College of Policing

Working together
to keep people safe

Product Licence Schedule

Personal Safety Training Programme

Ref. no.: PL-A-111

Version: 4.0

Date: September 2021

Product Licence Schedule: Personal Safety Training Programme

1. Introduction

1.1 This product licence schedule forms part of the College of Policing's (the 'Licensor's') consolidated licence. It articulates the terms and conditions which relate specifically to this Product but **must** be read in conjunction with the consolidated licence. A copy of the consolidated licence can be found at: https://www.college.police.uk/about/licensing-products

1.2 A list of all the Licensor's licensed products (and licence fees for organisations who are not a Home Office Police Force) as well as Product Licence Schedules for each Product is published online. Licensees are also able to refer to our online Licensed Product and Licensees Register to check whether their organisation has a consolidated licence and which products they are licensed to use/deliver at: https://www.college.police.uk/career-learning/licensed-products

1.3 Responsibility for this Product (the 'Personal Safety Training Programme') sits within the Licensor's Uniformed Policing Faculty.

1.4 For enquires regarding this Product please contact Dan Pruett, Personal Safety Training Subject Matter Expert, College of Policing. Email: dan.pruett@college.pnn.police.uk.

1.5 For enquiries about licensing please contact the Copyright and Licensing team at: Copyright&Licensing@college.pnn.police.uk

2. Background

2.1 The ACPO/NPCC Guidance on Personal Safety Training gives strategic guidance on standards of training, health and safety and reporting on operational performance, e.g. use of force statistics. Forces are required to ensure that personal safety training follows the techniques outlined and meets the learning outcomes identified in the relevant learning descriptors.

3. Licensed Purpose

3.1 Subject to the licence terms, this Licence enables the Licensee to deliver the Licensor's Product to achieve compliance with 2009 ACPO/NPCC Guidance on Personal Safety Training to the Permitted Audience.

4. **Licensed Resources** (as updated from time to time)

4.1 Personal Safety Training (PST) Programme resources:

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- National Personal Safety Training Manual (OFFICIAL-SENSITIVE material)
- Personal Safety Training Programme Handbook
- PST Practitioners' Programme
- PST Trainers' Programme
- Assessment Guidance

4.2 The full list of licensed resources is available at Appendix A.

5. Access to Licensed Resources

5.1 The above licensed resources can be accessed on the Licensor's College Learn platform provided by the Licensor's Digital Services team via the RESTRICTED network.

5.2 Alternatively, where the Licensee is not a Home Office Police Force and does not have corporate access to the College Learn platform, the Licensee:

- may, provided they have the technical capability to access the College Learn platform, be granted up to four College Learn platform accounts for the Licensee's Managers/Trainers/ Practitioners to access the licensed resources under their Licence. The Licensee should provide the names, job titles and official email addresses of its staff requiring access via the Permission Request Form; or
- where they do not have the technical capability to access the College Learn platform and where appropriate, they can request the trainer resources directly from the Licensor (see section 1.4 for contact details).

6. Government Security Classifications (GSC)

6.1 Some programme materials in this Product are classified OFFICIAL-SENSITIVE under the Government Security Classifications and are to be handled accordingly.

7. Confidentiality and Security

7.1 The licensed resources in this Product are designated as Confidential Information and must be treated as confidential and safeguarded accordingly (consolidated licence clause 5 refers).

8. Product enquiries and requests for disclosure under the Freedom of Information Act (FOIA) and Criminal Procedures and Investigations Act (CPIA)

8.1 All enquiries relating to this Product must be referred to the Licensor promptly.

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8.2 Licensees who are subject to requests for disclosure under FOIA or CPIA are required to consult the Licensor before disclosing any of the Licensor's Products which are either classified as OFFICIAL-SENSITIVE or above under the GSC or contain police tactics and must use all reasonable endeavours to secure exemptions from disclosure.

9. Licence Term

9.1 The licence term for this Product ends on 31 March 2022.

10. Licence Fees

10.1 There is no licence fee for Home Office Police Forces to use this Product.

10.2 An annual licence fee of £617 applies to Licensees who are not Home Office Police Forces.

10.3 Any support required by the Licensee to use/deliver this Product will be charged at a daily rate to be agreed by both parties.

11. Use in Own Products

11.1 The Licensee is permitted to use or incorporate this Product, in whole or in part, in their own product(s) provided their product is only used for the original Licensed Purpose and Permitted Audience, and contains the following attribution: 'Contains © College of Policing Ltd reproduced under licence'.

12. Licensor's Logo

12.1 Use of the College of Policing's official logo by the Licensee in association with their use of this Product is permitted and is desirable to demonstrate the College's contribution to the learning provision. Use of the logo shall be in accordance with the Licensor's brand guidelines.

12.2 Permission to use the logo is not transferable to other parties and the logo shall not be used in a manner which might imply that the Licensee's product(s) are endorsed by the Licensor as meeting any standard.

12.3 Use of the logo must not reduce or diminish the reputation, image and prestige of the Licensor.

12.4 Permission to use the logo may be withdrawn at the Licensor's absolute discretion and with immediate effect when written notice is served by post, email or in person.

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13. Permitted Audience

13.1 Where the Licensee is a Home Office Police Force, the Product may be used to provide training to its Internal Staff and also to other Home Office Police Forces personnel including Specials, PCSOs and Police Support Volunteers.

13.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its Internal Staff on a non-commercial basis, except as expressly authorised under the Licence.

13.3 Licensees must obtain prior written approval from the Licensor to extend the Permitted Audience, whether on a commercial or non-commercial basis by submitting a Permission Request Form**.**

14. Commercial Use

14.1 Where the Licensee is a Home Office Police Force, the Licensee is permitted to cross-charge other Home Office Police Forces up to Full Cost for the delivery of services utilising the Product to the Permitted Audience.

14.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its Internal Staff on a non-commercial basis.

14.3 Except as permitted above this Product shall not be used to generate income without the Licensor's prior written permission.

15. Sharing/Outsourcing

15.1 Except as permitted in this Licence this Product shall not be shared with third parties without the Licensor's prior written permission.

16. Adapting/Modifying

16.1 This Product (excluding e-learning and any other digital content produced by the Licensor including videos, audio files, games, animations) may be marginally adapted for local contextualisation purposes thereby creating a local version of the Licensor's Product.

16.2 Where the Product has been marginally adapted Licensees may continue to use the Licensor's logo/branding (and add their own logo if they choose) but shall mark the new materials as being modified from the Licensor's original materials and acknowledge that these materials are not accredited by the Licensor.

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16.3 Modified versions of Licensor's Product shall only be used for the original licensed Purpose and Permitted Audience.

16.4 The Licensor does not accept responsibility for any modifications or any change to the meaning of the Product as a result of any modification.

16.5 Licensees shall not re-purpose or make changes (except contextualisation changes as described in clause 16.1) to the Product without the Licensor's prior written approval.

17. Product Improvements

17.1 Where the Licensee identifies any product improvements, including areas where the licensed resources are out-of-date or incorrect, these should be told to and shared with the Licensor (see section 1.4 for contact details).

18. Supplementary Materials

18.1 Any additional materials created or used by the Licensee to supplement the Product cannot be validated or endorsed by the Licensor.

19. Permission Requests

19.1 Licensees shall request permission to use this Product outside these licence terms by submitting a **Permission Request Form** to the Copyright and Licensing team at: Copyright&Licensing@college.pnn.police.uk, at least 14 days before contract and/or commencement.

20. Territory

20.1 Where the Licensee is a Home Office Police Force, this Product shall only be used within England and Wales. For the avoidance of doubt, this excludes the States of Guernsey, Jersey and the Isle of Man.

20.2 Where the Licensee is not a Home Office Police Force, this Product shall only be used within the Licensee's Official Business Premises.

21. Police Service Quality Management System (PSQMS)

21.1 The PSQMS is the Licensor's online software application used to manage quality assurance in line with the national policing curriculum. Where the Licensee is required to undertake a self-assessment to demonstrate to the Licensor that it meets the required

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standards set by the Licensor, the Licensor hereby grants the Licensee a licence to access and use the PSQMS solely for this purpose.

21.2 Guidance materials to support the use of the PSQMS and Terms of Use can be obtained from: PSQMS.Enquries@college.pnn.police.uk

21.3 The PSQMS is hosted on the secure police CJX system via: https://psqms.college.police.uk and on the internet via: https://psqms.ncalt.com

22. Quality Criteria and Delivery Standards

22.1 The learning standards for the Product are defined in the national policing curriculum (NPC). The national policing curriculum is supported by a wide range of management and trainer resources, including where appropriate programme specifications and trainer guides. Licensees shall ensure they are using the latest versions of these documents. These are accessible from the College Learn platform: https://www.learn.college.police.uk**.**

22.2 Where the Licensee is a Home Office Police Force, Licensees shall monitor their use or delivery of the Product in line with the requirements of the Police Service Quality Assurance (PSQA) Scheme. Further information on the Scheme can be obtained from: PSQA.Enquiries@college.pnn.police.uk

22.3 A copy of the Police Service Quality Assurance (PSQA) Scheme handbook is accessible from College Learn platform: https://www.learn.college.police.uk.

22.4 Where the Licensee is not a Home Office Police Force, the Licensee may either monitor their use or delivery of the Product in line with the requirements of the Police Service Quality Assurance (PSQA) Scheme or apply their own quality assurance process to ensure the integrity of the Product and any delivery requirements specified in this Licence. Licensees may be required to evidence their quality assurance processes on receipt of a request for such from the Licensor or an authorised representative.

22.5 The Licensor may require Licensees to participate in national PSQA audits. If this Product is selected for auditing, the Licensee shall co-operate with the Licensor in conducting the auditing exercise and undertakes to ensure that its staff comply with its obligations under this clause.

22.6 Use or delivery of the Product shall be in accordance with the relevant programme handbook or programme specification. For the avoidance of doubt, this licence shall take precedence over the handbook and any supplementary guidance documents.

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22.7 In accordance with consolidated licence clause 4.1.9 the Licensor has access at all reasonable times to oversee the Licensee's use of the Product to ensure compliance of the current delivery standards and licence terms.

23. Prior Experience, Pre-requisite and Co-requisite Learning

23.1 Where the Licensee is a Home Office Police Force, the following pre-requisite learning shall be undertaken by all student officers prior to attending their initial PST training. For avoidance of doubt this pre-requisite learning does not need to be delivered again as part of the annual refresher training.

- The National Decision Model (NDM) for Policing (pre-requisite e-learning, approximately 35 minutes)

23.2 Where the Licensee is not a Home Office Police Force and does not have corporate access to the College Learn platform, the Licensee may, at their own risk, substitute the NDM e-learning with their own learning. It is strongly recommended that where Licensees choose to do so they satisfy themselves that any substitute learning meet the same learning outcomes. The Licensor cannot validate that the Licensee's substitute learning meets the original learning outcomes.

23.3 **Access to National Personal Safety Training Manual**

a) The National Personal Safety Training Manual contains sensitive police tactics and is classified as OFFICIAL-SENSITIVE under the Governments Security Classifications and must be handled accordingly.

b) Where the Licensee is not a Home Office Police Force and does not have corporate access to the College Learn platform, the Licensee may download copies of the National Personal Safety Training Manual from the College Learn platform for secure onward dissemination to their Learners and staff who are directly involved in the delivery and/or use of the manual and who 'need to know' the information, provided they put in place appropriate business processes to ensure that their Learners and staff are aware of and shall comply with the obligations for secure handling and reinforce the 'need to know' only nature of the document (consolidated licence clause 5 refers).

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Appendix A - List of Personal Safety Training (PST) Programme Licensed Resources on the College Learn platform

A.1 PST Licensed Resources

(**NB:** resources marked with an asterisk (*) below are classified as OFFICIAL-SENSITIVE)

Licensed Resources	MLE Codes
Personal Safety Managing Conflict v2.0	COP_DS_351_02_02
Female 3D Body Map	ENPS_PST_TR_TA_010_PDF_01_00
Male 3D Body Map	ENPS_PST_TR_TA_011_PDF_01_00
PSM Mod 00 User Guide *	ENPS_PST_TR_TA_012_PDF_01_00
PSM Mod 1 Introduction *	ENPS_PST_TR_TA_013_PDF_02_00
PSM Mod 2 Conflict Management *	ENPS_PST_TR_TA_014_PDF_02_00
PSM Mod 3 Use of Force *	ENPS_PST_TR_TA_015_PDF_05_00
PSM Mod 4 Medical Implications *	ENPS_PST_TR_TA_016_PDF_05_00
PSM Mod 5 Personal Management *	ENPS_PST_TR_TA_017_PDF_02_03
PSM Mod 6 Communication *	ENPS_PST_TR_TA_018_PDF_02_00
PSM Mod 7 Unarmed Skills Content *	ENPS_PST_TR_TA_019_PDF_02_00
PSM Mod 7 Unarmed Skills Part 1 *	ENPS_PST_TR_TA_020_PDF
PSM Unarmed Skills Part 2 *	ENPS_PST_TR_TA_021_PDF_02_00
PSM Unarmed Skills Part 3 *	ENPS_PST_TR_TA_022_PDF
PSM Mod 8 Handcuffing *	ENPS_PST_TR_TA_023_PDF_02_00
PSM Mod 9 Irritants *	ENPS_PST_TR_TA_024_PDF_03_04
PSM Mod 10 Batons *	ENPS_PST_TR_TA_025_PDF_02_03
PSM Mod 11 Limb Restraints *	ENPS_PST_TR_TA_026_PDF_02_00
PSM Mod 12 Searching *	ENPS_PST_TR_TA_027_PDF_03_00
PSM Mod 13 Edged Weapon *	ENPS_PST_TR_TA_028_PDF_02_00
PSM Mod 14 Role Specific Skills *	ENPS_PST_TR_TA_029_PDF_04_00
PSM Mod 15 Amendments *	ENPS_PST_TR_TA_030_PDF_04_00
Acute Behavioural Disturbance (published 29/03/21)	COP_DS_492_0_PDF_001_03_00
PST Train the trainers Guide Days 1-5	ENPS_PST_TR_GT_007_PDF
PST Train the Trainers Guide Days 6-10	ENPS_PST_TR_GT_008_PDF_01_00
PST Trainer Guide Mod 1	ENPS_PST_TR_GT_001_PDF_01_00
PST Trainer Guide Mod 2	ENPS_PST_TR_GT_002_PDF
PST Trainer Guide Mod 3	ENPS_PST_TR_GT_004_PDF_01_00
PST Trainer Guide Mod 4	ENPS_PST_TR_GT_005_PDF_01_00
PST Trainer Guide Mod 5	ENPS_PST_TR_GT_006_PDF_01_00

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PST personal safety trainers	ENPS_PST_TR_GT_009_PDF_01_00
PST Assessment Guidance	ENPS_PST_TR_A_011_PDF_01_00
ACPO (2009) PST Guidance	ENPS_PST_LR_010_PDF_01_00
PST Programme Handbook	ENPS_PST_DS_012_PDF_01_00

A.2 Additional Resource (for Licensees who have corporate access to the College Learn platform)

Licensed Resource	MLE Code
National Decision Model for Policing	COP_DS_255_O_EL_001_03_04

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