Knowledge and Skills Specification: Close Protection

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The requirements set out within it take effect on 1 April 2022.

Foreword

The Security Industry Authority (SIA) recognises that it is essential for security personnel to have undergone a structured programme of learning and education that will result in recognised qualifications if they are to be effective and professional in their role. Increasingly, industry stakeholders recognise that the individuals who work to provide a more secure leisure environment must have a broad range of skills and a clear understanding of their role. As the scope, diversity and importance of their work continues to grow, so the degree of professionalism expected from security personnel increases.

This document is intended to provide a clear specification on the approach that has been agreed by the SIA and industry stakeholders in relation to the core learning and qualifications required by SIA licensing.

Section 1: Learning programme overview

Training leading to an SIA licence-linked qualification for close protection operatives must include the following areas:

- Session 1: Roles and responsibilities of a close protection operative
- Session 2: Legislation of a close protection operative
- Session 3: Threat assessment and risk management
- Session 4: Personal and professional skills
- Session 5: Surveillance awareness
- Session 6: Search procedures
- Session 7: Foot drills
- Session 8: Venue security
- Session 9: Route planning
- Session 10: Reconnaissance
- Session 11: Journey management
- Session 12: Prepare and carry out close protection assignment
- Session 13: Terror threat awareness

Section 2: Learning programme details

Session 1: Roles and responsibilities of a close protection operative

Aim:

To understand the roles and responsibilities of a close protection operative.

Objectives:

By the end of this session learners will be able to:

- explain the purpose of close protection

- explain the purpose of close protection training and licensing

- explain the different roles and responsibilities within a close protection team

- explain the required standards, behaviours and ethics that apply to a close protection operative in accordance with Appendix A.

- identify who is likely to require protective security

- state a range of tasks that a close protection operative may undertake for their principal

- know the tasks a close protection operative may undertake whilst working alone

- explain a range of client types

- explain the difference between a client and a principal within the role of close protection

- understand the importance of communication between the principal and the close protection operative

- explain the range of equipment available to the close protection operative

- state why continuous professional development (CPD) is necessary for a close protection operative

- explain the role and responsibilities of protection team members when responding to a threat to your principal

- know what actions you are authorised to take to deal with incidents that could compromise the safety and security of your principals, yourself, and colleagues

Session 2: Legislation of a close protection operative

Aim:

To understand current law and legislation within a close protection context.

Objectives:

By the end of this session learners will be able to:

- understand and explain the parts of civil, criminal and common law that have an impact on the role of a close protection operative* – including, but not limited to:
    - Data Protection Act 2018 and the General Data Protection Regulation (GDPR) – Control and access of confidential information
    - Corporate Manslaughter and Homicide Act 2007, Criminal Law Act 1996, Equality Act 2010 and Freedom of Information Act 2018
    - Health and Safety at Work Act 1974
    - Human Rights Act 1998
    - Misuse of Drugs Act 1971, Regulation of Investigatory Powers Act 2000 and Road Traffic Act 2018
    - Criminal Justice & Public Order Act 1994 (specifically Trespass)
    - Offences against the Person Act 1998
    - Criminal Damage Act 1971
    - current relevant legislation, regulations, codes of practice and guidelines relating to using physical intervention within close protection
    - Private Hire Vehicles (London) Act 1998
    - Breach of the Peace
    - Citizen's Arrest
    - Use of Force
    - Defending Self, Others and Property
    - Harassment
- state the main aims of the Private Security Industry Act 2001
- identify the main regulatory functions of the Security Industry Authority
- identify the differences between civil, criminal, and common law
- understand SIA licence integration
- understand what is meant by 'reasonable' and 'necessary force'

* It is important to ensure that as legislation changes the content of this session is amended to reflect current legislation

Session 3: Threat assessment and risk management

Aims:

- To understand the importance of threat and risk assessment.

- To understand the importance of threat and risk management.

- To undertake a dynamic risk assessment.

Objectives:

By the end of this session learners will be able to:

- state the definition of a threat to the protected person(s)

- state the definition of risk to the protected person(s)

- state the importance of threat and risk management within a close protection context

- explain the likely threats to a principal within a close protection context

- explain why it is necessary to conduct threat and risk assessments for protected person(s) and venues

- state the importance of profiling the protected person to establish the level of threat and associated risk

- describe the variations between a threat and risk assessment for the protected person(s) and venues

- identify the variations in threat assessment and risk management when a principal is arriving and leaving a location

- explain the need for on-going assessment, response and contingency plans

- describe how close protection operatives gather intelligence for operational purposes within the UK

- describe how decision-making models can be used within a threat and risk assessment process e.g. National Decision Model

- describe the UK's Threat Level System

- carry out a risk assessment

- understand the concept of a dynamic risk assessment

- know how to assess the risk involved in using physical skills, particularly in relation to the threat

Session 4: Personal and professional skills

Aims:

- To explain and demonstrate the importance of personal and professional skills within a close protection environment.

- To understand the importance of teamwork within a close protection environment.

Objectives:

By the end of this session learners will be able to:

- explain the need for effective interpersonal skills

- explain a range of personal skills required of a close protection operative

- explain the importance of effective personal and professional relationships with principals, clients and others involved in a close protection operation

- explain what being assertive promotes and with whom

- explain the importance of etiquette, dress code and protocol when dealing with different types of principals in a close protection environment

- explain the importance of time and resource management

- describe and demonstrate the attributes of an effective team

- explain the importance of knowing and using other team members' abilities and skills

- explain the importance of personal and team preparation

- demonstrate negotiation skills when working as a close protection operative

- demonstrate a range of personal skills required to work in close protection

- demonstrate a range of practical skills required to work in close protection

- demonstrate a range of professional skills required to work in close protection

- be able to use the phonetic alphabet

- be able to use radio protocols effectively in the role of a close protection operative

- be able to communicate effectively with a diverse demographic

- explain why it is important to record details of attacks and use of force, particularly when this may have to be used as evidence

Session 5: Surveillance awareness

Aims:

- To have an elementary understanding of surveillance, anti-surveillance and counter-surveillance methods.

- To demonstrate and explain basic surveillance, anti-surveillance and counter-surveillance applications.

Objectives:

By the end of this session learners will be able to:

- explain the purpose of surveillance

- describe the range of basic surveillance applications

- explain the purpose of anti-surveillance

- describe a range of basic anti-surveillance applications

- explain the purpose of counter-surveillance

- describe a range of basic counter-surveillance applications

- have an awareness of Technical Surveillance Counter Measures (TSCM)

- describe the likely sources of unwanted attention e.g. criminals, media, followers, stalkers, fixated persons

- describe the equipment used in surveillance, its capabilities, and limitations

- demonstrate the use of basic surveillance, anti-surveillance, and counter-surveillance applications to confirm or deny third party activity

- state and describe advanced surveillance skills and equipment (drones etc.)

- be able to recognise signs of potential attack to a principal

Session 6: Search procedures

Aim:

To explain and demonstrate search procedures within a close protection operation for people, vehicles and buildings/venues.

Objectives:

By the end of the session learners will be able to:

- explain the reason for the search

- explain the law in relation to control of access and searching

- explain different types of searches, the procedures for, and implications of, searching buildings, vehicles and people

- explain the use and range of technology available to assist in a search

- explain and demonstrate how to deal with unauthorised / dangerous items

- explain the process for sanitising and securing a location prior to and after use

- explain the methods available to secure a vehicle, building or location

- carry out methodical and detailed searches of people, places, and property

- describe the skills required to search people in different environments

Session 7: Foot drills

Aim:

To explain and demonstrate close protection foot drills.

Objectives:

By the end of this session, learners will be able to:

- state the responsibilities and aims of a close protection operative on foot

- identify the team appointments within a close protection team whilst on foot

- explain the importance of a flexible approach to protection whilst on foot

- explain and demonstrate the range of communication techniques to be used whilst on foot

- explain and demonstrate the purpose of effective body protection for the protected person

- explain and demonstrate foot evacuation of protected person(s)

- explain the need for foot route selection and planning

- demonstrate providing protection when operating on foot

Session 8: Venue security

Aim:

To explain and demonstrate venue security operations and requirements.

Objectives:

By the end of the session learners will be able to:

- explain the range of venue-related security operations e.g. private and public

- identify common factors that may influence security procedures at a venue

- explain the importance of communication within a venue and the most appropriate methods to employ, i.e., radios, public address system

- explain the use and maintenance of communication equipment and other technology that may be used in venue-based close protection

- state the importance of identifying communication black spots within a venue

- explain a range of common countermeasures to employ in venue-based close protection operations e.g. patrolling and access control

- identify a range of in-house resources available to support venue security and the associated benefits

- explain and demonstrate how to work with resident security teams at a range of venues

- describe a range of common contingencies that may be employed in venue-based close protection operations e.g. alarms, safe rooms and evacuation contingencies

- conduct a venue search and identify the measures required to maintain a secure environment post search

- liaise with in house security teams at a range of locations

Session 9: Route planning

Aim:

To understand the importance of planning, for route selection.

Objectives:

By the end of the session learners will be able to:

- explain the need for route selection and planning

- explain the importance of assessing risks associated with route selection and the factors that must be taken into account

- state the considerations when selecting modes of transport for primary and secondary routes

- describe the range of technological and non-technological tools for use in route planning

- explain the advantages and disadvantages associated with the use of technological tools in route planning

- explain the advantages and disadvantages associated with the use of non-electric maps in route planning, e.g. Atlas, A-Z

- explain the factors to be considered when planning and timing a route

- produce a primary and secondary route plan using paper-based and technology-based resources

Session 10: Reconnaissance

Aim:

To explain and demonstrate the purpose of, and carry out, reconnaissance.

Objectives:

By the end of the session learners will be able to:

- explain the purpose of reconnaissance
- describe the issues for consideration when conducting a reconnaissance
- describe the role of a Security Advance Party (SAP)
- explain the difference between discreet and overt reconnaissance
- conduct reconnaissance activity
- complete a site/venue report

Session 11: Journey management

Aim:

To understand the importance of managing transport arrangements within a close protection environment.

Objectives:

By the end of the session learners will be able to:

- know how to manage mobile security

- explain the need for mobile security

- explain different types of transport and the reasons why choosing the correct mode of transport is essential within a security context

- describe the risks associated with all modes of transport

- explain the need for alternative transport plans

- describe the variety of transport arrangements and their potential consequences for the close protection operative and team, i.e., chauffeurs, self-drive, people accompanying the protected person

- state the checks that must be completed when selecting modes of transport

- complete risk-based contingency planning

- carry out incident management follow-up

- demonstrate embus/debus techniques

Session 12: Prepare and carry out close protection assignment

Aims:

- To understand the importance of teamwork within a close protection environment.

- To conduct an operational briefing, handover and de-briefing.

- To explain and demonstrate how to deal with a range of incidents within a close protection environment.

- To explain the importance of operational planning.

Objectives:

By the end of the session learners will be able to:

- explain the purpose of operational planning

- explain the importance of threat and risk assessment in operational planning

- explain the importance of time and resource management

- identify the relevant agencies that may need to be contacted in the course of operational planning

- develop and implement an operational plan

- conduct a team briefing, handover and debriefing

- to explain and demonstrate how to deal with a range of incidents within a close protection environment.

- explain the range of incidents a close protection operative may encounter

- explain the personal responsibility of a close protection operative when dealing with an incident

- explain the importance and role of Standard Operating Procedures (SOPs) within a close protection context

- explain and demonstrate how to manage incidents that may arise during close protection operations, including, but not limited to:
    - vehicle incidents
    - conflict (dealing with conflict within the team, with the protected person and third parties)
    - managing unexpected illness
    - attack on protected person or member of the team (verbal and/or physical)
    - loss of property
    - breach of security

Session 13: Terror threat awareness

Aim:

- To understand the threat from terrorism and the role of a security operative in the event of a terrorist incident taking place.

- To understand the basic procedures for emergency response in relation to a terrorist incident.

Objectives:

By the end of this session learners will be able to:

- understand the UK threat level assessment system

- recognise current attack methodology, including:
    - o Marauding Terror Attack (including firearm, knife, etc.)
    - o Explosive device (including IED / P / VBIED)
    - o VAAW (Vehicle as a weapon)
    - o CBRN (including acid attacks)

- understand what actions to take in response to a terrorist attack

- know the HOT principles and 4 Cs protocols for suspicious items

- identify behaviours that could indicate suspicious activity, including 'hostile reconnaissance'

- know how to respond to suspicious behaviour

Appendix A:
Standards of behaviour for security operatives

Personal appearance

A security operative should at all times:

- wear clothing that is smart, presentable, easily identifies the individual as a security operative, and is in accordance with the employer's guidelines

Professional attitude and skills

A security operative should:

- greet visitors to the premises in a friendly and courteous manner

- act fairly and not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and/or sexual orientation, or any other difference in individuals which is not relevant to the security operatives' responsibility

- carry out his/her duties in a professional and courteous manner with due regard and consideration to others

- behave with personal integrity and understanding

- use moderate language, which is not defamatory or abusive, when dealing with members of the public and colleagues

- be fit for work and remain alert at all times

- develop knowledge of local services and amenities appropriately

General conduct

In carrying out his/her duty, a security operative should:

- never solicit or accept any bribe or other consideration from any person

- not drink alcohol or be under the influence of alcohol or drugs

- not display preferential treatment towards individuals

- never abuse his/her position of authority

- never carry any item which is or could be considered to be threatening

- report all incidents to the management

- co-operate fully with members of the police and partners, local authority, SIA, and other statutory agencies with an interest in the premises or the way they are run

Organisation / company values and standards

A security operative should:

- adhere to the employing organisation / company standards

- be perceptive of the employing organisation / company culture and values

- contribute to the goals and objectives of the employing organisation / company