

Safe Community Accreditation Process

Overview

- ✓ Contact SCFNZ for guidance and support.
- ✓ Become familiar with the Safe Community criteria.
- ✓ Submit a Letter of Intent to SCFNZ.
- ✓ SCFNZ will invoice the community for entire process and appoint a key contact person.
- ✓ Submit your draft documentation to SCFNZ.
- ✓ Feedback will be provided on draft within 14 working days.
- ✓ Submit final application document.
- ✓ Receive feedback on your application from the SCFNZ team of reviewers within 4 weeks.
- ✓ Host a site visit to demonstrate community safety efforts for the Certifier/Review Team.
- ✓ Conduct a ceremony celebrating your official accreditation.

Accreditation Requirements

Communities seeking accreditation must meet the following criteria based on the Safe Community model:

1. *Leadership and Collaboration:* Demonstration of leadership by a coalition or group focused on improving community safety.
2. *Programme Reach:* The range and reach of community safety programmes operating throughout your community/region, including an indication of the extent to which they are based on proven or promising intervention strategies.
3. *Priority Setting:* Demonstration of programmes that target and promote safety for high risk /vulnerable groups and environments.
4. *Data Analysis and Strategic Alignment:* Analysis of available safety (injury, crime, violence and safety perception) data for your community/region and how they align with established national/regional priorities and action plans.
5. *Evaluation:* Outline of expected impacts and how they are being measured or evaluated.
6. *Communication and Networking:* Demonstration of community engagement with relevant sectors of your community/region and ongoing participation in local, national and Pan Pacific Safe Communities Networks is required.

Step 1: Letter of Intent

Send your Letter of Intent to the SCFNZ. The letter must be signed by either the Chair of your governance group and/or Mayor and contain the following information:

- Name of community
- Key contact person (name, title, address, email, phone number)
- Name and address of lead organisation, SCFNZ will then invoice for the fee of \$NZ 2000.

Applicants should:

1. Email the letter of intent to peters@scfnz.org
2. Mail the letter of intent to:
Tania Peters, Director, Safe Communities Foundation NZ, PO Box 331399, Takapuna, Auckland 0740.

Step 2: Application

A written application describing your community's safety efforts is written in four parts, this is designed to demonstrate the inter-related nature of the criteria. Written this way it eliminates the need to repeat information under different headings. Work with your appointed key contact person and see examples and more resources online at www.safecommunities.org.nz



Safe Communities Foundation New Zealand (SCFNZ)

Web: www.safecommunities.org.nz

Support and Accrediting Centre for the Pan Pacific Safe Communities Network
Safe Communities is a World Health Organization recommended approach



Step 3: Community Visit/Accreditation

After reviewing your application, SCFNZ will appoint reviewers and schedule a community visit. The purpose is to allow the NZ-based review team to meet face-to-face with the leadership group, to verify how the community has fulfilled the requirements for each criterion. There is no prescribed format for the site visit, the only set requirement is a meeting with the governance group.

The site visit is an opportunity to 'showcase' the community and its safety promotion and injury/violence prevention initiatives. As the SCFNZ certifying team often include representatives from government agencies, site visits provide a good opportunity to highlight how local initiatives align with government priorities as well as highlighting any particular challenges faced at local operational levels. Towards the end of this day, the review team will require a private meeting to discuss findings of the day before final feedback is given to the community.

Celebrate Your Success!

The ceremony is to celebrate the accreditation, an agreement will be signed and a plaque and flag will be presented. A SCFNZ Certifier will lead the official requirements at the accreditation ceremony. An accreditation ceremony can take place in many different community events and settings. With Safe Community accreditation, your community becomes a member of the Pan Pacific Safe Communities Network (PPSCN), which includes all Safe Communities in the United States, Canada, Australia and New Zealand.

Fees

Application fee of \$2,000 - paid to the SCFNZ - includes:

- SCFNZ's oversight of the accreditation process.
- The professional services of a team of certifiers/reviewers.
- Attendance by a minimum of 3 peer reviewers at the community visit/accreditation ceremony.
- A certificate of agreement, plaque and flag, presented at the ceremony.

Any questions about the application process or accreditation, please email contact@scfnz.org or (09) 488 7601

Requirements

After 5-7 years - the re-accreditation process: Safe Communities are required to submit applications for re-accreditation five years after their entry to the PPSCN. While the information contained within the application changes, the requirements and steps are the same for both accreditation and re-accreditation. A SCFNZ representative is available to provide additional information.

Annually Accredited Safe Communities are required to:

Submit Annual Reports: The annual report (online prescribed format) gives each Safe Community the opportunity to update their governance and organisational structure; and highlight some of their achievements, including innovative and effective programmes and activities, as well as the opportunity to advise SCFNZ of any particular challenges or issues.

Submit Governance Survey annually or 2-yearly: a self-assessment anonymous survey that examines Safe Community governance success in terms of collaboration by measuring each aspect of synergy.

SCFNZ responds to each Safe Community's annual report/collated governance survey results and may make recommendations or initiate further contact/support if required.

Attend Annual Safe Communities New Zealand National Forum: The National Hui is an opportunity to:

- Get the latest news and updates from SCFNZ and PPSCN
- Get the latest information from key central government agencies and partners
- Get training on selected topics
- Network with Safe Communities from around the country, and share programmes and activities



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