

DAYTIME ROUTINE

Even if the house is occupied the front and back doors should be locked

Keep car keys away from front and back doors, particularly where there is a cat flap or letterbox in situ

If you leave a room, simply remember to pull any windows shut and lock them

Remove any loose tools from within the garden areas

Set your burglar alarm every time you leave the property, even if you are just popping out

Use your spy hole before answering the door. If you're not sure, don't open the door!

Don't leave cooking unattended

Try to make the home looked lived in, even when you are out

Avoid leaving matches and lighters within easy reach of children.

BEDTIME ROUTINE

Check doors are definitely locked and keys away from anywhere obvious

Keep car keys away from front and back doors, particularly where there is a cat flap or letterbox in situ

Leave timer switches on lamps from early evening until bedtime. Some people prefer leaving a landing light on overnight

If you hear a noise downstairs and are quite certain it's a burglar, dial 999

If you have an alarm that can be part activated downstairs, use it!

Take a cordless or mobile phone with you to bed in case of emergencies

Switch off and unplug things that don't need to be left in

Shut internal doors

Ensure smoking materials are not still burning and ashtrays are emptied.