

Overview

Accreditation is based on the Pan Pacific Safe Communities model and is recognised by the World Health Organization and worldwide as an effective and acceptable intervention to improve community safety and wellbeing. Reaccreditation every 5-7 years is a requirement for Safe Communities that wish to retain their accreditation status. There are three pathways to Reaccreditation that are designed to address the particular needs and status of each Safe Community.

SCFNZ and the Safe Community will determine together which pathway is adopted for reaccreditation taking into account:

- The number of years the Safe Community has been accredited and the number of reaccreditations that have previously been undertaken
- How well the Safe Community is functioning as evidenced through:
 - Annual Reports and Governance Surveys;
 - Participation in the annual National Forum;
 - Engagement in SCFNZ visits and training opportunities;
 - Activities/involvement in the regional and national Safe Communities Network.
- SCFNZ may request to see copies of Plans and Strategies that the Safe Community indicates they utilise (if not previously submitted)

The Pathways

➤ **Pathway One “Confirmation”:** For Safe Communities that are fully functioning and have demonstrated ongoing sustainability in the adoption of the Safe Community model, allowing for a brief, flexible and innovative application where compliance with the Four Parts is already established.

This Pathway gives qualifying Safe Communities considerable scope for making applications that are brief, informative and innovative without the need for the lengthy repetition of information that has been covered in previously submitted documentation. Safe Communities can choose the media they use eg videos, infographics, photos, file-sharing and on-line media including social media. Safe Communities are encouraged to develop their ‘application package’ as a resource that can be used with multiple audiences and stakeholders.

➤ **Pathway Two “Consolidation”:** For Safe Communities that are fully functioning and that are using reaccreditation as the first opportunity to review the implementation of the model since accreditation; or where there have been changes e.g. organisational restructuring; funding and sustainability; governance and/or personnel.

This Pathway gives qualifying Safe Communities a framework for reviewing and consolidating their organisation against the accreditation criteria using the Four Parts: Collaborative Governance, Priority Setting, Effective Strategies and Shared Learnings. Reaccreditation is the opportunity to reaffirm the commitment of partners and stakeholders to the Safe Communities model; to review the issues and priorities; consolidate the lessons learned in the period since accreditation; and outline the strategic direction moving forward. A Safe Community may choose to use a variety of media to illustrate their compliance and achievements under the Four Parts.

- **Pathway Three “Commitment”:** For Safe Communities that have undergone significant changes; and/or are experiencing issues/problems in meeting one or more of the criteria; and/or have revisited and reconfirmed stakeholder and/or community buy-in to the Safe Communities model.

This Pathway gives qualifying Safe Communities a mechanism for reviewing, restructuring, and recommitting to the core principles and criteria of the Safe Communities model. Reaccreditation is a tool for rebuilding partnerships and collaborative governance; guaranteeing organisational sustainability; ensuring competent and effective coordination; undertaking evidence-based priority-setting and strategic planning; implementing and evaluating focused programmes and activities; and promoting effective communications.

Step 1: SCFNZ Notification, Pathway and Timetable

SCFNZ contacts the Safe Community 6-9 months before the five-year anniversary of Accreditation. SCFNZ and the Safe Community assess and agree on the appropriate reaccreditation Pathway; and a proposed timeframe for reaccreditation (within the 5-7-year window).

This gives the applicant sufficient lead-time to prepare the application; and it gives SCFNZ sufficient notice to schedule the reaccreditation in the national calendar and assign a support person to assist with the application process.

Step 2: Letter of Intent

Once agreement is reached in Step 1 concerning the Pathway and Timeframe, the Safe Community sends the ‘Letter of Intent’ to the SCFNZ Director (peters@scfnz.org) to confirm in writing the commitment to retain their Safe Community Accreditation. The letter must be signed by the Chair of the governance group and/or Mayor and contain:

- Name of community,
- Key contact person (name, title, address, email, phone number)
- Name and address of lead organisation
- Reaccreditation Pathway
- Reaccreditation Timeframe

Step 3: Collating Evidence

Evidence to support the Safe Community’s efforts in applying the Safe Community Model is collated in four parts, (Collaborative Governance, Priority Setting, Effective Strategies, Shared Learnings).

This can be submitted in different ways according to the chosen Pathway:

- **Pathway One:** “Confirmation” allows for a brief, flexible and innovative application where compliance with the Four Parts is already established.
- **Pathway Two:** “Consolidation” enables a flexible creative approach that illustrates and reaffirms the applicant’s commitment to the Safe Communities model with respect to the Four Parts.
- **Pathway Three:** “Commitment” requires a written application (one complete document with appendices) that addresses how the applicant is meeting or committing to meet the criteria with respect to the Four Parts.

Work with your appointed key contact person, further resources online at www.safecommunities.org.nz

Step 4: Community Visit/Reaccreditation Ceremony

After reviewing the submitted evidence to support the application for reaccreditation, SCFNZ will appoint reviewers and schedule a community visit.

- **Pathway One:** A full community visit is not mandatory for reaccreditation but is highly recommended as an opportunity to 'show-case' the achievements of the Safe Community. The nature and extent of the community visit and Reaccreditation Ceremony is at the discretion of the applicant in negotiation with SCFNZ.
- **Pathway Two:** A full community visit involving community partners and programmes is not mandatory for reaccreditation, but the reviewer panel will meet face-to-face with the governance group, key stakeholders and coordinator as part of the Reaccreditation Ceremony. The nature and extent of the community visit and Reaccreditation Ceremony is by negotiation with SCFNZ.
- **Pathway Three:** A full community visit is required to enable the reviewer panel to meet face-to-face with the governance group, key stakeholders including community representation, and with the coordinator. This is to provide opportunity to demonstrate the commitment of partners and community; and to allow discussion on any matters the panel wish to address with the Applicant.

Where the reviewer panel is generally satisfied the accreditation, criteria are being met based on the submitted documentation and relationship with SCFNZ, the Reaccreditation Ceremony may be scheduled in conjunction with the community visit. If the reviewer panel wishes to conduct the community visit before making a final determination on reaccreditation, then subject to the panel's approval, the Reaccreditation Ceremony will take place at a later date.

Celebrate Your Success!

Regardless of the Pathway, the community visit and Reaccreditation Ceremony provide an opportunity to highlight the Safe Community and its safety promotion and injury/violence prevention initiatives. As the SCFNZ review team often include representatives from government agencies, community 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.

Reaccreditation Ceremony

The Reaccreditation Ceremony is to celebrate the commitment, achievements and future direction of the Safe Community, it can take place in many different community events and settings. A formal Agreement will be signed; and a plaque and teardrop flag will be presented. With reaccreditation the Safe Community remains a member of the Pan Pacific Safe Communities Network (PPSCN), which includes all Safe Communities in the United States, Australia and New Zealand.

Fees

Application fee of \$2,000 · paid to SCFNZ – includes:

- SCFNZ's oversight of the reaccreditation process.
- The professional services of a team of reviewers and attendance by a minimum of 3 reviewers at the community visit/reaccreditation ceremony.
- A signed agreement certificate, teardrop flag and plaque.

Ongoing Requirements

Accredited and Reaccredited Safe Communities are required to do the following:

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

Submit Governance Survey annually or 2-yearly: The Governance Group Self-Assessment Survey is an anonymous questionnaire that examines the success of Safe Community governance in terms of collaboration by measuring each component of governance group synergy. The scores are key indicators of how well the collaborative process is working. SCFNZ responds to each Safe Community's annual report/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

Engage with SCFNZ visits and training opportunities: SCFNZ schedules visits to Safe Communities at least once every two years and more often by request; and in addition, SCFNZ offers training opportunities at local and regional levels. Safe Communities are encouraged to make the most of these visits.

Activities/involvement in the regional and national Safe Communities network: Safe Communities are encouraged to meet with their regional neighbours through informal contact, organised network meetings, and training opportunities. Building relationships with regional and national network members creates a sense of cohesion and collegiality across the country. Safe Communities is the only national network that has a focus on crime and injury prevention and safety promotion.

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