

Appendix 3

Role specification for Hate Crime
Reporting Centres

DRAFT

Hate Crime Reporting Centre – Role Specification¹

Aim:

To raise awareness about Hate Crime and support people who have been a victim of Hate Crime to come forward and report it.

General Specification:

- Hate Crime Reporting Centres will operate as a community resource working with the Barnet Safer Communities Partnership, Barnet Safeguarding Adults board, Barnet Council and Barnet Police to:
 - encourage reporting of hate incidents and hate crimes
 - Provide a facility to help people report Hate Crime on site

Eligibility Criteria:

To be eligible to become a Hate Crime reporting Centre in Barnet, the site must:

- Undertake Hate Crime awareness training provided by the Barnet Safer Communities Partnership
- Identify a Hate Crime Lead within the Hate Crime Reporting Centre. The Lead will act as a Hate Crime ambassador within their organisation
- Have an operational safeguarding policy in place for their organisation, including a designated safeguarding lead

Role Specification:

A Barnet Hate Crime Reporting Centre will provide:

- A non-judgmental, supportive and confidential environment in which a report can be taken
- Maintain confidentiality of information received and store information in a secure system
- Complete a monthly report monitoring form and return to the Barnet Council Community Safety Team
- Provide access to the Internet to enable online reporting via the True Vision website (or else provide paper based forms and ensure that all reports are handed securely to Barnet police on the same day that the report has been taken).
- Inform the police on 101 as soon as a paper based report has been taken
- Signpost victims / witness to other appropriate statutory or community based support organisations.

¹ This specification has been modified from the Essex Police Hate Crime Reporting Centre Role Specification.