

Acceptable Behaviour Contracts (ABCs) Guidance Document

January 2024



Derby & Derbyshire
Safer Communities

INTRODUCTION	4
DEFINITIONS.....	4
Acceptable Behaviour Contract (ABC)	4
Good Neighbour Agreement (GNA).....	4
Parenting Contract	4
Dog Behaviour Contract (DBC).....	5
Voluntary Control Order (VCO).....	5
ECINS	5
OTHER RELATED DOCUMENTS.....	5
PRINCIPLES	5
Single-agency v Multi-agency ABCs	6
Incremental Approach	6
Information Sharing	6
PROCESS.....	7
ABC threshold	7
Case discussion at the local ASB meeting.....	7
Action before the ABC meeting	8
Developing a support package.....	8
Drafting the Contract	8
Drafting the ABC.....	9
ABC Meeting	9
Aims of the ABC Meeting	9
Pre-meeting administration.....	10
Signing the ABC	10
Photographs.....	11
Post-meeting administration	11
Supervising and monitoring the ABC	11
ABC Review Meetings	12
Lack of Engagement.....	12
Non-attendance at the ABC Meeting.....	12
Refusal to sign	12
Breach	13
Ending the ABC.....	13
SPECIFIC CONSIDERATIONS.....	14
Children and young people	14
Case discussion	14
Developing a support package.....	14
Drafting the Contract	14
ABC Meetings.....	15
Vulnerable adults	15
Housing tenants	15
Dog owners	15
Threshold	16
The DBC contract	16

COMMUNICATIONS 16
 Keeping the victim informed..... 16
 Keeping communities informed..... 16
 CASE MANAGEMENT 17
 ECINS 17
 APPENDIX A 18
 ABC Flowchart 18
 APPENDIX B 19
 Acceptable Behaviour Contract Template 19
 APPENDIX C 23
 Good Neighbour Agreement Template 23
 APPENDIX D 26
 Example ABC/GNA Wording 26
 APPENDIX E 28
 Dog Behaviour Contract Template..... 28
 APPENDIX F 31
 Example DBC Wording 31
 APPENDIX G..... 33
 ABC Meeting Structure 33
 APPENDIX H..... 34
 ABC Discharge Letter..... 34

Change History

Version	Date	Reason
1.0	March 2008	Initial document
1.1	December 2012	Addition of E-CINS
1.2	September 2014	Addition of Dog Behaviour Contracts Incorporation of Anti-Social Behaviour, Crime and Policing Act 2014
1.3	September 2014	Updating role of Derbyshire Pre-Court Team
1.4	June 2015	Addition of section re use of photographs on ECINS
2.0	September 2023	Document refresh approved by Derbyshire ASB Sub-Group 13/10/23
2.0	January 2024	Document reformatted on new community safety branding

INTRODUCTION

In Derbyshire, there are well established structures and processes, which ensure strong partnership working in relation to the management of anti-social behaviour (ASB). A number of tools and powers are available to partners – Acceptable Behaviour Contracts (ABCs) are just one of those.

This local guidance is based on national, and local, good practice and sets out the key principles, which partners should follow when using ABCs, to deliver a consistent, multi-agency approach across Derby and Derbyshire.

This document has been produced by Safer Derbyshire, in consultation with, and on behalf of partners. It is intended to complement, not replace, individual agency ASB policy and procedures.

DEFINITIONS

Throughout this document, the term ‘ABC’ is used to refer to all of the following:-

- Acceptable Behaviour Contract (ABC)
- Good Neighbour Agreement (GNA)
- Dog Behaviour Contract (DBC).

Acceptable Behaviour Contract (ABC)

An ABC is a written, voluntary agreement between a person who has been involved in ASB and one or more agencies, whose role it is to prevent such behaviour.

The term ‘ABC’ is often referred to as a tool to address ASB involving young people, but ABCs can also be used effectively with adults. They may have a slightly different name, but the purpose, documentation and processes are basically the same.

Good Neighbour Agreement (GNA)

A GNA is an ABC for adults. It can be used to tackle neighbour / resident / community disputes and associated ASB. Each party signs the voluntary agreement, outlining what they agree to do/not do.

Parenting Contract

A Parenting Contract is a written voluntary agreement between a parent, or parents, and the school, local authority, Youth Justice Service or a housing provider, to improve the behaviour of a child, or young person, and prevent them engaging in ASB. The contract includes a statement by the parent that they agree to comply with the requirements set out and a statement by the local authority that it will provide support to the parent so that they can comply with those requirements. There may be a requirement for the parent to attend parenting classes.

The assessment, which forms part of the ABC process, may identify factors indicating that a Parenting Contract may complement an ABC for a young person.

Dog Behaviour Contract (DBC)

A DBC is an ABC used to tackle irresponsible dog ownership. It is a contract between the local authority / police and the dog owner, or keeper, specifically identifying the dog, whose behaviour is being addressed.

Voluntary Control Order (VCO)

A VCO is a notice given to dog owners after a dog has allegedly committed an offence under Section 3 of the Dangerous Dogs Act 1991, or Section 2 of the Dogs Act 1871.

The VCO details the original incident and puts control measures on the dog to prevent further issues. A VCO is not a criminal conviction, however, it will be held on police systems, for a policing purpose, and, if there is a repeat of the behaviour originally reported, further action may be taken.

ECINS

ECINS is the multi-agency case management system, used by police and partners, to share information, regarding victims and perpetrators of ASB, securely and effectively.

OTHER RELATED DOCUMENTS

This guidance should be read in conjunction with the following documents:-

- Derbyshire Safer Communities Board ASB Protocol
- Derbyshire ASB Information Sharing Agreement
- Local ASB Protocols, produced by local Community Safety Partnerships
- ASB policies or procedures, produced by each organisation
- Local authority enforcement policy
- Department for Environment, Food and Rural Affairs (Defra) - [‘Dealing with Irresponsible Dog Ownership’ Practitioners Manual \(October 2014\)](#)

The Derbyshire policy documents are available on the [Safer Derbyshire website](#).

PRINCIPLES

ABCs are an effective method for intervening early, preventing further ASB, and achieving long-term behavioural change. The principle factors when considering ABCs, as part of the ASB toolkit are:-

- Effective information sharing and multi-agency involvement
- Early intervention
- Assessing and addressing the underlying causes of the ASB
- Provision of appropriate support
- Effective co-ordination and case management
- Quality not quantity - an ABC is not a means to legal enforcement tools
- Single agency ABCs are the exception, rather than the norm.

Single-agency v Multi-agency ABCs

ABCs are most effective as a multi-agency tool due to the need to address underlying causes of the ASB. There may be circumstances where a single agency ABC may be appropriate, for example, noise nuisance, dog nuisance, neighbour disputes, where only one agency is involved and no underlying issues have been identified.

Single agency ABCs should be considered the exception rather than the norm and a single agency ABC should not be considered for a young person.

Incremental Approach

Incremental enforcement action against individual perpetrators of ASB should be taken in accordance with the agreed multi-agency approach and individual partner agencies' policies and procedures.

Best practice would indicate that an ABC should be considered when a maximum of two ASB warning letters have been issued, within a six to twelve-month period. This should include warning letters issued by different agencies, e.g. police, council, housing. Multiple warning letters from the same, and different, agencies without action should be avoided and, thus, communication between partners is essential.

An early multi-agency response is required, and the individual should be discussed at the next local multi-agency ASB meeting. When a serious, or immediate, situation arises, the individual should be discussed separately with all relevant partners, if the local ASB meeting is not timely enough.

Information Sharing

Sharing information amongst partners is essential to establish a full picture about the individual before making a multi-agency decision about whether an ABC is required, and what interventions and support package may be appropriate.

Partners, who can offer interventions and additional support, should be involved in the multi-agency discussions, at the earliest stage, to maximise the likelihood of the changing the individual's behaviour.

PROCESS

The ABC process is detailed below and summarised in a flowchart at [Appendix A](#).

ABC threshold

An ABC should be considered when an agency has identified the potential need for additional early intervention to stop the further escalation of ASB, i.e. the perpetrator has been issued with up to two ASB Warning letters in the last six to twelve months and the ASB is continuing.

At this point, the Lead Officer should liaise with the local Community Safety Partnership's ASB Officer (or officer designated with this responsibility), to ensure they are aware and request the individual is added to the agenda for discussion at the next local multi-agency ASB Meeting.

For dog-related nuisance and ASB, the individual circumstances should be considered as to when a DBC is appropriate – see [Dog owners](#).

Case discussion at the local ASB meeting

The agreement to pursue an ABC should be made jointly at the local multi-agency ASB Meeting **before** an ABC is drafted, or an ABC meeting is held with the individual (and their parent/guardian, if under 16, or have learning difficulties).

The aims of the agenda item are to:-

- Share information and intelligence that each partner holds about the individual
- Discuss and agree what action should be taken to address the ASB.

If partners agree that an ABC is to be progressed, then the meeting should:-

- Decide who will be the Lead Officer for the case
- Discuss possible conditions for inclusion in the ABC (although these will be finally negotiated and agreed with the individual at the ABC Meeting)
- Agree what support can be offered to the individual (to be recorded in the ABC)
- Agree what each partner will do (to be recorded in the ABC)
- Agree which partners need to be present at the ABC meeting with the individual (only include those either directly responsible for taking action or providing support)
- Agree how the ABC should be monitored by each organisation.

Best practice is for each potential ABC to be fully discussed at the local ASB Meeting, as above, but, if there is insufficient time on the agenda due to the volume of ASB cases, then it is the Lead Officer's responsibility to ensure that separate discussions are held with all relevant partners, that could/should be involved in the ABC, to agree whether an ABC is appropriate and what their role will be.

There are additional considerations relating to ABCs for children and young people, see [Working with children and young people](#).

The decisions and actions in relation to the ABC, should be clearly recorded on ECINS – see [Case management](#).

Action before the ABC meeting

Developing a support package

The Lead Officer should work with partner agencies to identify a range of options that can be offered to the individual to help change their behaviour, and be included as positive conditions within the ABC. The support should be tailored to the individual, but examples include:-

	Young People	Adults
Restorative approaches <i>(Remedi)</i>	✓	✓
Immediate Justice <i>(Remedi)</i>	✓	✓
Turnaround Programme <i>(Derby Youth Justice Service / Derbyshire Youth Justice Service)</i>	✓	
Mediation <i>(Remedi or through housing provider)</i>		✓
ASB Workshop ¹ <i>(Remedi)</i>	✓	✓
Consequences Workshop <i>(Derbyshire Constabulary Youth Engagement)</i>	✓	
Diversionary activities <i>(local providers)</i>	✓	
Counselling <i>(local providers)</i>	✓	✓

¹ Subject to external funding

In developing a support package, you should consider what you already know about the individual and the positive activities they have been involved in, or could become involved in.

The support package should not be finalised until it has been fully discussed and agreed with the individual (and their parent/guardian, if under 16) at the [ABC Meeting](#).

Drafting the Contract

The standard term of an ABC is six to twelve months for adults, however, a shorter term of three months is usually more appropriate, for children and young people.

The ABC should be written in Plain English, using language relevant to the age of the individual and avoiding the use of jargon. For children and young people or adults with learning difficulties, pictures may be more appropriate – see [Children and young people](#).

A template for an Acceptable Behaviour Contract is included at [Appendix B](#).

A template for a Good Neighbour Agreement is included at [Appendix C](#).

A template for a Dog Behaviour Contract is included at [Appendix E](#).

Drafting the ABC

The ABC should include:-

- Prohibitions or negative conditions to address the behaviour that must stop. Example conditions are included at [Appendix D](#) and [Appendix F](#).
- Positive conditions to detail what the individual will do to help them change their behaviour. Examples are included under [Developing a support package](#)
- Statements from partner agencies outlining what support they will provide the individual
- The potential consequence of breaching the ABC, i.e. legal action, such as a Community Protection Notice (CPN), Criminal Behaviour Order (CBO), Injunction or eviction.
- For dog owners/keepers, this could also be a Voluntary Control Order, a Destruction Order, a Contingent Destruction Order and/or proceedings under the Dogs Act 1871 or the Dangerous Dogs Act 1991.

There should be a maximum of **three** conditions for young people, and **five** conditions for adults, to address the specific behaviour, which the individual is required to change. Partner agencies must be able to monitor or enforce each of the conditions.

The wording of the conditions should be specific enough that they are easy for everyone to understand, but not so specific that they can be 'evaded' and the ASB continue.

The conditions should be fully discussed, and agreed, with the individual (and their parent/guardian, if under 16) at the [ABC Meeting](#).

ABC Meeting

Aims of the ABC Meeting

The aims of the meeting are to:-

- Discuss the ASB and what their understanding is
- Discuss the impact of the ASB on individual victims and the wider community
- Identify and understand any pressures or difficulties the individual/family is experiencing
- Identify support that is needed to address the underlying causes of the ASB
- Discuss what the individual and their family need to do to stop the ASB
- Explain exactly what the ABC means in simple terms
- Agree the terms of the ABC
- Explain how the ABC will be monitored
 - Ensure the individual (and their parent/guardian, if under 16) fully understands the implications of breaching the ABC and what could happen if they continue the ASB.
 - Ensure they understand that, if there are no further incidents, there will be no further action.

- Request consent for a photograph that could be used to monitor the ABC – See [Photographs.](#)
- Agree dates for the ABC Review Meetings (See [ABC Review Meetings](#))

Remember – the aim is to stop the ASB, not simply have a signed ABC.

Pre-meeting administration

The Lead Officer should arrange the ABC meeting, giving reasonable notice of the date/time. Where possible, the invite to the ABC Meeting should be hand-delivered.

Present at the meeting should be the:-

- Individual whose behaviour is causing concern
- Parent/guardian if that individual is under 16
- Lead Officer
- Additional partner representation, as agreed.

One person should be nominated to take notes of the meeting.

Consideration should be given as to what is the most appropriate location for the ABC meeting, e.g.

- A formal meeting at the police station or council offices
- A more informal meeting at their home
- A neutral venue, such as a local community centre.

You should ensure the layout/seating arrangement encourages engagement and avoids creating an 'us-and-them' situation.

For neighbour/community disputes, separate meetings should be held with each party, to discuss, agree and sign a Good Neighbour Agreement, as the terms will be tailored to stop/reduce each party's ASB and address their individual support needs.

An example of the structure for an ABC Meeting is included at [Appendix G](#).

Signing the ABC

The draft ABC should be finalised, taking into account the discussion, and any concerns raised, at the ABC Meeting.

The individual (and their parent/guardian, if under 16) should then be asked to read and sign the ABC. The Lead Officer and partner agencies should also sign the ABC. This will preferably be done before everyone leaves the meeting, but may not always be practical, depending on the venue.

A copy of the signed ABC must be provided to the individual (and their parent / guardian, if under 16) for their records. See also [Post-meeting administration](#).

Photographs

Photographs of subjects of ABCs may be taken to upload onto ECINS and share, securely, with partners to facilitate the monitoring of the ABC. This is subject to the written consent of the individual (and their parent/guardian, if under 16), which is recorded by the inclusion of the 'Photograph consent' section on the ABC template (See [Appendix B](#)).

If signed consent is not received, a photograph should not be taken and any existing photograph should not be uploaded to ECINS.

Post-meeting administration

Where possible, the final version of the ABC should be printed before leaving the meeting so that everyone present can sign the contract and the individual (and their family) can take a copy away with them. If this is not practical, agree how a signed copy will be provided, as soon as possible, after the meeting (e.g. a home visit or 'Signed For' delivery).

The ABC should be uploaded onto ECINS, under the 'Documents' tab, so that it can be accessed by:-

- Each agency responsible for monitoring the ABC
- Each agency responsible for providing a support service to the individual
- The Partnership ASB Officer.

The ABC should also be recorded on ECINS as an 'Action', to enable performance management statistics to be extracted.

Supervising and monitoring the ABC

There should be a proactive, multi-agency approach to the monitoring and supervision of the ABC to ensure the recognition of positive changes in behaviour and the prompt acknowledgement of, and response to, every breach (See [Breach](#)).

The ABC should be formally reviewed on a regular basis to ensure compliance with the conditions and consider whether the ABC needs to be varied or discharged (See [ABC Review Meetings](#)).

The Lead Officer is responsible for the on-going case management of the ABC, which means they should:-

- Obtain feedback from the partner agencies, responsible for monitoring and/or delivering the positive interventions.
- Be in regular contact with the individual and provide regular feedback on their progress.
- Provide updates to the local multi-agency ASB Meeting.
- Address all breaches of the ABC and ensure that breaches are discussed with partners at the local multi-agency ASB Meeting.
- Arrange ABC Review Meetings.
- Update ECINS.

ABC Review Meetings

The aims of the Review Meetings are to:-

- Provide feedback on an individual’s behaviour since signing the ABC, or the previous Review Meeting.
- Address any concerns about behaviour, including any breaches of the ABC.
- Acknowledge positive changes in behaviour.
- Review the term of the ABC (i.e. discharge early or extend the term, if appropriate).

Review Meetings should be held at the following points, according to the term of the ABC:-

Term	First Review	Second Review	Third Review	Final Review
3 months	6 weeks			3 months
6 months	1 month	3 months		6 months
12 months	1 month	3 months	6 months	12 months

The dates for the ABC Review Meetings should be agreed with the individual (and their parent/guardian, if under 16) at the original ABC Meeting and detailed on the ABC.

Each Review Meeting, and the outcome, should be recorded on ECINS.

The Review Meetings should, wherever possible, be attended by the same people who attended the initial meeting to ensure consistency.

Lack of Engagement

Non-attendance at the ABC Meeting

If the individual, who is to become subject to an ABC (and their parent/guardian, if under 16), does not attend the ABC Meeting, without notification or good reason, the Lead Officer should attempt to contact them, by letter or a home visit.

If this fails, their non-attendance should be documented and could be used as evidence of their non-compliance in any future enforcement action, if the ASB continues. Written warning of this, together with a copy of the ABC, should be sent to the individual concerned (and their parent/guardian, if under 16).

Partners should continue to monitor the ABC, as if it had been signed.

Refusal to sign

An ABC is a voluntary agreement so you cannot force the individual (and their parent/guardian, if under 16) to sign it.

Try to establish why they are reluctant to sign the ABC. You should attempt to address their concerns and explain why it is important to sign the ABC and engage with the support being offered. They may need time to think it over and you could suggest meeting again in a few days’ time.

If this approach fails, their refusal to sign should be documented and could be used as evidence of their non-compliance in any future enforcement action, if the ASB continues. Written warning of this, together with a copy of the ABC, should be sent to the individual concerned (and their parent/guardian, if under 16).

Partners should continue to monitor the ABC, as if it had been signed.

Breach

If there is a further ASB incident, regardless of how minor it may seem, it must be brought to the attention of the Lead Officer, so that consideration can be given to any further action.

It is important to respond to every breach and not to let further ASB pass by, seemingly unnoticed.

There should be an incremental approach to actions in response to the breach of the ABC. This should take into account the severity and impact of the breach on the victims, and wider community, and should be discussed at the next local ASB Meeting. Actions could include:-

- A home visit, or letter, to re-iterate the terms of the ABC and warn them of the consequences if the ASB continues.
- A formal interview / additional ABC Review Meeting.
- An extension to the term of the ABC being agreed with the individual (and their parent/guardian, if under 16), to further test their compliance with the ABC.
- A variation of the conditions to amend the prohibitions or change the support interventions.
- Legal options, such as a CBO, CPN, injunction or tenancy-related proceedings.
- For dog owners/keepers, additional actions available include a Voluntary Control Order, Out of Court Disposals (such as a Conditional Caution) or prosecutions and/or seizure of the dog, under dog-related legislation.

Where it is necessary, reasonable and proportionate to pursue legal enforcement action, the breach of an ABC (or the refusal to sign an ABC) could be used as evidence in the application. The Lead Officer should ensure the case is on the agenda for a multi-agency discussion at the next local ASB Meeting to agree how to proceed.

Ending the ABC

In most cases, the ABC will expire at the end of the period agreed at the initial ABC meeting, unless the term has been extended to further test their compliance, due to a previous breach of the ABC.

If the individual has fully complied with all the terms of the ABC, engaged with the support package provided and stopped their ASB, then consideration could be given to discharging the ABC early.

The decision to discharge an ABC must be agreed by all parties to the contract, usually at an ABC Review Meeting.

A letter to confirm the ABC has expired, or been discharged, should be sent to the individual (and their parent/guardian if under 16). A template is included at [Appendix H](#).

When the ABC expires, or is discharged, the Lead Officer must archive the Profile on ECINS and remove the photograph – see [CASE MANAGEMENT](#)

SPECIFIC CONSIDERATIONS

Children and young people

ABCs can be used for young people aged ten and over. The younger the child, the more important it is to consider whether an ABC is the most appropriate option.

The parent(s)/guardian(s) should be involved throughout the process if the child is under 16 (or if they have learning difficulties).

In addition to the guidance and processes described, the following points must be considered for ABCs for children and young people.

Case discussion

For children and young people, Children's Services, the school and local Youth Justice Service must be contacted to establish who is already working with the young person and make them aware of the ASB and proposal for an ABC.

An Early Help Assessment should be completed by the most appropriate organisation - in most cases, this is likely to be the school. The Lead Officer should ensure that the Early Help Assessment includes relevant information about the ASB and the action being proposed or taken, as part of the ABC process.

The YJS, and any other services working with the young person, must be involved in the multi-agency discussion at the local ASB Meeting, where action to address the individual's ASB is considered.

Developing a support package

The YJS and/or Children's Services will provide advice about what the support package to address the ASB, and its underlying causes, should include.

Subject to meeting the criteria, the young person should be referred to the Turnaround Programme and this should be included as a positive requirement on the ABC, supervised by the 'Turnaround Officer'.

Drafting the Contract

Regardless of age, care must be taken regarding the wording of the ABC to ensure the child understands what is expected of them and they are given the best possible opportunity to change their behaviour, so:-

- The conditions could include the word 'promise' to increase their understanding of what is being expected of them.
- The conditions should also be agreed with their parent/guardian.
- The number of conditions should be kept to the absolute minimum required to address the ASB.

- Positive conditions must be included to reflect the agreed support package.
- Care must be taken to explain exactly what the ABC requires the child to do, and not do, and the implications, if they fail to comply.
- For young children, or those struggling to understand the ABC and what is expected of them, advice should be sought from a professional who is already working with that young person and knows how best to communicate with them, such as a Teaching Assistant, Family Support Worker, Early Help Practitioner, YJS Speech, Language and Communication Needs (SLCN) Worker. They will help simplify the ABC document, using different language, pictures or photographs.

ABC Meetings

For children and young people, their parent/guardian must be involved in the initial ABC Meeting, and subsequent ABC Review Meetings. If there is a joint parenting arrangement, seek to involve both parents/guardians, even if they do not live at the same address.

If the child is 'looked after', then a representative from Children's Social Care must be invited to attend the ABC Meeting, and subsequent ABC Review Meetings, with the child.

Vulnerable adults

If the individual is considered to be vulnerable, you should consider the range of support services available in [Derbyshire](#) and [Derby City](#).

Also, consider whether you need to follow your organisation's adult safeguarding procedures. More information is available on the Safeguarding Adults Board websites – [Derby](#) and [Derbyshire](#).

Housing tenants

The Lead Officer should establish whether the individual lives in social housing and, if so, who their housing provider is.

The housing provider has a key role to play in the whole ABC process, so must be involved at every stage and will usually take the lead for ABCs involving their tenants.

For neighbour disputes, the Good Neighbour Agreement is usually more appropriate.

Dog owners

Many agencies receive reports of ASB related to dogs, e.g. police, housing providers, Environmental Health Officers, Street/Neighbourhood Wardens, as well as Dog Wardens.

The police lead investigations into dog attacks on people, provide an emergency response to dogs that are dangerously out of control. The police Dog Legislation Officer enforces 'banned breed' legislation, under the Dangerous Dogs Act 1991.

Dog Wardens, within the local authority Environmental Health/Protection department, are best placed to provide advice and take the lead role in issuing DBCs for other dog control issues, such as

nuisance dogs, excessive barking, persistent dog fouling, but this should be done in partnership with other agencies.

Remember - If there are animal welfare concerns, you should contact the local branch of the Royal Society for Prevention of Cruelty to Animals (RSCPA).

Threshold

The Lead Officer should consider the individual circumstances, persistence and seriousness of the case to identify the most appropriate intervention:-

Risk level	Intervention
Low	Dog Behaviour Contract
Low-medium	Voluntary Control Order
Medium-high risk	Community Protection Notice Warning/Notice
High risk	Prosecution / seizure of the dog

The DBC contract

The standard term for a DBC is six months and should be reviewed, as per any other ABC.

A list of example DBC conditions is included at [Appendix F](#).

The DBC should include a photograph of the dog.

For dogs, the owner/keeper of the dog should agree and sign the DBC. If the owner of the dog is under 16, their parent/guardian should also be involved.

COMMUNICATIONS

Keeping the victim informed

The Lead Officer should provide regular feedback to the victim(s). The form this takes will be different in each case, but sufficient information should be provided to reflect the level of intervention and monitoring.

Keeping communities informed

Without naming individuals, communications, such as resident newsletters etc, should be used, on a regular basis, to keep communities aware of the use and success of ABCs.

CASE MANAGEMENT

ECINS

ABCs will be managed, on a multi-agency basis, on ECINS, using the ASB Perpetrator Assessment.

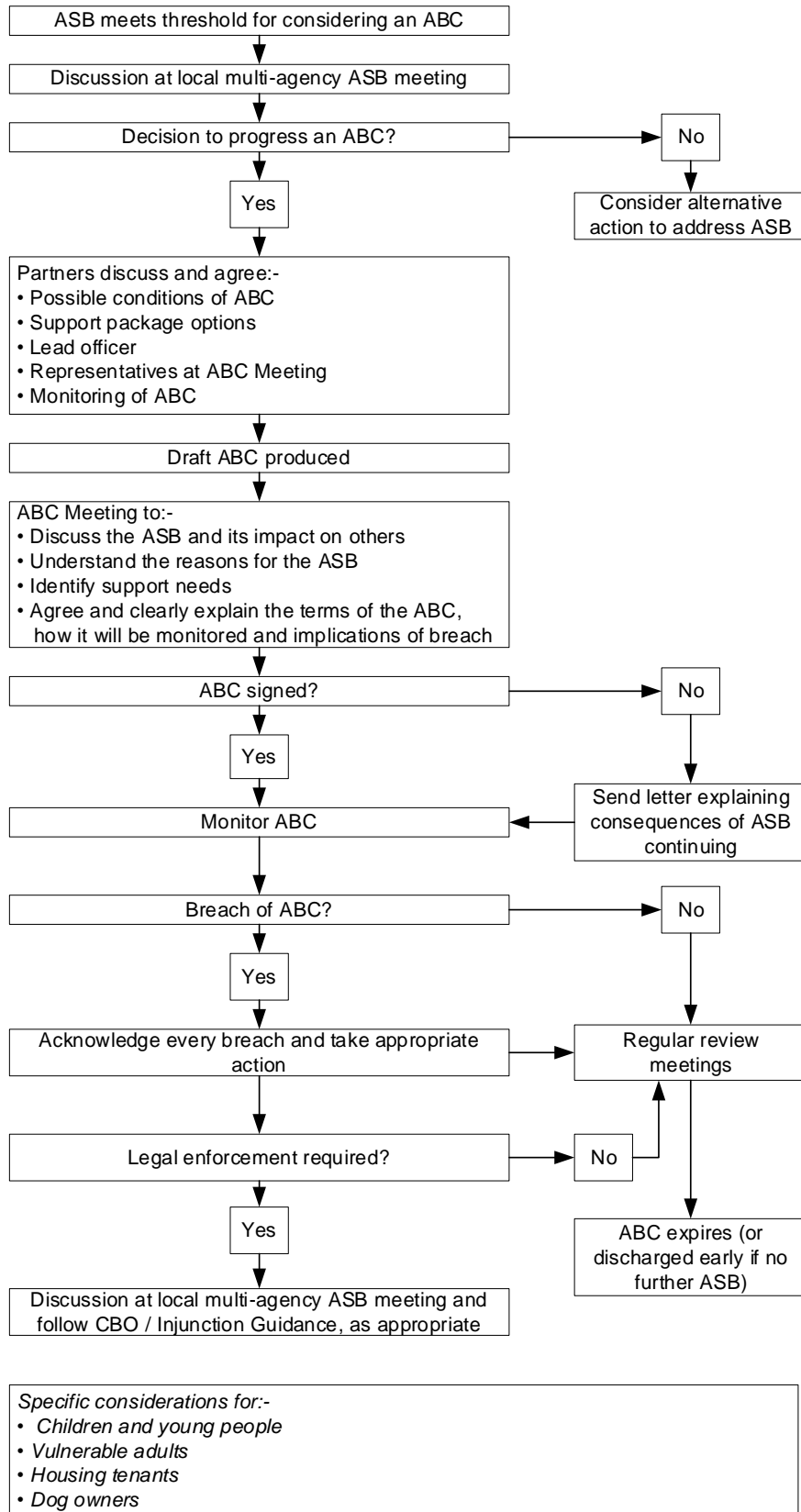
If a Profile does not already exist, one will need to be created for all ASB perpetrators, who are being considered for an ABC. Completion of the ASB Perpetrator Assessment will deem them as 'medium' risk perpetrators, under the incremental approach to enforcement.

The perpetrator will be managed on ECINS until the risk has been reduced to standard and the ABC has expired. At this point the Profile will be archived, and the photograph removed, unless any other agencies continue to work with the individual. (See also [Photographs](#))

For more information, see the Derbyshire ECINS User Guide, which is available via the 'Downloads' button on the live ECINS system, on the police intranet or at www.saferderbyshire.gov.uk/victimfirst

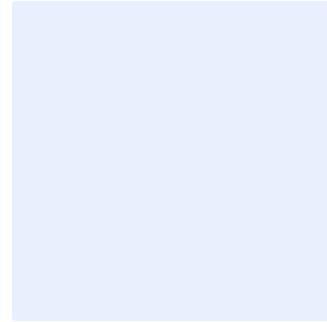
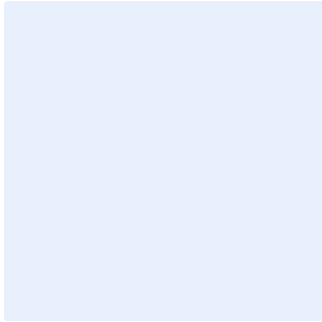
APPENDIX A

ABC Flowchart



APPENDIX B

Acceptable Behaviour Contract Template



ACCEPTABLE BEHAVIOUR CONTRACT

This **CONTRACT** is made on Click or tap here to enter text.

BETWEEN

Name:	<input type="text"/> Click or tap here to enter text.
Date of Birth:	<input type="text"/> Click or tap here to enter text.
Address:	<input type="text"/> Click or tap here to enter text.
Postcode:	<input type="text"/> Click or tap here to enter text.

and

Organisations:	<input type="text"/> Click or tap here to enter text.
-----------------------	---

I agree that my behaviour has been unacceptable and I have caused a nuisance, which has upset members of the community in Click or tap here to enter text..

I understand that I will not be in any further trouble, if I follow the terms of this Acceptable Behaviour Contract, which are that:-

1. I will not	<input type="text"/> Click or tap here to enter text.
2. I will not	<input type="text"/> Click or tap here to enter text.
3. I will not	<input type="text"/> Click or tap here to enter text.

1. I will	Click or tap here to enter text.
2. I will	Click or tap here to enter text.
3. I will	Click or tap here to enter text.

To help you complete the Acceptable Behaviour Contract successfully, the representatives of the partner organisations agree to provide the following help and support:-

1. We will	Click or tap here to enter text.
2. We will	Click or tap here to enter text.
3. We will	Click or tap here to enter text.

If partner organisations are unable to provide the support listed, they will discuss this with you, as soon as possible, to provide suitable alternatives.

BREACH OF THIS ACCEPTABLE BEHAVIOUR CONTRACT

I have been made aware that this Contract is voluntary BUT, if I continue to behave in an anti-social way, the council, housing provider and/or Derbyshire Police may take action against me (and my family). This action may include:-

- Enforcement under the Anti-Social Behaviour, Crime and Policing Act 2014, e.g. Community Protection Notice, Civil Injunction, Criminal Behaviour Order
- Action to re-possess my family’s home.

Failure to comply with a Community Protection Notice can result in a fine and failure to comply with an Injunction or Criminal Behaviour Order can result in a substantial fine / or a prison sentence.

REVIEW MEETINGS

This contract will be reviewed during the term. A review may result in the contract being extended, amended or further action taken.

Term of ABC	First Review Date	Second Review Date	Third Review Date	Final Review Date
3 months	Click or tap here to enter text.	Not applicable	Not applicable	Click or tap here to enter text.
6 months	Click or tap here to enter text.	Click or tap here to enter text.	Not applicable	Click or tap here to enter text.
12 months	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

PHOTOGRAPH

I consent to having my photograph taken. I understand that this photograph will be linked to this Acceptable Behaviour Contract that I sign.

The agencies indicated below may be sent copies of the Acceptable Behaviour Contract (with my photograph) for the purpose of monitoring this voluntary Contract:-

(Delete /amend as appropriate)

- Derbyshire Constabulary
- Click or tap here to enter text. Council
- Click or tap here to enter text. Community Safety Partnership
- Click or tap here to enter text. Youth Justice Service
- ECINS partners (ECINS is a multi-agency anti-social behaviour database)

DECLARATION

I can confirm that my parent / guardians and I understand the meaning of this Acceptable Behaviour Contract and the consequences of a breaking the contract have been explained to us.

I agree to the terms of this Contract for a period of Click or tap here to enter text. **months**.

Signed Date (Individual)

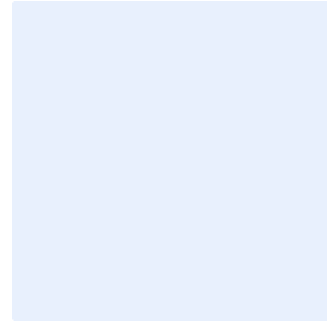
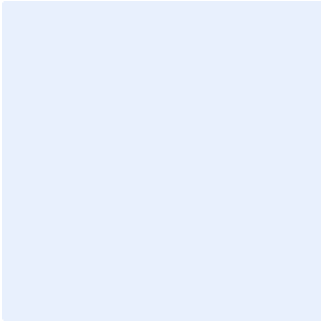
Signed..... Date (Parent / Guardian)

WITNESSED

<p>Signed..... Date</p> <p>Click or tap here to enter text.</p> <p>Signed..... Date</p> <p>Click or tap here to enter text.</p>

APPENDIX C

Good Neighbour Agreement Template



GOOD NEIGHBOUR AGREEMENT

This AGREEMENT is made on

Click or tap here to enter text.

BETWEEN

Name:	Click or tap here to enter text.
Date of Birth:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Postcode:	Click or tap here to enter text.

and

Organisations:	Click or tap here to enter text.
-----------------------	----------------------------------

I agree that my behaviour has been unacceptable and I have caused a nuisance, which has upset members of the community in Click or tap here to enter text..

I understand that I will not be in any further trouble, if I follow the terms of this Good Neighbour Agreement, which are that:-

1.	I will not	Click or tap here to enter text.
2.	I will not	Click or tap here to enter text.
3.	I will not	Click or tap here to enter text.

1. I will	Click or tap here to enter text.
2. I will	Click or tap here to enter text.
3. I will	Click or tap here to enter text.

To help you complete the Good Neighbour Agreement successfully, the representatives of the partner organisations agree to provide the following help and support:-

1. We will	Click or tap here to enter text.
2. We will	Click or tap here to enter text.
3. We will	Click or tap here to enter text.

If partner organisations are unable to provide the support listed, they will discuss this with you, as soon as possible, to provide suitable alternatives.

BREACH OF THIS GOOD NEIGHBOUR AGREEMENT

I have been made aware that this Contract is voluntary BUT, if I continue to behave in an anti-social way, the council, housing provider and/or Derbyshire Police may take action against me (and my family). This action may include:-

- Enforcement under the Anti-Social Behaviour, Crime and Policing Act 2014, e.g. Community Protection Notice, Civil Injunction, Criminal Behaviour Order
- Action to re-possess my family’s home.

Failure to comply with a Community Protection Notice can result in a fine and failure to comply with an Injunction or Criminal Behaviour Order can result in a substantial fine / or a prison sentence.

REVIEW MEETINGS

This Agreement will be reviewed during the term. A review may result in the Agreement being extended, amended or further action taken.

Term of ABC	First Review Date	Second Review Date	Third Review Date	Final Review Date
3 months	Click or tap here to enter text.	Not applicable	Not applicable	Click or tap here to enter text.
6 months	Click or tap here to enter text.	Click or tap here to enter text.	Not applicable	Click or tap here to enter text.
12 months	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

DECLARATION

I can confirm that I understand the meaning of this Good Neighbour Agreement and the consequences of a breaking the Agreement have been explained to me.

I agree to the terms of this Agreement for a period of **months**.

Signed Date

WITNESSED

Signed..... Date

Signed..... Date

APPENDIX D

Example ABC/GNA Wording

The prohibitions on the ABC should be tailored to the behaviour that the contract is aiming to stop. The conditions should be appropriate, reasonable and proportionate. The maximum number of prohibitions and positive statements should be **three for young people and five for adults**.

For young children or those struggling to understand the conditions of the ABC, advice should be sought from a professional who is already working with that young person and knows how best to communicate with them, such as a Teaching Assistant, Family Support Worker, Early Help Practitioner, YJS Speech, Language and Communication Needs (SLCN) Worker. They will help simplify the ABC contract using different language, pictures or photographs.

The below list is given to provide ideas for dealing with some of the common examples of ASB. It is not an exhaustive list and the final conditions should be negotiated with the individual during the ABC Meeting.

Example Prohibitions

I agree not to

- Associate in public places in (area) with (name) unless at supervised events
- Consume, or be in possession of, alcohol in public places
- Hang around in the following area(s) at any time:-
- Light fires or carry matches, lighters or any other item that can be used to start fires
- Graffiti or carry permanent markers, spray cans or any other item that can be used to cause graffiti
- Damage any property
- Trespass on the railway lines
- Assault or threaten anyone
- Swear or say anything that will upset people in (area)
- Throw anything at people or their property
- Go door-knocking
- Engage in any behaviour which is likely to disturb, annoy or cause any nuisance to my neighbours
- Be in a public place with more than two other people
- Cause, or allow to be caused, any noise in the property that can be heard from outside of the property.
- React or respond to any comments, or actions, made by my neighbour

- Contact, or attempt to contact, my neighbour
- Make any comments about my neighbour, which can be overheard by anyone outside the property
- Park across, or block, my neighbour's driveway
- Allow my CCTV coverage to intrude any area within my neighbour's boundary
- Allow my dog to enter my neighbour's garden

Where an individual has been encouraging others to commit ASB it may be appropriate to add 'or get anyone else to do it' at the end of any of the above prohibitions.

Example Positive Statements

I agree to

- Be inside my home address every night by 8.30pm, unless out with family members over the age of 21
- Abide by my tenancy conditions, specifically (list)
- Go to school every day
- Attend appointments, as part of
- Attend appointments with, as part of my Turnaround programme

Examples for primary age children

I promise not to

- Play ball games in the road or near people's houses
- Throw objects at other people's property
- Hit or threaten to hurt anyone
- Use bad language in public places
- Ride motorbikes in public places

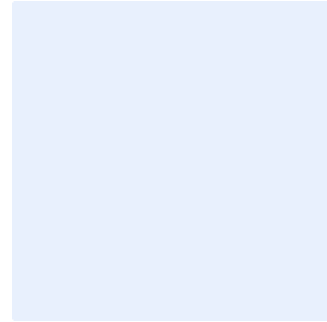
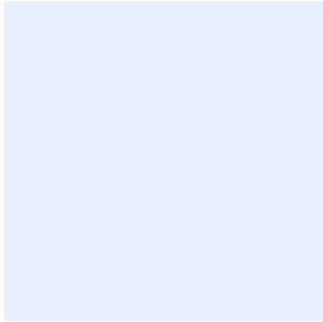
Examples of support

We agree to

- Talk to the school about
- Refer you to a parenting course
- Visit you once a week to.....

APPENDIX E

Dog Behaviour Contract Template



DOG BEHAVIOUR CONTRACT

This **CONTRACT** is made on Click or tap here to enter text.

BETWEEN

Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>

and

Organisations:	<input type="text"/> <input type="text"/>
-----------------------	--

In respect of

Dog's Name:	<input type="text"/>
Breed/Description:	<input type="text"/>
Sex:	<input type="text"/>
Neutered:	YES/NO
Microchip Number:	<input type="text"/>
Photograph:	<input type="text"/>

I agree that my dog and I have caused a nuisance, which has upset members of the community in
Click or tap here to enter text..

I understand that I will not be in any further trouble, if I follow the terms of this Dog Behaviour Contract, which are that:-

1. The named dog will not	Click or tap here to enter text.
2. The named dog will not	Click or tap here to enter text.
3. The named dog will not	Click or tap here to enter text.

1. The named dog will	Click or tap here to enter text.
2. The named dog will	Click or tap here to enter text.
3. The named dog will	Click or tap here to enter text.

1. I will	Click or tap here to enter text.
2. I will	Click or tap here to enter text.
3. I will	Click or tap here to enter text.

To help you complete the Dog Behaviour Contract successfully, the representatives of the partner organisations agree to provide the following help and support:-

1. We will	Click or tap here to enter text.
2. We will	Click or tap here to enter text.
3. We will	Click or tap here to enter text.

If partner organisations are unable to provide the support listed, they will discuss this with you, as soon as possible, to provide suitable alternatives.

BREACH OF THIS DOG BEHAVIOUR CONTRACT

I understand that, by signing this Dog Behaviour Contract, I am entering into a commitment not to allow [Click or tap here to enter text.](#) to behave in a manner that causes, or is likely to cause, harassment, alarm or distress to another person or animal, or commit an act of aggression towards any person or animal.

I have been made aware that, although the Contract is voluntary, if my dog continues to behave in an anti-social, or potentially dangerous, manner, the following action may be taken:-

- Enforcement under the Anti-Social Behaviour, Crime and Policing Act 2014, e.g. Community Protection Notice, Civil Injunction, Criminal Behaviour Order
- An application to the Magistrates Court for conditions to be placed on the dog, under the Dogs Act 1871
- A Voluntary Control Order
- Proceedings under the Dangerous Dogs Act 1991
- An application for a Contingent Destruction Order, or a Destruction Order, for the dog

REVIEW MEETINGS

This contract will be reviewed during the 6-month period. A review may result in the contract being extended, amended or further action taken.

Term of ABC	First Review Date	Second Review Date	Third Review Date	Final Review Date
6 months	Click or tap here to enter text.	Click or tap here to enter text.	Not applicable	Click or tap here to enter text.

DECLARATION

I can confirm that I understand the meaning of this Contract and the consequences of breaking the contract have been explained to me.

I agree to the terms of this Contract for a period of 6 months or the death of [Click or tap here to enter text.](#)

Signed Date

APPENDIX F

Example DBC Wording

The prohibitions on the DBC should be tailored to the behaviour that the contract is aiming to stop. The conditions should be appropriate and proportionate. The maximum number of prohibitions and positive statements should be **five**.

The conditions should have consideration for the dog's welfare, whilst balancing the duty to respond to public concerns and ensure public safety. Prohibitions should not have a significant detrimental impact on the welfare of the dog.

The requirements should take into consideration any costs and the owner's ability to meet them.

The below list is given to provide ideas for dealing with some of the common examples of dog-related ASB. It is not an exhaustive list and the final conditions should be negotiated with the individual during the DBC Meeting.

Example Prohibitions

The named dog will not

- Be taken out, other than in the presence of an appropriate adult, who has full control of the dog
- Be allowed off the lead, except when in a safe, enclosed space, capable of preventing escape
- Be used for breeding
- Be left alone with anyone under the age of 18
- Be allowed to foul in public places
- Be left in an enclosed vehicle
- Enter certain areas (e.g. school or children's play area)
- Be exercised in certain areas at certain times or day (e.g. immediately before or after school)
- Be walked in a group of more than (a specified number of people or dogs)

Example Positive Statements

The named dog will

- Be under full control at all times
- Always be kept on a lead in certain areas (eg built up areas, park, any public place, on farmland)
- Be muzzled, when in a public place, using an appropriate sized muzzle for the dog, that is capable of preventing a bite

- Be micro-chipped and registered to the owner and updated, when necessary
- Be neutered

Examples for Dog Owners/ Keepers

I will

- Attend dog training and/or behaviour classes to address the problem behaviour (e.g. to stop the dog jumping up, to stop the dog barking when people walk past the house)
- Secure my property (e.g. by erecting a 6ft fence, capable of preventing escape) (to prevent dog straying)
- Install a letter cage (to protect postal workers)
- Clean kennels every ... (to reduce odours)
- Dispose of dog fouling appropriately

Examples of support

We agree to

- Provide advice on
- Refer you to for
- Visit you once a week to.....

APPENDIX G

ABC Meeting Structure

This is guidance for the ABC Meeting Chair, to provide a structure for the meeting and guidance as to what should be covered during the meeting.

1. **Introductions** – introduce and explain the role of all present
2. **Why meeting has been called** – e.g. complaints from residents, referral from police
3. **Discuss complaints** - Brief discussion about complaints and explanation as to why behaviour is unacceptable. May wish to read out anonymised extracts from incident diaries. Discuss the impact of the behaviour on the victims. Consider if Restorative Justice is appropriate.
4. **Identify any other issues** e.g. referral to other agencies/parenting/dog behaviour classes etc. Discuss consent to share with other agencies.
5. **Explain ABC**
 - Voluntary agreement
 - Won't show on criminal record searches
 - Duration
 - Chance to take control of their own behaviour and avoid enforcement action
 - Support available
 - Not a CBO!
6. **Agree the conditions** – Use suggestions from agencies at the local ASB meeting and ask individual (and their parent/guardian if under 16) for input (see Appendices for additional guidance)
7. **Consequences** – Explain process if the ASB continues and the ABC is breached
8. **Arrange review dates**

APPENDIX H

ABC Discharge Letter

Dear Parent /Guardian

ACCEPTABLE BEHAVIOUR CONTRACT COMPLETION

On XXXXX (Date ABC was signed), (name of child) was requested to enter into an Acceptable Behaviour Contract for a period of XXX months due to his/her involvement in anti-social behaviour incidents within the community. XXX has abided by the contract which expired on XXXX.

Although XXXXX is no longer subject to the conditions of his ABC we expect that his/her behaviour /conduct should not deteriorate. Should he/she come to the attention of either myself or Derbyshire Constabulary in the future, consideration will be given to either requiring XXXXX to enter into another ABC or a Case Review meeting may be held with appropriate agencies to discuss the possibility of enforcement action through the Magistrates Court, as explained to you and XXXX when signing the ABC.

Please share this letter with XXXXXX and we wish him/her all the best for his/her future.



Derby & Derbyshire
Safer Communities

[DDSC.GOV.UK](https://www.ddsc.gov.uk)