

F2SP 04 (AG1) Maintain Personal Security and Safety, and be Alert to the Security of Others

Elements of competence

- AG1.1 Manage your personal security and safety**
- AG1.2 Contribute to maintaining the security of colleagues and premises**

About this Unit

This Unit is about taking steps appropriate to managing and maintaining your own personal security, and also maintaining the security of colleagues and premises according to your level of responsibility.

Target Group

This Unit is recommended for all caseworkers where there is a risk that the persons with whom they are dealing might present a threat to the security of themselves and others.

Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit — please see details overleaf.

F2SP 04 (AG1) Maintain Personal Security and Safety, and be Alert to the Security of Others

Specific Evidence Requirements for this Unit
Simulation:
Simulation is not permitted for this Unit.
The following forms of evidence ARE mandatory:
<p>Direct Observation: Your assessor or expert witness must observe you in real work activities, which provide a significant amount of the Performance Criteria for most of the Elements in this Unit. For example your assessor may observe you in a meeting with colleagues discussing the safety and security of the workplace in relation to, eg challenging behaviour from one or more service users or a defect in the monitoring system(s). You could also be observed dealing with aggressive or criminal behaviour or promptly calling for assistance in dealing with challenging behaviour.</p> <p>Reflective Account/professional discussion: These will be an explanation or a description of your practice in particular situations based on current working practices. For example an account of your actions in dealing with an incident of aggressive and/or criminal behaviour, you should detail how your actions prevented the situation from escalating through the use of verbal and non-verbal communication. You could also include an explanation of how legislation, policies and procedures affect your practice.</p>
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<p>Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures, which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.</p> <p>Expert witness: A designated expert witness may provide direct observation of practice, questioning, undertaking a professional discussion or providing feedback on a reflective account.</p> <p>Working within the Youth Justice field can pose a number of challenges for Direct Observation of practice by assessors not based in the workplace and it is vital that expert witnesses are identified at the planning stage as they will be required to work closely with your assessor in the evidence gathering process.</p> <p>Witness testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or another key person. It is NOT appropriate to use witness testimony from any member of their family or circle of friends.</p> <p>Products: These can be anonymised copies of any reports, risk assessments, serious incidents or any other agency approved forms. Where products have not been developed or compiled by the candidate you need to provide an explanation of the contribution you made, eg a report on an incident where a number of people were involved.</p> <p>Due to the nature of this Unit considerable care should be given to the inclusion of any anonymised records in your portfolio. They should remain where they are normally stored and checked for their authenticity by your assessor as well as occasionally by your Verifier. Where records are included great care should be taken to ensure they are anonymised to ensure confidentiality.</p>

F2SP 04 (AG1) Maintain Personal Security and Safety, and be Alert to the Security of Others

General guidance

- ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods (including potential products) and the tasks you will be undertaking to demonstrate your competence.
- ◆ Evidence must be provided for ALL of the performance criteria and ALL of the knowledge.
- ◆ Candidates and assessors should ensure that knowledge evidence should be **integrated** into the reflective accounts, direct observations and if appropriate in professional discussions. Care should be taken to **avoid** assessment of knowledge through set or banks of questions, as they generally do not reflect real work practice.
- ◆ The evidence must reflect the policies and procedures of your workplace and be linked to the current legislation, values and principles of best practice within the Justice Sector and in particular those staff working with the Youth Justice Sector.
- ◆ ALL evidence must relate to your own work practice.

F2SP 04 (AG1) Maintain Personal Security and Safety, and be Alert to the Security of Others

Knowledge Specification for this Unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
Manage your personal security and safety	
1 Current organisational requirements and procedures for dealing with adverse behaviour, and what actions you are permitted to take.	
2 The main types of risk likely to be found within your area of responsibility and the principles involved when assessing such risks.	
3 Legal requirements relating to dealing with adverse behaviour and how it affects you in your work.	
4 How to recognise and diffuse aggressive or abusive behaviour, through using both verbal and non-verbal language.	
5 When and how to use only reasonable force effectively when you need to.	
6 Who you should call for help when you need it and how to contact them.	
7 What details you should record relating to dealing with adverse behaviour.	
8 Safe working practices relating to your job role.	
Contribute to maintaining the security of colleagues and premises	
9 Current organisational requirements and procedures relating to monitoring security within your area of responsibility.	
10 Your responsibility and procedures for responding to breaches in security or safety.	
11 The actions that you could take, and the limits of your responsibility and authority in responding to breaches of security.	
12 The types of help available towards dealing with incidents of security, and how to access these.	
13 Record keeping requirements within your organisation relating to reporting incidents of breaches of security.	

F2SP 04 (AG1) Maintain Personal Security and Safety, and be Alert to the Security of Others

AG1.1 Manage your personal security and safety

Performance Criteria		DO	RA	EW	Q	P	WT
1	Identify signs of aggressive, anti-social or criminal behaviour promptly and correctly amongst those personnel with whom you are dealing.						
2	Respond promptly to adverse behaviour in a polite, professional and calming manner.						
3	Use non-threatening language and gestures to diffuse potential aggressive or abusive behaviour.						
4	Take appropriate, prompt and permitted action to prevent further adverse behaviour, in line with legal constraints and your organisation's requirements.						
5	Obtain immediate help from other people, including the relevant authority, when you need it, particularly if situations escalate.						
6	Report details of adverse behaviour to the appropriate authorities, in line with your organisation's requirements.						
7	Remain calm in difficult, or stressful situations.						
8	Carry out your working duties safely in accordance with legal and organisational requirements.						
9	Maintain your own health and safety when dealing with others.						

AG1.2 Contribute to maintaining the security of colleagues and premises

Performance Criteria		DO	RA	EW	Q	P	WT
1	Monitor property and premises in line with organisational requirements.						
2	Be alert and respond appropriately to any situation that increases the risk of security or safety of yourself or others.						
3	Take appropriate action in line with approved procedures, in circumstances where anyone attempts to gain entry without appropriate identification, when this is required.						
4	Report faults, malfunctions or unacceptable performance in security equipment promptly to an appropriate person.						

F2SP 04 (AG1) Maintain Personal Security and Safety, and be Alert to the Security of Others

Performance Criteria (cont)		DO	RA	EW	Q	P	WT
5	Take prompt and appropriate action to respond to alarms, indications or other signals from security and protection systems.						
6	Record accurately the details of risks to security or safety, or other suspicious situations, in line with organisational requirements and within required timescales.						
7	Maintain your own health, safety and welfare while responding to breaches of security.						

DO = Direct Observation
EW = Expert Witness

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

F2SP 04 (AG1) Maintain Personal Security and Safety, and be Alert to the Security of Others

To be completed by the candidate

I submit this as a complete Unit

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I certify that sufficient evidence has been produced to meet all the Elements, PCs and Knowledge of this Unit.

Assessor's name:

Assessor's signature:

Date:

Assessor/internal verifier feedback

To be completed by the internal verifier if applicable.

This section only needs to be completed if the Unit is sampled by the internal verifier.

Internal verifier's name:

Internal verifier's signature:

Date: