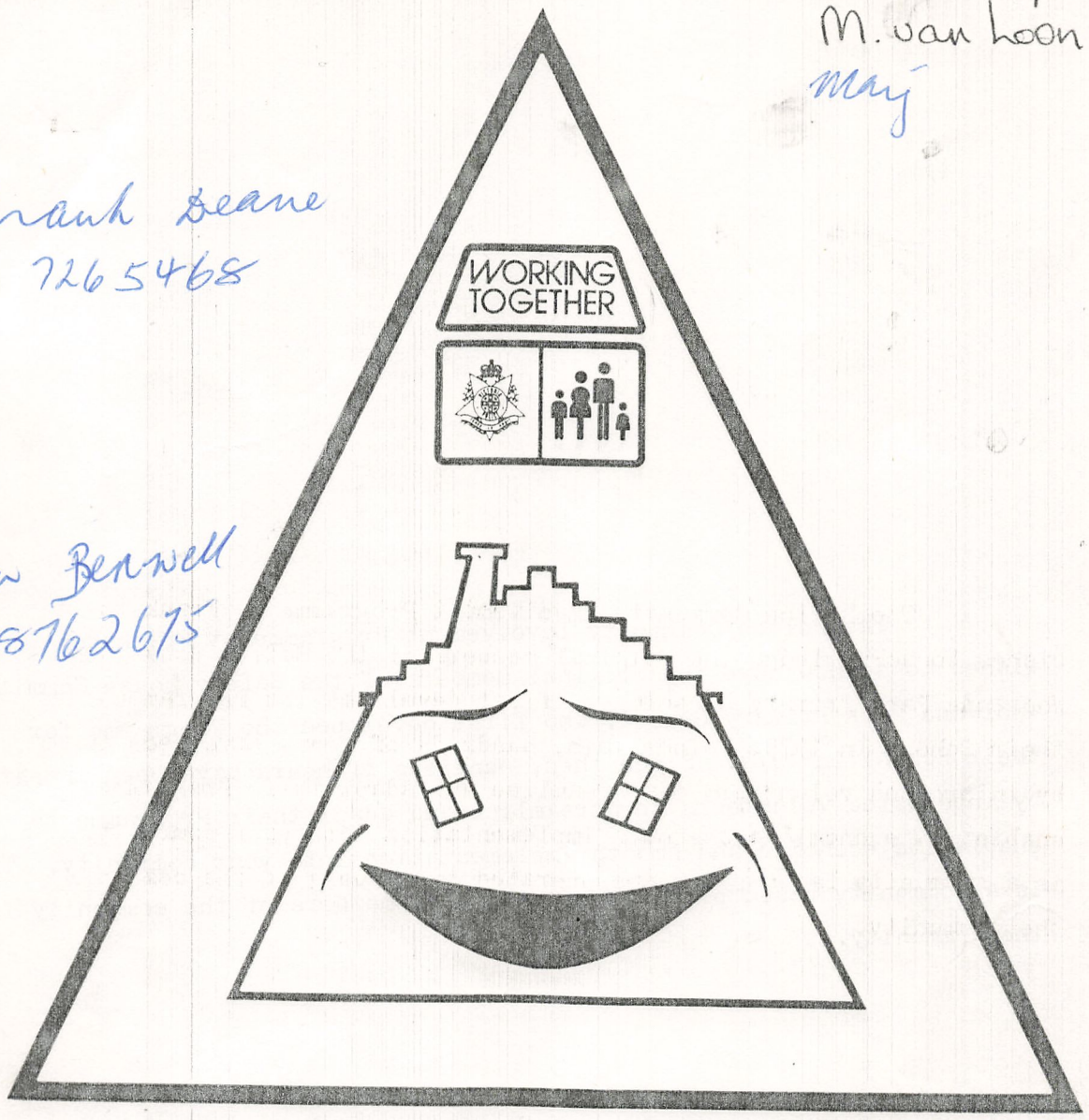


OLD

Not to be copied
M. van loon.
May

Frank Seane
7265468

Lyn Bennell
8762675



SAFETY HOUSE

Implementation Manual

TRADE MARK PENDING

A PROGRAMME
SPONSORED BY THE SAFETY HOUSE COMMITTEE
OF VICTORIA.

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PLEASE DO NOT DUPLICATE THIS DOCUMENT FOR DISTRIBUTION
TO OTHER INTERESTED PERSONS. PLEASE NOTIFY SECRETARY,
SAFETY HOUSE COMMITTEE (OF VICTORIA).

The Safety House Committee (of Victoria) consists of representatives of affiliated area Safety House Committees, Crime Prevention Bureau, and Public Relations Department, Victoria Police. This committee is legally constituted, has the total support and co-operation of the Victoria Police, has an Honorary Solicitor, and is expanding at a very rapid rate.

The financing of this programme has been on an individual committee basis, that is each committee funding its own costs, including the affiliation fee to the Safety House Committee (of Victoria). This fee has been the sole income of the State body. Please note this affiliation fee now includes coverage of a Public Liability Insurance Policy, covering all persons involved in your programme.

EXPENDITURE FOR SAFETY HOUSE COMMITTEE (OF VICTORIA)

INSURANCE Public Liability - sum insured \$1 million

PRINTING Document (you are now reading)
Safety Householder Instruction Cards
Safety House Register Cards
Letterhead
Constitution

FINANCING BULK PURCHASE OF

School signs
Letterbox signs
School Reader Stickers

PETTY CASH

Postage, envelopes, stationery (Minutes, etc.)
and telephone

FUTURE

Video cassette, Initial Explanatory Pamphlet (Promotion), Street signs (you are entering a Safety House Zone), Travelling expenses (Petrol - Promotion instruction), Multi-lingual Documentation

EXPENSES FOR EACH AFFILIATED COMMITTEE

Affiliation fee (includes insurance)

<u>Initial Costs</u>	School signs	approx. \$50 each 22.00
	Letterbox signs	55c. each
	Reader stickers	3c. each
	Instruction Cards	2c. each

STAGE 1

STUDY THE DOCUMENT CAREFULLY

INTRODUCTION

We would like to thank you for taking an interest in this programme, and hence in the safety of children. This programme is not designed to be a scare tactic in any way, but merely a reasonably "simple" means to safeguard children. It is established as a preventative measure rather than to combat a current problem. It is based on the assumption that to request a large number of people to take an active participation in some form is futile. The only requests made, is that people make their houses available if they are usually at home when children would be in transit to and from school. Further, that if a child is in trouble, the occupier should ring the police and comfort the child. This, we believe, is a minimum of involvement.

If this document is insufficient for your needs, please do not hesitate to contact our secretary for information. We would be pleased to be kept informed of your progress. **DO NOT DEVIATE FROM THIS DOCUMENT** without liaison with the co-ordinating committee. **RING THE SECRETARY.**

Remember, the exercise will only be worthwhile if it is intended to be ongoing, lasting well beyond the time taken to initially establish this programme.

The basis of this programme has been formulated from the idea of an apparently similar scheme, successfully operating in North America, called the "Block Parent Programme".

- * Liaison with neighbouring schools for additional Safety House applicants.

Note: Advice for establishing a committee structure, and basic meeting procedure can be obtained from the steering committee.

Administration of Committee

Each committee should have an executive. I.e., Chairperson, Secretary and Treasurer, also there should be delegates to the steering committee. A person to keep a central register of all Safety Houses for which the committee is responsible. A sample of such a card (which may also be produced as pads for each person) is attached. Appendix "L". In addition, an education officer to liaise with the school principal and staff, also a person to liaise with neighbouring committees.

Non-zoned Community Safety House Committees

Normally formed through schools covering large areas, i.e. several formed, or potential zoned community committees, e.g. High Schools - Private Schools.

The functions of these committees are:-

- * To educate, on a continuing basis, the children attending the school (including older children, if only to minimise vandalism of house plates).
- * To take periodic surveys of all parents to attract potential Safety House applicants (which would be distributed to the zoned committees, as it would be their responsibility).
- * To liaise with nearby zoned committees, possibly assisting with nominating members to partake in these committees.

Administration

Similar to that of zoned committees, except there would be no necessity for a registrar, but additional possible requirements for liaison with zoned committees.

Note: Appendix "A" Sample letter to all Parents/Survey
"B" Initial meeting Agenda and Checklist
would need to be modified to suit the needs of a non-zoned body.

STAGE 5 NOTIFY SAFETY HOUSE COMMITTEE (OF VICTORIA)

See Appendix "C".

STAGE 6 AFFILIATE WITH SAFETY HOUSE COMMITTEE (OF VICTORIA)

The function of this committee is to co-ordinate resources and geographical areas covered by individual committees. This committee produces and maintains the implementation document you are now reading, which is covered by copyright.

The co-ordinating committee bulk buys reader stickers, House Signs, and hopes shortly to be able to reduce the costs of school signs.

STAGE 9

HOUSE IDENTIFICATION

Make arrangements to verify availability of the signs identifying the houses incorporated in the programme, and place orders. Signs are obtainable from the Safety House Committee (of Victoria) on written application.

In deciding where house signs should be placed, particularly considering that it must be common to all premises for easy identification by children, it was agreed that there was only one common factor with all houses, a letterbox.

The signs are now standardised which means should a child be outside his/her area of normal residence, recognition of the sign will be advantageous. Common publicity of the sign is another factor to consider. This is achieved by giving each child a sticker for his/her school reader cover/folder.

A sample of this sticker is included in Appendix "D".

The form of house identification has been carefully considered. Factors that have been thought about are the case of vandalism, removal of signs, damage to property, e.g. permanent attachment to letterboxes. A constant check of all houses in the area is required to ensure that the signs have not been placed on unauthorised premises.

School Signs

A standard format has been designated by the co-ordinating committee, as to signs to be placed on school boundaries. These signs, with the Safety House Logo, read "This School is in a Safety House Zone".

The purpose of this sign is to act as an additional deterrent to undesirable people. It should be placed at one of the major points of approach to the school.

Seek permission from the Principal and School Council for the erection of such sign.

Contact the Secretary of the co-ordinating committee for the standard requirements for such signs. Sample Appendix "K".

STAGE 10

EDUCATION PROGRAMME -
ARRANGE WITH POLICE AND SCHOOL

Police

Contact your local police and arrange for their participation in the six (6) week education programme to take place in your school. Hand the police a copy of the education syllabus (see Appendix "E"), which also presents the syllabus for education of the children to take place in the school. Arrange implementation with the Principal and staff.

A video tape of an actual example of Safety House use will be available through the co-ordinating committee.

STAGE 12

INTERVIEWS AND VISITS TO RESPONDANTS

Having planned how and when you will achieve the above, comes the next stage of implementation: the interviewing of those parents who have offered their houses. This is the only opportunity to avoid having potentially undesirable people involved in the programme. That is, those people's houses whom parents would hesitate to advise their children to approach in an emergency.

Committee members should approach each prospective offer on the basis that final allocation has yet to be made, thus avoiding any unpleasant situations.

Points to consider in such an interview are:-

1. Does the householder have access to a telephone? A negative reply should not necessarily preclude the prospect of inclusion in the programme.
2. Is there any reason why they may wish to withdraw from the programme in the near future, e.g. moving house, child changing schools (6th grade primary child), both parents soon to be working?
3. Is there someone normally at home, particularly at the time children are going to and from school? Consideration should be given as to whether the parent normally leaves the house to meet the child at the school to bring them home. We believe that in most instances these parents should not be excluded as they would normally be at home at the same time or before most children would be passing by these homes.
4. Is there a dog on the premises that would deter a child from approaching or entering the house?

A COPY OF THESE GUIDELINES SHOULD BE CARRIED BY THE INTERVIEWER

Have the householder complete the Safety House Programme Parent Application (see Appendix "I").

Advise the householder that if the application is accepted, the identification sign will be placed on their letterbox at the appropriate time. Check to ensure that there will not be any special requirement in achieving this.

STAGE 13

COMMITTEE CHECK APPLICATIONS

Your committee should use their own personal knowledge to check applications. School staff may be of great assistance; however, this must be discussed with the Principal directly. You may wish to ask local police for advice.

STAGE 14

MAP SAFETY HOUSE OCCUPIERS

A map detailing all house blocks in your defined area of responsibility should be obtained, or drawn up. Your local S.E.C. branch may be able to assist in this matter, or the Sewerage Authority.

STAGE 17

IMPLEMENTATION STEPS

DO NOT MOVE OUT OF SEQUENCE, IMPLEMENT
BY THE FOLLOWING STEPS

1. Commence EDUCATION PROGRAMME in school (6 weeks).
2. On first day of Education Programme Reader Stickers are to be handed out and affixed to readers/folders in the classroom.
3. At the end of the fourth week of the education programme, affix household letterbox signs two days before the commencement date of the Safety House Programme, or the weekend before the official commencement date of the Safety House Programme. (House plates must be screwed or rivetted).
4. School signs to be erected at the same time as item three (3). The design of these boards are standardised. See Appendix "K".
5. Commence checks by appointed committee monitors on all Safety House signs as soon as erected. Maintain on weekly basis and report back to your committee Secretary.
6. Arrange and maintain monthly committee meetings, and co-ordinate with Safety House Committee (of Victoria). A sample monthly meeting agenda for your committee meeting is attached. See Appendix "M".

- (g) What if no-one was home and a child ran into the backyard of the house and was trapped?

In the education of children it would be emphasised not to run into the backyard. Legal considerations are the same as in (f).

- (h) What if a child ran to a house with the identification, but was not an authorised Safety House, and the child ended up in trouble?

Constant monitoring of all premises in your designated area of responsibility would be necessary to avoid this. Again, the legal considerations are the same as in (f).

- (i) What if a child is approached by a person on foot or in a car, with or without identification, and coaxed the child to come by saying they will take the child to a Safety House?

Again, education of children to avoid this is essential. The same legal considerations as in (f) apply.

No doubt there are many other "What if ...?" questions that have not been raised. Each one should be considered as they occur. Contact the Safety House Committee (of Victoria) for further information.

LONG TERM CONSIDERATIONS

The success of the programme can only be measured over a long period of time. It has been suggested that if nothing happens after 12 months it may be regarded as a waste of time! The following are some points to consider.

- (a) It will be necessary to keep all those concerned interested enough to keep the momentum up. Publicity, and child participation periodically should assist with this problem. This is one reason why having the programme as an established organisation is of advantage.
- (b) Ensure all newcomers to the area/school are made aware of the programme, particularly parents of children at local kindergartens who will have children going to school the next year. Follow this up with the talk to "prep" children parents talks, that most schools have during the year. Use school magazines to re-emphasise the programme, and to notify changes.
- (c) Ask the teacher to mention to the children periodically the aims of the programme.
- (d) A possible course of action to be taken is to approach the local City/Shire Council to erect appropriate signs around the perimeter of your designated area. If such is the case advise the co-ordinating committee, who will advise to ensure the development of a standard sign.

SAMPLE LETTER

..... (insert name of your school)

PROPOSED "SAFETY HOUSE" PROGRAMME

Dear Parents,

Over the years, there have been a number of complaints about people loitering near the school grounds and, in some cases, efforts have been made to encourage children into cars.

We believe a "Safety House" programme ought to be established in this area.

This programme has been established with the following aims:-

- * To act as a deterrent to undesirable people coming into the area and approaching children whilst they are in transit to and from school.
- * Through Safety Houses, to provide a means to greatly improve the chance that, should a child run into a house -
 1. someone will be home, and
 2. they will not run into trouble.
- * There is no guarantee as to the safety of children but we believe that the programme reduces the dangers faced by children considerably. This point is emphasised throughout this document.
- * To maintain community awareness of the problems faced by children in transit to and from school.

The programme is based on having homes in the area clearly identified as "Safety Houses". Should a child run to one of these houses, the Police will be called.

The programme has been operating in the zone of Wooranna Park Primary School, North Dandenong, since 1979. Prior to this, unofficial reports of twelve approaches to children in a three month period were received. Since the implementation of the programme, only two reports of a minor nature have been received which should be an indication of its effectiveness.

Please note, that it is the prerogative of the parents as to whether they wish their children to utilise the programme by going to a "Safety House" when they find themselves in a potentially dangerous situation. This fact will be emphasised when the school commences the associated education programme.

To enable the programme to be implemented, we are asking residents who would be willing to offer their homes as "Safety Houses" to complete the attached form and return it to the school as soon as possible. The main requirement of a "Safety House" is that the occupier(s) should normally be home when children are travelling to and from school.

Persons who offer their homes will be interviewed and given details before the programme is implemented.

BEFORE MEETING WHAT TO DO

1. Reasonable meeting place to be obtained.
2. Prepare an Agenda.
3. Appoint temporary Chairman.
4. Appoint temporary Secretary to record actions.
5. Suggest you invite - local police
school Principal
members of school council
members of school parent club
local Ward Councillor
Progress Association or any
organisation who may be
interested

MEETING AGENDA

Open Meeting

Welcome

Record of those present

Apologies

Announce Guest Speaker from Safety House Committee (of Victoria)

Briefly discuss results of survey and suggestions

Have following motion recorded:

"That this meeting resolve that a (title of school)
Safety House Committee be established."

Election of Office Bearers and Committee:

Elected to include - President
Vice President
Secretary
Treasurer
Committee of at least 7 or 9 persons

Alternatively: elect committee members, who will later elect
Office Bearers

General Discussion

Set date for Committee Meeting

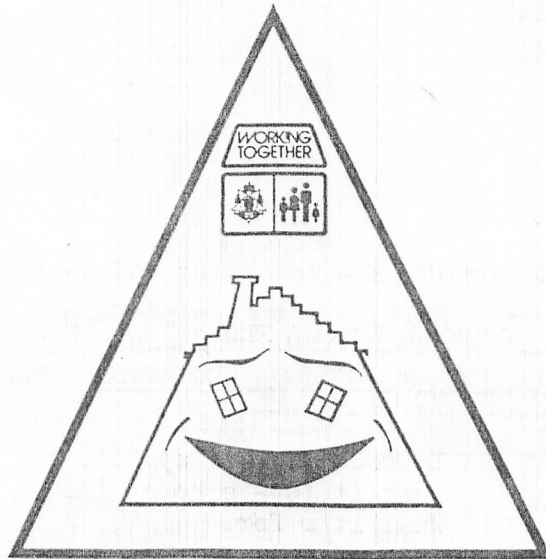
Agenda for First Committee Meeting include:

timetable for implementation and/or objectives

SAFETY HOUSE COMMITTEE (OF VICTORIA)

OFFICIAL LOGO

(Trade Mark application pending)



LESSON 2 (2nd Week)

Video (if available)
Teacher discussion:

1. Be wary of strangers who offer inducement to the child to accompany them, etc.
2. Suggest safe ways to travel to or from school - e.g. come a familiar route, travel with others, don't stop off to play alone in parks or quiet lanes, always go straight home first before going off to play, make it a habit to come to and from school with a friend.

LESSON 3 (3rd Week)

The Safety House.

Discussion - purpose - should a child be approached by a stranger then Safety House should be sought.

Knock on FRONT door.

DO NOT go around back of house.

NOTE: Police WILL be called should a child seek help.

TEACHER: Define stranger/situations, etc.

LESSON 4 (4th Week)

POLICE TALK (suggested 1/2 day)

Dates, times and classes concerned would be arranged well in advance with police and school.

Suggestion:

Preps and Grade 1s	9.15 a.m. - 9.45 a.m.
Grades 2 - 4	9.50 a.m. - 10.15 a.m. school recess
Grades 5 - 6	10.55 a.m. - 11.30 a.m.

***** NOTE: Your house plates and school board go up at the end of the 4th week.

*****OFFICIAL COMMENCEMENT OF SAFETY HOUSE PROGRAMME*****

LESSON 5 (5th Week)

*****OFFICIAL COMMENCEMENT OF SAFETY HOUSE PROGRAMME*****

Reintroduce system - logo - strangers.

REMINDER that POLICE WILL BE CALLED so don't abuse the programme.

Children need to identify and locate the Safety Houses on their way home from school. Also houses on their way to shop, park, etc.

TEACHERS need to check children's knowledge of Safety Houses in their area.

LESSON 6 (6th Week)

REVISE ALL PREVIOUS MATERIAL - possible extension.

1. The children could go for a walk to notice the many safety devices provided.

- (iii) "I have a problem, and I need your help for a little while."
- (iv) Entice the victim to remove articles of clothing.
- (v) Ask for names, addresses, etc. of playmate or other neighbourhood kids.
- (vi) "I'm from (or going to) a Safety House. Will you come with me?"

5. WHAT ARE YOU GOING TO DO IF ...

- (a) You are confronted by a stranger under any of these situations.
- (b) How will you handle it?
- (c) Where will you get help if you need it?

6. WHEN OUTSIDE OR AWAY FROM HOME

- (a) Be careful when dealing with or approached by people you don't know.
- (b) Get to know where the SAFETY HOUSE signs are in your neighbourhood.
- (c) Tell your parents where you are going and when you will be home, and who you will be with.
- (d) For safety reasons, don't play on construction sites or heavy equipment, old buildings, etc.
- (e) Don't go to remote or unoccupied parks or wooded areas by yourself. How would you get help if you got hurt?
- (f) Never hitch-hike. Plan transportation needs in advance.
- (g) Be careful of groups of older kids, particularly -
 - (i) in remote areas
 - (ii) after dark
 - (iii) in cars
 Many enjoy bullying much smaller and younger kids.
- (h) When playing after dark -
 - (i) stay close to home
 - (ii) don't stay out by yourself

7. BE SUSPICIOUS OF ANYONE WHO -

- (a) Offers you or your friends candy, fights, car rides, money etc.
- (b) Asks for your help for unexplained or unspecified reasons.
- (c) Asks for names and addresses of other kids in the neighbourhood.
- (d) Give directions if asked, but NEVER go with a stranger to show him. He can get help from an adult if he doesn't understand your directions.
- (e) Asks you to go to unoccupied buildings or other places with them.
- (f) Asks you to remove articles of your clothing, or his.
- (g) Loiters around school yards or playgrounds.
- (h) You see enticing younger children.
- (i) Offering information that could be false or misleading.
- (j) Wanders onto your property or your neighbour's property without apparent reason, or tampers with doors, windows, or locks.

SAFETY HOUSE PROGRAMME
(Parents' Information Sheet)

Due to the overwhelming response to the survey taken out earlier, we wish to advise that the programme is currently being drafted. It is planned to be operative by the (date). The programme has been designed specifically to operate as a deterrent within the established zone of (name of school).

It must be understood that the programme as envisaged cannot guarantee the safety of your children. The Safety House Parents are not and cannot accept such responsibility, but the programme should be of considerable advantage to your children.

Should you wish your child to take further advantage of this, it is your prerogative to instruct your child accordingly. A programme will be conducted at the school to familiarise them with the programme.

Objectives:-

- * To act as a deterrent to undesirable people coming into the area and approaching children whilst they are in transit to and from school.
- * Through Safety Houses, to provide a means to greatly improve the chance that, should a child run into a house -
 1. someone will be home, and
 2. they will not run into trouble.
- * There is no guarantee as to the safety of children but we believe that the programme reduces the dangers faced by children considerably. This point is emphasised throughout this document.
- * To maintain community awareness of the problems faced by children in transit to and from school.

Safety House Parents will be advised to observe the following procedure:-

1. The householder ring the police on "000" immediately as timing could be critical.
2. Follow instructions given by the police upon telephoning.
3. Comfort the child.

The symbol of a smiling house and police logo enclosed in a triangle, to identify the "Safety House", will be attached to those householders' letterboxes and reader stickers of same will be distributed to the children prior to commencement of the programme.

Members of your committee will be visiting the participating householders to advise them of the operational guidelines.

If you wish to take advantage of this programme, we can only expect success through your co-operation and education of your children to use this programme wisely.

Many thanks,

your Safety House Committee.

SAMPLE OF A PRESS RELEASE

ACTION TAKEN ON SECURITY OF CHILDREN

A community awareness programme, aimed to assist the security and safety of children is the basis of the Safety House Programme now well underway.

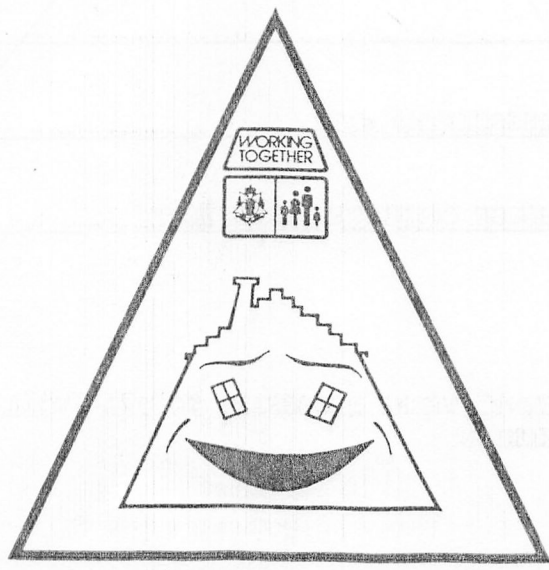
The programme is a credit to the community spirit of the people of (name of area).

The programme is simple. Houses will be identified by an appropriate sign, well known to the children of the school. All houses in the area will be constantly surveyed to ensure that the identification has not been removed or placed on non-registered houses. Parents have the option to advise their children that, if in trouble, they can run to one of these houses.

Should this occur, the householder has appropriate instructions. The first of these is to ring the police immediately. This will assist the police to arrive at the scene quickly. Education of the children is of prime importance. Teachers will educate the pupils, as will the police, who visit the schools as part of their normal safety awareness programme. A letter giving details of the programme is currently being sent to all parents. In addition to the normal instruction, emphasis will be placed on counteracting the possibility of someone from outside the area misusing the programme. A considerable amount of effort is being put into getting the project off the ground. Initially a survey was undertaken to assess the interests of parents of children attending the school. The response was inspiring, with replies from parents offering great support.

Subsequently, a committee was formed. Following investigation of all aspects of the project it will commence on -

Date.....School Name.....



PERSONAL ASSESSMENT

Interviewer

NAME.....

ADDRESS.....SIGNATURE.....

TICK ANSWER

- | | | |
|--|-----|----|
| 1. You may wish to withdraw? Reasons, shifting, child changing school, second thoughts, soon to be working. | YES | NO |
| 2. Are you generally at home at the times children are in transit to and from school? | YES | NO |
| 3. Access to telephone? Phone No..... | YES | NO |
| 4. Are you happy about contacting police and comforting child? (Emphasise police must be contacted in every instance.) | YES | NO |
| 5. Do you have a dog which barks, sleeps on front door step which may frighten some children? (Children should be educated NOT to use back yards.) | YES | NO |
| 6. People monitoring will check regularly weekly or monthly. O.K.? | YES | NO |
| 7. Would you be prepared to give a hand erecting signs? | YES | NO |
| 8. Can a sign be erected in your absence? | YES | NO |
| 9. Do you generally collect your child from school? | YES | NO |
| 10. Do you consent to the sign being placed on your premises or letterbox by screws or rivets? | YES | NO |

- | | | |
|---|-----|----|
| High fences and gates | YES | NO |
| Availability of front door | YES | NO |
| Letterbox area large enough to fit sign 3" x 3" | YES | NO |
| Vacant block of land | YES | NO |

Letterbox Material (circle)

WOODEN METAL PLASTIC BRICK OTHER

SCHOOL SIGN

Standards as agreed to by the
Safety House Committee (of Victoria)



Standard Requirements:

3' H x 4' W
with lettering as per example

Colours - white background
black lettering
yellow/black symbol

SAMPLE AGENDA FOR GENERAL COMMITTEE MEETING

1. President's opening remarks.
2. Apologies
3. Minutes of previous meeting.
4. Business arising out of the minutes.
5. Correspondence.
6. Business arising out of the correspondence.
7. Treasurer's report.
8. Question of the Treasurer's report.
9. Sub-committee reports - Report on Safety House Committee
(of Victoria) meeting. Report
on monitoring of all safety
house signs.
10. General business
11. Date of next meeting.
12. Close.

Hon. Secretary,

7-8

...../1982.

S.F. Campbell Smith

.....
.....

SAFETY HOUSE PROGRAMME
(Stranger Awareness)

Dear Sir/Madam,

Thank you for your enquiry regarding the Safety House Programme. The enclosed document should give you a reasonably detailed explanation of the concepts and implementation of the programme. However, there may be other questions raised that may not be explicitly answered. This does not mean that those aspects have not been considered. Please give us the opportunity to offer further details on any part of the programme that may not be fully explained.

If you are representing a School Council, we would like to point out that it is essential that other people in the community associated with the school actually get up and operate the programme.

However, the initial steps of forming a committee would most likely be undertaken by the School Council.

We would request that a survey of parents at the school be conducted, asking if the programme is desirable and asking that volunteers form a committee.

To retain the essential ingredient of community awareness, it is strongly recommended that the programme be established around as small a local community as possible, that is, a committee should be formed around one only school community. That does not preclude liaison with neighbouring schools. The Safety House Committee (of Victoria) will provide a co-ordinating function for you.

Finally, to ensure uniformity of the Safety House Programme, that is, that the symbol has the same meaning everywhere, and to assist with possible reduction in costs, any committee formed with a view to establishing the programme, is required to notify the Safety House Committee (of Victoria). Delegates from your committee may then sit on the co-ordinating committee.

Once again, thank you for your enquiry and I hope we will be able to assist you in the future.

Yours sincerely,

M. J. van Loon

HONORARY SECRETARY

Should you know of any person who does not have children attending this school but would be interested in offering their home as a "Safety House", would you please bring this notice to their attention and record the appropriate details.

After the form has been completed detach the sheet, and retain details of the programme.

If you have any queries, please contact myself or any of the other persons mentioned.

(Signed)

THE ABOVE PROGRAMME IS SUPPORTED BY THE VICTORIA POLICE

SURVEY SHEET

- 1. Do you feel that such a programme would be of assistance in our school area? YES NO
- 2. Would you instruct your child to go to a "Safety House" should he/she be approached? YES NO
- 3. Are you usually at home at the times children pass your house en route to school? YES NO
- 4. Should the idea be introduced, would you be prepared to offer your home as a "Safety House"? YES NO
- 5. Would you be willing to serve on a committee? YES NO
- 6. What further suggestions do you have?

Child's Name Surname

Grade/Room No. Address

.....
..... Phone No.

PLEASE NOTE:-

I would like to make a change in the programme that, you do not have to send representatives to the State Committee Meetings. We only ask that each committee delegate two representatives to attend a local region meeting once a month.

Also School signs are now available through the Safety House Committee (of Vic) Resources, at a better price than first planned.

M. J. van Loon

M. van Loon.

Hon. Secretary. 28/6/82

SAFETY HOUSE COMMITTEE (of Victoria)

RESOURCES

Available - Reader Stickers @ 3c each (If you cannot arrange to pickup
Procedure Forms @ 2c each (these, please enclose \$1 postage for
House Plates @ 55c each (small orders & \$1.50 or \$2 for lgr.

4' x 3' MAIN School Sign @\$22 each
2' x 1½' School laneway or side fence signs.(Optional)
@\$11 each

At this stage, School signs have to be picked up. However, railing may be an alternative as soon as the packaging of signs is worked out. When this is done you will be able to pick up your signs at your nearest railway station and pay on pickup for cost of railing.

ALL ORDERS FOR RESOURCES ARE TO BE IN WRITING WITH CHEQUE ENCLOSED. - TO -
Mrs. P. McHarry, 26 Accacia Ave., MENTONE. VIC. 3194

To assist us in our book-keeping please send your affiliation fee by separate cheque to - The Secretary, Mrs. M. VanLoon, 58 Oakwood Ave., DANDENONG. VIC. 3175. Enquiries are to be in writing also.

NO PHONE ORDERS

Upon mailing your orders you may phone as to pickup or mailing instructions - 584 5782 between 3:30 and 4:30 p.m. (Allow time for delivery of your letters)
Definitely no phone calls evenings, weekends, or school holidays please.

There are no deliveries - When ordering, please give your committee and contact name & phone number. Allow plenty of time when placing your orders especially prior to your scheme starting, or if it is near school holidays, when your stock is needed.
NO ORDERS will be processed during school holidays.

Our stock orders from companies sometimes take up to 3 weeks - keep this in mind when you are ready to place your orders.

NEED FOR FINANCE - To build up our stock we need your co-operation. Our orders are in thousands to keep the price low to you. The school signs must be ordered by us in lots of six. These costs are high from time to time. To allow us to purchase more stock, thus reducing delay on orders, we ask you for your understanding and assistance in enclosing your cheques with all orders in writing -
There may be some exceptions to this rule, in these cases please explain by letter.

This circular should be self-explanatory, however, if schools need more explanation - write to Pam (as above.)

SEE OVERLEAF FOR EXAMPLE OF ORDER LETTER.

- ① All signs to be purchased from the Safety House Committee of Victoria.
- ② Police Emergency No. is still 000.
- ③ Reader Stickers to be put on books or readers
NOT. on bikes, bags, cars, etc.

SAFETY HOUSE PROGRAMME PARENT APPLICATION

(this form is compulsory)

_____ Date

FAMILY NAME

ADDRESS

_____ PHONE NO.

WIFE'S NAMES

_____ DATE OF BIRTH

OCCUPATION

_____ PLACE OF BIRTH

ARE YOU NORMALLY HOME DURING THE TIMES CHILDREN ARE GOING TO AND FROM SCHOOL? YES NO

HUSBAND'S NAMES

_____ DATE OF BIRTH

OCCUPATION

_____ PLACE OF BIRTH

BUSINESS ADDRESS

_____ PHONE NO.

NAME AND DATE OF BIRTH OF ANY OTHER PERSON OVER THE AGE OF 16 YEARS RESIDING AT THE ABOVE ADDRESS -

SCHOOL YOU ARE ASSOCIATED WITH

IN SIGNING THIS DOCUMENT BELOW, I/WE HEREBY ACKNOWLEDGE THAT ALL SAFETY HOUSE SIGNS REMAIN THE PROPERTY OF THE SAFETY HOUSE COMMITTEE (OF VICTORIA), AND MAY BE RECOVERED BY AN AUTHORISED MEMBER OF THAT COMMITTEE AT ANY TIME, SUBSEQUENT TO A WRITTEN NOTICE BEING DELIVERED TO MY/OUR PREMISES STATING THE INTENT TO DO SO.

I/WE HEREBY CONSENT, WHERE NECESSARY, TO THE VICTORIAN POLICE CHECKING THE ABOVE INFORMATION.

SIGNATURE:

INTERNAL USE ONLY: NAME OF LOCAL SAFETY HOUSE COMMITTEE

PRESIDENT: _____

PHONE NO: _____