

Product Licence Schedule

Sexual Offences Liaison Officer (SOLO)

Ref. no.: PL-D-105B

Version: 2.0

Date: February 2022

Product Licence Schedule: Sexual Offences Liaison Officer (SOLO)

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/career-learning/licensed-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](#) (excluding any police sensitive products). 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/about/licensing-products>.
- 1.3 Responsibility for this Product (the 'Sexual Offences Liaison Officer (SOLO)') sits within the Licensor's Crime & Criminal Justice Faculty.
- 1.4 For enquires regarding this Product please contact: Sharon Stratton, Policing Standards Manager for Public Protection, College of Policing. Email: Sharon.stratton@college.police.uk.
- 1.5 For enquiries about licensing please contact the Copyright and Licensing team at: Copyright&Licensing@college.police.uk

2. Background

- 2.1 This programme is intended to assist delivery, utilising learning designed to improve consistency and standards to reported incidents of sexual offending.
- 2.2 It standardises the role requirement and learning for officers selected to perform the SOLO role to ensure consistence and competence in support to investigators and sexual offence complainant care.
- 2.3 The programme specification sets out the National Policing Curriculum performance related learning outcomes for practitioners.

3. Licensed Purpose

- 3.1 Subject to the licence terms, this Licence enables the Licensee to deliver the Product to the Permitted Audience.

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

4.1 Product licensed resources:

Resources	NPC / MLE Codes
SOLO National Policing Curriculum (NPC)	SOLO_NPC_001_PDF
SOLO Guidance for Trainers	SOLO_TR_GT_001_PDF
SOLO Learning Handouts, Quizzes and Case Studies	SOLO_TR_TA_001_PDF
SOLO Learning Programme PowerPoint	SOLO_TR_TA_001_PPT
SOLO Programme Specification	SOLO_PS_001_PDF

5. Access to Licensed Resources

5.1 The licensed resources can be accessed under Protecting Vulnerable People on the Licensor's online learning environment (College Learn) platform provided by the Licensor's Digital Services team.

5.2 Alternatively, where the Licensee is not a Home Office Police Force and does not have corporate access to the online learning environment (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 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 The licensed resources in this Product are classified as OFFICIAL 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). For the avoidance of doubt, this includes but is not limited to the uploading of tactics or curriculum materials to corporate or personal websites, social media, or other social platforms, or making available at events or open days.

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.
- 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 2023.

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 £533 applies from 1 April 2022 to 31 March 2023, 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 Licensee's Own Products

- 11.1 Not permitted.

12. Licensor's Logo and Copyright Assertion notice

- 12.1 Removal of the Licensor's logo or any copyright protection is prohibited.

13. Permitted Audience

- 13.1 Where the Licensee is a Home Office Police Force, the Product may be used to provide training 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.
- 16.3 Modified versions of the 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 local 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.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 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.Enquiries@college.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 online learning environment (College Learn) platform: <https://www.learn.college.police.uk>.

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- 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.police.uk.
- 22.3 A copy of the Police Service Quality Assurance (PSQA) Scheme handbook is accessible from the online learning environment (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 specification. For the avoidance of doubt, this licence shall take precedence over the handbook and any supplementary guidance documents.
- 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. Pre-requisite and/or Co-requisite Learning

- 23.1 All Licensees shall ensure that their Learners are trained to PIP level 1 investigators prior to undertaking this programme.
- 23.2 Where the Licensee has corporate access to the Licensor's online learning environment (College Learn) platform, the following digital learning shall be completed as pre-requisite to this Product:
- 23.2.1 Digital learning Rape – The Initial Response and Rape - Myth and Reality (COP_DS_267_O_EL_001_03_02).
- 23.2.2 Public Protection - e-learning modules:
- Introduction to Public Protection (PROTA400)
 - Abusive Relationship (COP_DS_273_O_EL_001_06_01)

- Missing Daughter (NCALT_113_02_00)
- Family Disturbance (COP_DS_272_0_EL_001_04_00)
- Man in Distress (COP_DS_321_0_EL_001_03_00)

23.3 Where the Licensee does not have corporate access to the Licensor's online learning environment (College Learn) platform, they will need to ensure that their Learners receive prior alternative learning across the range of Public Protection, for example, domestic abuse and CSE (Child Sexual Exploitation).

23.4 Where the Licensee use SOLOs to conduct victim interviews, they shall ensure that their SOLOs are trained to conduct investigative interviews to PIP Level 2.