

FORUM HOUSING ASSOCIATION

Forum Housing Association is committed to the promotion of Equality of Opportunity, recognising that passive policies will not succeed in combating discrimination.

All the Association's Policies and Procedures have implicit in them a determination to challenge discrimination and promote positive action to achieve Equality of Opportunity which is not a paper exercise but a reality.

The above statement is applicable to this Policy.

VANDALISM

POLICY

Forum aim to provide a high standard of accommodation for all its residents and to provide good working conditions for its staff.

To this end incidents of vandalism are not acceptable to Forum Housing Association and will not be tolerated. Prompt action will be taken to stop any incidents of vandalism and the Association is prepared to issue notice to anyone found or identified to be the culprit of any incidents of vandalism.

PROCEDURE

1. All incidents of vandalism are to be recorded on an Incident / Concern Report (FOR-INC1) and reported to the Project Manager at the earliest opportunity.
2. The Project Manager will carry out an investigation and record findings of that investigation on the Vandalism Record Sheet (DES-VAN1) in order to identify the person or persons responsible for any act of vandalism (if this is not already known).
3. The Vandalism Record Sheet should be placed in the Vandalism Record File with any other documentation relating to the incident in question.
4. All Projects to keep an up to date Vandalism Record File, which includes all necessary information relating to the incidents with the exception of the original incident sheet which is to be kept in the Incident File, but which will be cross referenced to the Vandalism Record File.
5. If a perpetrator is identified as non resident the Police will be informed immediately.
6. If a perpetrator is identified as a resident one of the following options will occur;
 - 6.1 Resident will be interviewed to discuss the reason for the incident.

- 6.2 If the incident is a first offence, the Project Manager will consider notice depending on the nature and circumstances of the incident and will decide if the Police should be informed, and will issue a warning letter (standard warning, notice, appeals paperwork). (Attached to the Association's Breakdown and Exclusion Policy)
- 6.3 If the incident is a second offence, the Project Manager will issue a warning letter (standard warning, notice, appeals paperwork) (Attached to the Association's Breakdown and Exclusion Policy) and, depending on the nature and circumstances of the incident, will inform the Police.
- 6.4 If the incident is a third offence, a 28 day notice (standard warning, notice, appeals paperwork) (Attached to the Association's Breakdown and Exclusion Policy) is to be served and the Police to be informed.
- 6.5 Any further instances of vandalism after this stage, will result in immediate notice.
- 6.6 When the Police have been informed of an incident details of this are to be kept in the Vandalism Record File together with a copy of any statements given.
7. If Police are not contacted the reason must be recorded on the Vandalism Record Sheet (DES-VAN1).
8. The Estate Services Manager will obtain details of cost of repairs on all occasions were the perpetrator has been identified so that a contract for the recovery of costs can be drawn up. The Estate Services Manager will provide the Project Manager with this information using the Vandalism costing sheet (DES-VAN2)
 - 8.1 Details of the contract to be placed in the Vandalism Record File.
 - 8.2 Details of cash received from residents must be recorded as damages on the daily cash sheets and returned to Finance.
9. The Estate Services Manager or the Head of Estates, as part of ongoing duties, will discuss the Vandalism Record File with the Project Manager to ensure no disparity occurs and that the file is kept up to date.
10. An incentive scheme is to be introduced so that if a Project is incident free for any calendar month a 'reward' will be made to the Project in a form to be agreed.

FOR-INC1

FORUM HOUSING ASSOCIATION LTD

INCIDENT / CONCERN REPORT

DATE: _____

INCIDENT REPORT NUMBER: _____

By: _____ (staff name)

Date and time of incident: _____

Where did the incident take place ? _____

Name(s) of Person(s) involved, (if known otherwise give description(s))

Was there any threat of, or actual violence? _____

Did any person suffer physical hurt? _____

Details of incident (continue overleaf if necessary)

DES-VAN1

VANDALISM RECORD SHEET

This sheet is to be used to record the Project Manager's response to an incident of vandalism. The Project Manager should place a copy of the completed Vandalism Record sheets in the Vandalism file together with any other relevant documentation.

Project _____

Date _____

Nature of incident of vandalism

Incident / Concerns report no. _____

Estate Services Job no. _____

Project Manager's investigation details

Has the perpetrator if known, agreed to a repayment contract? If so record details:

Were Police contacted **Yes/No**

Please write short statement to substantiate decision. _____

Signed Project Manager _____

Date investigation completed _____

DES-VAN2

VANDALISM COSTING SHEET

From: Estate Services Manager **Date:** _____

Project: _____

Re: Incident No. _____

Re: Estate Services Job No. _____

Detail of item vandalised (to include address) _____

Estimated Cost _____

Comments: _____

INVESTIGATION OF INCIDENTS OF VANDALISM—PROCESS MAP

