Market Bosworth Rural District Council.

TELEGRAMS:
MARKET BOSWORTH
TELEPHONE No. 34.

HUBERT SMITH
CLERK.

Market Bosworth
Nuneaton

27th. January. 1939.

Government Evacuation Scheme.

Dear Madam,

With one or two exceptions, arrangements for the house to house visiting throughout the district have now been completed and I am instructed to thank you for your offer to help with the work. I enclose a schedule showing the number of houses in each locality and the number of visitors allowing roughly 50 houses per visitor.

Owing to the limited time available it has not been possible to fill in the numbers referred to in Paragraphs 6 and 7 of the Ministry's instructions and the visitors are asked to obtain this information on their call.

All the books, forms, etc., are in readiness for despatch as soon as the necessary number of visitors is available and I shall be glad if you will let me have the full names and addresses of the visitors for your area as soon as possible. Each visitor will be supplied with an authorisation card and must also sign an undertaking that she will not divulge the information obtained.

For your own use I enclose one copy of the Ministry's suggestions for authorised visitors, but I am condensing these suggestions into more simple form as it is unnecessary for those doing the actual visiting to read the whole of the Ministry's instructions.

A specimen of the sheet to be filled in for EVERY HOUSE, is also enclosed and these will be forwarded to you in books of 50. The Head Wardens in each Parish are being asked to co-operate and will be able to tell you the boundaries of your Parish.

Owing to the scattered nature of the District the personal Conferences suggested by the Ministry will be difficult to arrange and I trust you will be able to deal with any question of difficulty arising in your area. In any event a post-card or a telephone call to this office will bring any assistance or advice.

Yours faithfully,

H. Smith

MARKET BOSWORTH RURAL DISTRICT.

GOVERNMENT EVACUATION SCHEME

Notes for the guidance of Visitors.

1. Within the limited time available, it has not been possible to fill in the answers to Questions 1, 2, and 3, and visitors are asked to obtain this information on the visit.

2. ALL HOUSES in the area allotted to each visitor should be visited.

3. The number to be entered opposite Question 5 is the difference between Questions 3 and 4. If the numbers are the same, or the figure for Question 4 is larger than the figure for Question 3, the number to be entered opposite Question 5 is '0' and no further enquiries should be made.

4. The Government ask that the utmost tact should be exercised in making the enquiries and when you find that there is available accommodation for children, the householder should be asked whether he is willing to take unaccompanied children up to the maximum capacity available.

5. Where the householder is unwilling to receive children, you should make a note of the reasons in the space on the form reserved for comments. For example, even when you find there is available accommodation, the householder may be unwilling for reasons such as:

   (a.) Age or infirmity.

   (b.) Because arrangements have been made for relatives or other persons to come and reside with him in the event of a crisis.

   (c.) That he is out at work all day with nobody at home to look after the children.

   (d.) That his house is isolated and, if a farmhouse, that he might require the accommodation for extra workers.

   These reasons should be briefly noted opposite Question 9 but the number opposite Question 5 should also be stated.

6. Habitable rooms include ALL ROOMS in the house, both upstairs and down, ordinarily used or capable of being used, but do not include rooms such as Sculleries or Bathrooms.

7. If the householder is willing to take children, but is not in a position to supply beds and bedding, the quantity of bedding required should be recorded opposite Question 8.

8. Empty houses should be noted as empty on the form with, if possible, the name of the owner or the last occupier.

9. Carry your Official Authorisation Card with you and produce it at each house and remember what you learn is strictly confidential.

GOVERNMENT EVACUATION SCHEME

SUGGESTIONS FOR AUTHORISED VISITORS

I. Duties and preliminary procedure.

1. As an Authorised Visitor you will be responsible for obtaining information as to available and suitable accommodation in the district assigned to you. In view of the novel nature of this task the utmost tact should be exercised at all times.

2. The information which you collect will provide the basis for the arrangements to be undertaken by the local authority for the reception of transferred persons under the Government scheme. You will be supplied with a book, in which this information is to be entered and, in the event of emergency, this book will be of special importance.

You should therefore take care to verify the essential facts and to enter them clearly.

3. The Chief Officer appointed by the Council to supervise this work should be consulted about any difficulties which arise in the conduct of the survey which you cannot dispose of in the light of the general instructions given.

4. The Chief Officer will arrange a conference with visitors before enquiries begin and make such arrangements for further consultation during the conduct of the survey as may be found necessary.

5. Before starting you should carefully study the headings in the book and these instructions. A leaflet Form Ev. 1 outlining the Government scheme will be supplied to you which can be given to householders.

6. The book will contain a list of all houses on the rate book of the local authority in the area which the book covers and will be arranged in a convenient geographical sequence. So far as you find other completed houses (as may happen in the case of houses recently completed and occupied but not yet entered on the rate books) you should obtain particulars and enter them on loose sheets, which will have been supplied to you and must later be numbered and fixed securely at the appropriate places in the book.

II. Procedure in Visiting.

7. The answers to questions 1, 2 and 3 will as a rule be inserted in the office of the local authority in the books given to visitors. Where the answer to question 3 could not be given, you should ascertain and record this information. In any enquiries necessary as to the number of habitable rooms, such rooms as bathrooms or boxrooms should be excluded: where a figure is already included, it is not necessary for you to check this figure.

Where the enquiry shows a change in the name of the householder you should make the necessary correction in the book.

8. The reply to question 4 should refer to the number of people who ordinarily sleep in the house. Account should not be taken of occasional visitors.

9. The reply to question 5 will be the difference between the answers given to questions 3 and 4. When this reply is 0 or a minus, the figure should be inserted for record purposes, *and no further enquiries should be made.*

10. Where the answer to question 5 shows that there is accommodation available, the householder should be asked whether he is willing to take unaccompanied children up to the maximum capacity of the accommodation available. This standard should not be exceeded in the ordinary dwelling-house.

The terms on which children are to be accommodated should be explained, and householders may be informed that it is accommodation for children which is primarily in mind at present, but that it may be found necessary to extend the scheme to cover other groups of people whose evacuation may be found to be desirable. The position is, therefore, that the Government may in case of need have to make a call on all available accommodation, but in the planned arrangements which are being made in advance it is desired to find out what accommodation can be made available for children in suitable homes with householders willing to receive them.

11. Where the householder is unwilling to receive children, you should make a note of the reasons in the portion reserved for comments and of their soundness or otherwise. It is not possible to anticipate in advance all the circumstances of individual cases, but a few general points may be made—

(*a*) Where the occupants of the house are aged or infirm persons not able to do more than look after themselves, there is a prima facie ground for thinking it would be unreasonable to expect them to undertake the duty of caring for children unless adult help can be provided, but the amount of the available accommodation should be noted for the information of the local authority.

(*b*) Where the householder states that arrangements have been made for the reception of other persons, the names and addresses of such persons should be ascertained and entered in the space for comments on the record form.

(*c*) Where the occupant of the house is out at work all day and expresses inability to take in children on that account, the fact should be noted. It will be a matter for consideration by the local authority in what manner the available accommodation in such cases can best be utilised.

(*d*) The question of isolated houses will need consideration. If a house is more than 2 miles from the nearest school, the fact should be noted among the comments. This factor will no doubt be of special importance in the case of farms. Representations made on the ground that the accommodation available would be required in whole or in part for extra workers should be noted.

12. The reply to question 6 is one on which you must exercise your judgment. External inspection of the house, conversation with the housewife and local knowledge will usually enable a judgment to be made. It may be assumed generally that where there is room on the prescribed standard the house itself will be suitable, but any houses which have been condemned by the local authority should be excluded. If you come to the conclusion that the reply to question 7 is in the affirmative you should briefly indicate whether it is the house or the householder that is unsuitable.

13. It is to be anticipated that some householders who may be willing to receive children may say that they are not in a position to supply beds and bedding for the increased number of persons. Where this is the case, enquiry should be made to ascertain the additional number of mattresses or blankets required.

14. Where houses are found empty, the fact should be noted on the report and no further action by you will be necessary. The use of empty houses will be considered separately by the local authority.

15. Reference has been made above to one or two points which can only suitably be dealt with by way of comments under question 9, e.g., the soundness or otherwise of reasons for unwillingness to take children, where there is room and the house is suitable. It is not desired that you should be troubled to write long reports, but any other fact which appears of essential importance in the consideration of the case should be recorded here for the information of the local authority.

III. Subsequent Procedure.

16. The reports should be submitted to the Chief Officer of the local authority under whom you are working, and from whom you will receive any further directions necessary.

The Chief Officer will give instructions as to the timetable for submission of reports, but all visitors will bear in mind the governing factor that the whole of the survey should be completed in sufficient time to enable the local authority to summarise the reports and make their report to the Ministry of Health by 28th February, 1939.

IV. General Information and Suggestions for Visitors.

17. The arrangements which would be necessary in time of crisis must necessarily entail some inconvenience. Your task is to enlist good will in time of peace in forming a register of assistance which every humane person would hasten to offer if war came. The object in compiling the register is to spread such inconvenience fairly over the whole population and so to reduce it as much as possible for everyone. The compilation of a register of accommodation is therefore in the interest of householders, as it is only in this way that difficulties and misfits can be avoided.

18. If householders refuse information after your explanation, note the reason so far as ascertainable and report the fact to the Chief Officer under whom you are working.

19. If difficult questions are raised, the answer to which appears to call for some further consideration, make a note of them and either bring them up at the meetings of visitors which will be arranged from time to time, or submit them to the Chief Officer for decision.

20. Any householder who raises a question as to the cleanliness of the children may be assured that schoolchildren are subject to regular medical inspection, that there is no greater danger of dirt or infection from these children than from any other representative group in the country and that the best possible arrangements will be made for their medical supervision.

21. Carry your official authorisation card with you and produce it at each house.

22. Remember that what you learn is strictly confidential.

Ministry of Health,
Whitehall,
London, S.W.1.

January, 1939.

(14624—26) Wt. 37035—8332 6000 1/39 P. St. G. 372

REF.

Government Evacuation Scheme.

UNDERTAKING BY VISITOR.

Survey for Register of Accommodation.

* Insert Local Authority's Stamp.

To *

MARKET BOSWORTH
RURAL DISTRICT COUNCIL

I, THE UNDERSIGNED, am willing to undertake voluntarily the duties of visiting Householders in the district allotted to me for the purpose of obtaining and recording all the necessary information to be inserted in the Visitors' Book.

I undertake to treat all the information obtained by me in the capacity of a Visitor as secret, and will not divulge such information to any person.

I also undertake to keep the Visitors' Book(s), pending return to the Local Authority, in safe custody under lock and key, and to return the Book(s) to the Authority when complete or immediately on demand.

Signed.....

Address .....

.....

Date.....

Books Issued.	Books Returned.

FORM S.E.3. SHAW & SONS LTD., FETTER LANE, E.C.4. S159(L

Market Bosworth Rural District Council.

TELEGRAMS:
MARKET BOSWORTH
TELEPHONE No 234.

HUBERT SMITH
CLERK.

Market Bosworth

Nuneaton,

1st. February. 1939.

Dear Madam,

Government Evacuation Scheme.

All the necessary forms have now been received and I enclose forms of declaration of secrecy and 'Notes for the guidance of visitors' in condensed form.
It is of the UTMOST IMPORTANCE that the following points should be strictly observed.

1. Ask each visitor to sign the declaration of secrecy, with her full Christian and surname stating whether 'Miss'or 'Mrs.' and her full postal address.

2. Allot to each visitor group of houses she is to visit.

3. Give each visitor one of the typewritten 'Notes of guidance.'

Please let me have the declarations of secrecy as soon as possible, when I will have the Authorisation card completed and sent to you, together with the Visitors' Record Books.

Yours faithfully,

H. Smith

Market Bosworth Rural District Council.

TELEGRAMS:
MARKET BOSWORTH
TELEPHONE No 34.

HUBERT SMITH
CLERK.

Market Bosworth
Nuneaton,

2nd. February. 1939.

To all Women Organisers,
Market Bosworth Rural District,
Government Evacuation Scheme,

Dear Madam,

Government evacuation Scheme.

I regret that, by an oversight, a supply of stamps and envelopes were not enclosed with my letter of yesterday's date. For your convenience I accordingly enclose a 2s. book of postage stamps and a supply of envelopes.

Yours faithfully,

H Smith

Market Bosworth Rural District Council.

TELEGRAMS:
MARKET BOSWORTH
TELEPHONE NO. 234

HUBERT SMITH
CLERK

Market Bosworth,
Nuneaton.

26th. August, 193 9.

Dear Madam,

Government Evacuation Scheme,

In connection with the above, it is hoped that those who were good enough to organise the Survey will be willing to assist in the actual evacuation if instructions are received for it to be carried out.

Arrangements have been made for the use of Schools and Institutes in the various localities to be used as sub-receiving depots and I will send you further details as soon as instructions are received. So far as I can estimate at present, it is possible that fewer children and more mothers and helpers than the figures obtained by the Survey will arrive but it has been emphasized that any figures must be accepted as entirely provisional.

Yours faithfully,

H. Smith