

# CLEAN AND GREEN STREET CHAMPIONS GUIDE 2019





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## Introduction - who are the Clean and Green Street Champions?



The Clean and Green Street Champions are a network of residents who have volunteered to improve the environment in our local area. Champions are local people who work alongside us, Croydon Council, and our partners to encourage their fellow residents and businesses to recycle more, manage their waste responsibly and reduce instances of environmental crime.

We want to take pride in Croydon and help the planet. To do this we need more and more Clean and Green Street Champions to get involved and join us in making a difference.

This guide explains what the Clean and Green Street Champions do, as well as a checklist on how to organise litter picks and community clean-ups along with a mandatory application form and risk assessment form to complete ahead of the planned event.

If you have any questions about the information in this guide or if you require any assistance, please contact the Street Champions team on [champions@croydon.gov.uk](mailto:champions@croydon.gov.uk) / 0208 726 6200 / 07825 103788.

What does a Clean and Green Street Champion do?

- ✓ Act as our eyes and ears to help make Croydon one of the cleanest, greenest boroughs in London.
- ✓ Reports environmental crimes such as fly-tipping and littering via the Don't Mess With Croydon phone app or via [www.croydon.gov.uk/myaccount](http://www.croydon.gov.uk/myaccount).
- ✓ Organise litter picks and community clean-ups.
- ✓ Takes before, during and after images of litter picks and community clean-up events.
- ✓ Supports neighbours to keep their front gardens tidy.
- ✓ Identifies local businesses that need educating on how to dispose of waste and recycling responsibly.



- ✓ Attends meetings with fellow residents, street champions and council representatives.
- ✓ Reports back to the Clean and Green Street Champions coordinator on their activity i.e. litter picks and community clean-ups and engagement with other residents.

What support do Clean and Green Street Champions receive?

We can help you with the following:

- ✓ Help to organise litter-picks and community clean-ups.
  - ✓ Assistance with land searches.
  - ✓ Advice on health and safety, risk assessments and preventative methods to reduce environmental crimes. (For more information on this, please read pages 10-14 of [Keep Britain Tidy's 'A guide to organising your Great British Spring Clean event'](#).)
  - ✓ Providing equipment and materials for clean-ups, including litter pickers, brooms, gloves and bags.
  - ✓ Removing all agreed waste collected on community clean-ups.
  - ✓ Advice on supporting neighbours to keep their front gardens tidy.
  - ✓ Advice on educating local businesses on how to dispose waste and recycling responsibly.
  - ✓ Sharing good news about successful litter-picks and clean-ups on social media.
- Arranging quarterly meetings with the Clean and Green Street Champions network.

## Organising a litter pick or community clean-up

### 1. Plan ahead



Choose an area you want to clean up – perhaps it could be near where you live, or one of Croydon's many parks and outdoor spaces? If you are not sure how to pick a location you can get in touch with us and we can recommend one for you.

It is important that you let us know about the location so that we can confirm who the land belongs to. If it's privately owned land, please get

permission from the landowner(s). If you need help locating them let us know.

Once you know where you would like to hold your litter pick or community clean-up, decide when you want to do it. If it is a one off event then take into account whom you would like to join in and what their availability might be. Please note that four weeks' notice is required before a litter-pick or community clean-up takes place (see below).

## 2. Let us know



Registering means, if you need them, then we can provide you with equipment including:

- Litter pickers
- Litter and recycling bin bags
- Hi-visibility vests and gloves

It also means that we can arrange to have the rubbish taken away by our waste management partners Veolia - you just tell us where and when. You can register by completing a litterpick/community clean-up application form and emailing it to [champions@croydon.gov.uk](mailto:champions@croydon.gov.uk). (See page of 8 of toolkit)

## 3. Invite others



Make it easy for people to join in - can they just drop by for 10 minutes? Use word of mouth, social media, websites, and community notice boards to advertise your event locally. Feel free to use the poster on page xx of this guide to spread the message.

If you register your event with us, then we can add it to our webpage calendar and social media accounts and spread the word amongst residents, councillors, visitors and businesses.

If you would like to run regular litter-pick and community clean-up events then perhaps we could connect you to other communities around the borough doing the same. This is a great opportunity to share ideas and learn about what works and what can be done better.

## 4. Hazards and risks



Please email [champions@croydon.gov.uk](mailto:champions@croydon.gov.uk) to find out about completing a risk assessment form ahead of organising an event.

You can also follow the advice on pages 10-14 from [Keep Britain Tidy's 'A guide to organising your Great British Spring Clean event'](#). This is a

simple

way to ensure you have considered any safety issues for the group and taken the necessary precautions to prevent them, as far as is practical.

## 5. Checklist



Prepare yourself and your helpers for the day:

- Decide where you will meet and at what time. Select a place that is easily accessible to all.
- Think about if and how to split the group up to cover the area.
- Decide how long you will litter pick and when you will take breaks.
- Think about refreshments and what toilet facilities are available. •

Ensure you have completed litter-pick/community clean-up

application form and risk assessment form and emailed to

[champions@croydon.gov.uk](mailto:champions@croydon.gov.uk) beforehand.

- Read and print the advice from [Keep Britain Tidy](#) on litter-pick safety, making sure to brief the group on this.
- Check everyone has appropriate clothing, sunscreen and footwear for the weather and terrain and are issued with a vest.
- Ensure all bags are securely tied and in a safe place for collection. (The collection place should be agreed prior to event day).
- After the event, check in with the Clean and Green Street Champion co-ordinator to confirm that the rubbish has been collected (see below).
- Provide a signing in sheet so you know how many people have volunteered and that you can notify them of any future clean ups.

## 6. Feedback



Tell us how you got on:

- How many people joined in?

- How many bags of rubbish were collected?
- Were there any large objects that needed removing?
- Was there a type of rubbish that you found frequently?
- We'd also love to hear your ideas on how you think we can prevent the problem of litter continuing.
- If you have photos and videos of you and your team in action and are happy for us to use them to promote the Clean and Green Street Champions, please complete the consent



Thank you for taking pride in  
Croydon and helping the planet.

form on page xx send them our way! [champions@croydon.gov.uk](mailto:champions@croydon.gov.uk)

**Litter pick / Community clean-up application form**

If you require help completing this form, please contact the Street Champions team on [champions@croydon.gov.uk](mailto:champions@croydon.gov.uk) / 0208 726 6200 / 07825 103788.

Event date (s)	Click or tap here to enter text.
Event location	Click or tap here to enter text.
Event start and finish time	Click or tap here to enter text.
Name of organisation	Click or tap here to enter text.
Name of event organiser	Click or tap here to enter text.
Contact address (including postcode)	Click or tap here to enter text.
Telephone number	Click or tap here to enter text.
Mobile number	Click or tap here to enter text.
Email address	Click or tap here to enter text.
Website address (If applicable)	Click or tap here to enter text.
Name of first aider at your event	Click or tap here to enter text.

I hereby agree to comply with the Terms and Conditions for holding an event on Croydon Council land and all reasonable instructions given by the Street Champions team.

Signed	Click or tap here to enter text.
Print name	Click or tap here to enter text.
On behalf of (organisation)	Click or tap here to enter text.
Date	Click or tap here to enter text.

Please complete this application form along with a risk assessment form and email to [champions@croydon.gov.uk](mailto:champions@croydon.gov.uk)





[office use only] Ref:

# Photography, filming, publicity and data storage consent form

Please complete this form to give consent for us to take images, moving footage, audio, comments and other personal data to then be stored and used.

This form covers consent for use of the above for internal and external communication and storage of the data within this form. All data (images, film, comments, personal info on this form), will be stored by Croydon Council. The data may be shared with 3rd party organisations in order to fulfil the communication work necessary, e.g. providing images to design/ print agencies.

To find out more about our Privacy Policy visit our website [www.croydon.gov.uk](http://www.croydon.gov.uk), email us at [communications@croydon.gov.uk](mailto:communications@croydon.gov.uk) or write to us: **Croydon Council, Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA.**

## Section A) About you:

Name	<input type="text"/>
Address ::	<input type="text"/>
Telephone	<input type="text"/>
Email :	<input type="text"/>

## Section B) About the project or campaign:

Description of project / campaign:	<input type="text"/>
Location:	<input type="text"/>
Date:	<input type="text"/>

I give consent to Croydon Council to publish, republish, or otherwise transmit still and moving images, audio and my name for the purposes of:

- Publicity and promotional materials, including advertising material and printed publications
- Presentation and exhibition materials
- Websites, social media channels and digital communications materials, including advertising material and printed publications
- News media and their associated websites, social media channels, print publications, television and radio

I understand the Council will keep all its images in accordance with data protection law and delete the images that have not been used for any publicity or marketing after 2 years. I also understand that the still / moving images / audio used for publicity or marketing purposes are in the public domain and therefore could potentially be reproduced, altered, or re-used by anyone outside

of the Council's control. I know I have the right to withdraw consent at any time by emailing [communications@croydon.gov.uk](mailto:communications@croydon.gov.uk) but understand that withdrawing consent may not affect the material that has already been used.

### Section C) Your signature:

I am the person identified in Section A and in the photograph(s), filming and/ recording.

I understand the above request and give informed consent.

Signed

Date

### Section D) Signing on behalf of a person aged under 16 years or a vulnerable adult:

I am the parent/ guardian/ carer (delete as appropriate) of the person identified in Section A and in the photograph(s), filming and/ recording. I understand the above request and give informed consent for this person's image/ data to be used **on their behalf**.

Signature of parent/ guardian or carer:

Date:

Print name:

Signature of child (where age appropriate):

Date:

Print name: