# The Principles of Working as a

# Security Officer in the Private Security Industry (Refresher)

**Self-study workbook** 



Name	
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#### Learner N°:

# **Training Provider:**

#### **Start Date:**

# **End Date:**

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# Introduction

The Principles of Working as a Security Officer in the Private Security Industry (Refresher) self-study coursebook and workbook has been written to support the delivery of 3 self-study learning outcomes from 'Unit 1: Principles of Working as a Security Officer in the Private Security Industry (Refresher)'.

If the workbook is being used as self-study before attending face-to-face training/assessment, it must be returned to your training provider before you attend.

# LO1 Know how to conduct effective search procedures

# AC1.1 State the different type of searches carried out by a security officer

As a security officer you will be required to carry out different types of searches.

#### **Question 1**

State the **THREE** different types of searches that are carried out by a security officer.

D		
2		
3		

# AC1.2 Identify a security officer's right to search

Security officers have specific powers related to their duties, but your right to search individuals is limited.

#### **Question 2a**

Identify **THREE** occasions when a security officer has the right to search.



When conducting searches on single-sex and transgender individuals, security officers must follow guidelines to ensure the process is respectful.

#### More information can be found at:

Guidance on conducting a search is available on paragraphs 13.57-13.60 on pages 197 to 198 of the Equality and Human Rights Commission guidance at:

 $https://www.equality human rights.com/sites/default/files/services code\_0.pdf$ 

#### **Question 2b**

Explain the search process required when carrying out:

- single sex searches
- transgender individuals' searches

	:
Single sex	
Jiligie sex	
	:
_	
Transgender	
Transgender individuals	
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•••••	·

# AC1.3 Identify the different types of searching equipment

As a security officer, you may be required to search staff, visitors or customers at a site before allowing entry.

# **Question 3**

Identify **SEVEN** different types of equipment that can be used to assist with searches.

1		
2		
3		
4		
5		
6		
7		

# AC1.4 Recognise possible hazards when conducting a search

Security officers may encounter various potential hazards when conducting searches.

# **Question 4**

Identify **SEVEN** hazards you may encounter when conducting searches.

1			
2			
3			
4			
5			
6			
7			

# AC1.5 State the precautions to take when carrying out a search

It is important that as a security officer you take care of yourself when conducting searches.

#### **Question 5**

State **FIVE** precautions that you can take when carrying out a search.

1		
2		
3		
1 2 3 4		
5		

# AC1.6 State the actions to take if an incident or an accident occurs

From time to time, incidents or accidents may occur; it is important to always follow the venue's policy or assignment instructions.

St	<b>Juestion 6</b> tate the actions to take if an incident or an accident occurs.

# AC1.8 State typical areas of vehicles to be searched

Some sites require vehicles to be searched, including:

- cycles
- motorcycles
- cars
- vans
- · heavy goods vehicles

# **Question 7**

State typical areas of vehicles to be searched.

Cycles	
<b>Cycles</b>	
Motorcycles	
Motorcycles	
Cars	
Cars	
Maria	
Vans	
Heavy goods vehicles	

# AC1.9 Identify the reasons for carrying out a premises search

As well as searching people, you may be required to carry out a premises search.

#### **Question 8**

Identify **FIVE** reasons for carrying out a premises search.

1		
2		
3		
1 2 3 4		
5		

# AC1.10 Recognise actions to take in the event of a search refusal

Individuals may refuse to be searched or to have their belongings searched. Any refusals should be handled according to the venue's policy or assignment instructions.

# **Question 9**

State **FOUR** actions to take in the event of a search refusal.

1		
1 2 3		
3		
4		

# AC1.11 Identify reasons for completing search documentation

Venues that require the security team to search people or their property must provide a suitable method of recording searches.

# **Question 10**

Identify **FOUR** reasons for completing search documentation.



# AC1.12 Identify actions to take if a prohibited or restricted item is found during a search

Any stolen, illegal or unauthorised items found during a search must be delt with correctly.

# **Question 11**

Identify **SIX** actions to take if a prohibited or restricted item is found during a search.

1			
2			
3			
4			
5			

# LO2 Understand how to keep vulnerable people safe

# AC2.1 Recognise duty of care with regard to vulnerable people

AC2.1 Necognise duty of care with regard to vulnerable people
As a security officer you have a duty of care to vulnerable people that enter the premises.
<b>Question 12a</b> Explain what is meant by duty of care.
<b>Question 12b</b> Explain why it is important to have a duty of care for everyone, even if they do not appear to be vulnerable.

# AC 2.2 Identify factors that could make someone vulnerable

As a security officer, you need to be aware of individuals who may be considered vulnerable due to various factors.

# **Question 13a**

Identify **FIVE** factors that could make someone vulnerable or more at risk than others.

D			
1 2 3 4			
3			
4			
5			

# **Question 13b**

Explain why the **FIVE** factors you identified in question **13a** could make someone vulnerable.

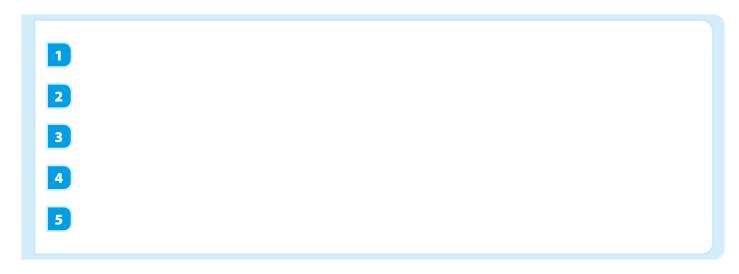
D		
2		
3		
4		
5		

# AC2.3 Identify actions that the security operative should take towards vulnerable individuals

In your professional judgement, if a person appears to be vulnerable, you need to consider what help they might need.

# **Question 14**

Identify **FIVE** actions that you should take towards vulnerable individuals.



# AC2.4 Identify behaviours that may be exhibited by sexual predators

As a security officer, you must be able to identify behaviours that may be exhibited by sexual predators.

# **Question 15**

Identify **FOUR** behaviours that may be exhibited by sexual predators.

1		
3		
3		
4		

# AC2.5 Identify indicators of abuse

There are several identifying indicators of abuse that a security officer can look out for.

# **Question 16**

Identify **FOUR** indicators of abuse.

1			
2			
2			
4			

# AC2.6 State how to deal with allegations of sexual assault

Security officers regularly wear uniforms. Some people find this reassuring and may choose to tell the operative about the abuse they have been subjected to. This is called disclosure.

#### **Question 17**

State how to deal with allegations of sexual assault.

# AC2.7 State how to deal with anti-social behaviour

As a security officer, you should always maintain a positive and productive attitude when dealing with members of the public who are demonstrating anti-social behaviour.

<b>Que</b> Stat	estion 18 te how to deal with anti-social behaviou	r.	

# LO3 Understand terror threats and the role of the security operative in the event of a threat

# AC3.1 Identify the different threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

#### **Question 19**

Identify the **FIVE** different threat levels.

1			
2 3 4			
3			
4			
5			

# AC3.2 Recognise the common terror attack methods

It is important to be aware of the common methods used in terror attacks.

# **Question 20**

What are the most common terror attack methods?

# AC3.3 Recognise the actions to take in the event of a terror threat

The role of a security officer during a terror attack will be outlined in the venue or site's policies and procedures.

Question 21

Explain the actions you should take in the event of a terror threat at the venue or site.

# AC3.4 Identify the procedures for dealing with suspicious items

As a security officer, you need to be aware of suspicious packages and the procedures to follow if one is identified.

#### **Question 22**

Identify the procedures for dealing with suspicious items.

# AC3.5 Identify behaviours that could indicate suspicious activity

Suspicious activity is any observed behaviour that could indicate terrorism or terrorism-related crime.

# **Question 23**

Identify **SIX** behaviours that could indicate suspicious activity.

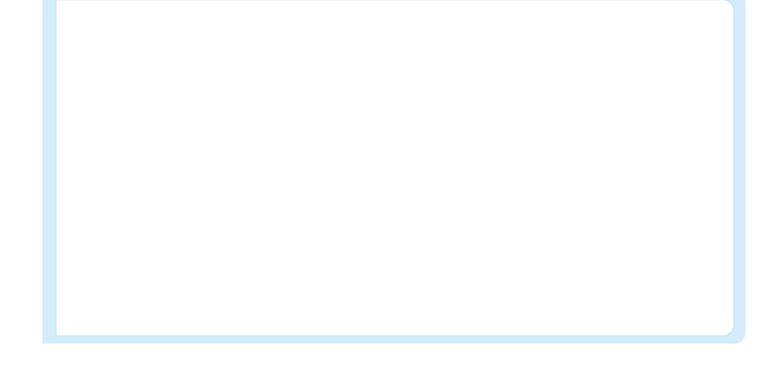
D			
2			
3			
4			
4			
6			

# AC3.6 Identify how to respond to suspicious behaviour

As a security officer, you shouldn't be afraid of responding when you suspect suspicious behaviour.

# **Question 24**

Identify how you should respond to suspicious behaviour.



# **Highfield unit mapping**

The following mapping reference provides a guide for training providers/assessors on suggested coverage of unit criteria within this workbook.

However, it should be noted that it is still the responsibility of the training provider/assessor to ensure the answer provided by the learner is of the appropriate standard to meet the criteria in full.

Learner's name:	
Centre's name:	

Unit 1: Principles of working as a security officer in the private security industry (refresher)

Module question	Additional evidence
Question 1	
Question 2 a, b	
Question 3	
Question 4	
Question 5	
Question 6	
Question 7	
Question 8	
Question 9	
Question 10	
Question 11	
Question 12 a, b	
Question 13 a, b	
Question 14	
Question 15	
Question 16	
Question 17	
Question 18	
	Question 1  Question 2 a, b  Question 3  Question 4  Question 5  Question 6  Question 7  Question 8  Question 9  Question 10  Question 11  Question 12 a, b  Question 13 a, b  Question 14  Question 15  Question 16  Question 17

3.1	Question 19	
3.2	Question 20	
3.3	Question 21	
3.4	Question 22	
3.5	Question 23	
3.6	Question 24	

# **Further evidence**

No further assessment evidence guidance is required, as all criteria within this unit are linked to the questions within the workbook. If assessors wish to supplement this learner evidence further, they may do so and map this in the 'Additional evidence' column above.

# **Training provider/assessment confirmation**

Learner's nan	ne:
Learner's sigr	ature:
Assessor's na	ne:
Assessor's sig	nature:

# **Quality assurance confirmation**

IQA's name (if sampled):	
IQA's signature (if sampled):	
EQS's name (if sampled):	
EQS's signature (if sampled):	
Date completed:	

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