

# Checklist – What to do after a theft?

Use this checklist to identify what you should do, who is going to do it and when.

Action	Yes/No	Who and when?	Notes
<b>Call the police:</b> <ul style="list-style-type: none"> <li>■ Use 999 if the crime is in progress</li> <li>■ Use 101 if the thieves have left the scene</li> </ul>			
<b>Tell the police:</b> <ul style="list-style-type: none"> <li>■ Where the building is (postcode, OS Reference)</li> <li>■ The National Heritage List for England number for listed buildings or scheduled monuments</li> <li>■ Any information which may help identify the thieves or their vehicles</li> <li>■ Whether there is any metal left in situ</li> <li>■ That this is a heritage crime</li> </ul>			
<b>Reference Number:</b> <ul style="list-style-type: none"> <li>■ Ensure that you obtain the call-handling reference number</li> </ul>			
<b>Have you taken action to protect the building?</b> <ul style="list-style-type: none"> <li>■ Is emergency roof covering in place?</li> <li>■ Have you called your surveyor/architect?</li> <li>■ Have you taken any extra security measures?</li> </ul>			
Have you secured any remaining metal?			
<b>Have you informed key contacts?</b> <ul style="list-style-type: none"> <li>■ Your insurance company</li> <li>■ Your Neighbourhood Watch, Heritage Watch or Police Community Messaging Network</li> <li>■ The Church Crime Alert (if relevant): 020 7898 1860 <a href="mailto:churchcrimealert@churchofengland.org">churchcrimealert@churchofengland.org</a>.</li> </ul>			
<b>Have you told your neighbours or nearby congregations?</b> They may be at risk.			
<b>Heritage Crime Impact Statement</b> <ul style="list-style-type: none"> <li>■ Be prepared to draft an impact statement as the police may ask you to do so after an arrest</li> <li>■ If needed, ask others (community, Local Authority Conservation Officer, Historic England) to write impact statements too as these will help show the police and courts the impact the crime has had</li> </ul>			