



**BRITISH
TRANSPORT
POLICE**



Information and Guidance for Applicants



Introduction to the Railway Safety Accreditation Scheme (RSAS)

This pack contains information for Train Operating Companies or companies involved in providing railway security that are considering applying for accreditation under the RSAS and covers the following areas:

- Introduction
- Frequently Asked Questions & Contact Information
- Fees
- Training & Awarding Organisations
- Criminal Convictions Guidance
- Powers

Background

Community Safety Accreditation Schemes (CSAS) were introduced after the Police Reform Act of 2002 as part of the 'extended policing family', which also includes Police Community Support Officers and Special Constables. In 2005 the Chief Constable of British Transport Police launched the Railway Safety Accreditation Scheme enabling BTP to implement an Accreditation Scheme specialised in the railway environment. Under this Scheme Accredited Persons are granted limited Powers that are aimed at providing a better quality of life in the railway community and at working in partnership with BTP.

The focus of the RSAS is on providing a visible presence thus helping reduce crime and more importantly the 'fear of crime', improving the relationship between BTP and Train Operating Companies/private sector companies with better co-ordination of resources as well as supporting Neighbourhood Policing in the community.

Application Process

1. Private Sector Organisations need to submit an application to the Association of Chief Police Officers Crime Prevention Initiative (ACPO CPI). Application forms can be obtained from ACPO directly.
2. BTP will receive a report from ACPO and will then assess whether accreditation can be granted and advise the company of the outcome.
3. If the application is successful individual members of staff can apply to become Accredited Persons. This process includes vetting checks and passing a training course. Please see enclosed application form.



Railway Safety Accreditation Scheme FAQs

Who can become an Accredited Company?

Any Train Operating Company or organisation involved in Railway Security or Safety in England or Wales.

What are the initial BTP requirements for a company to be accredited?

The company applying for accreditation needs to be recommended in an ACPO CPI report. Security companies are required to have a contract with a train operator for a minimum of one year, shorter contracts may be considered but accreditation is usually only valid for the duration of the contract.

What are the requirements for Accredited Persons?

Accredited Persons need to be employed by an Accredited Train Operating or Security Company. They also need to pass vetting checks carried out by BTP as well as the Accredited Persons Training Course.

How long does the accreditation process take?

The company accreditation process includes an initial meeting with BTP, submitting the application to ACPO and an assessment of the ACPO report by BTP which usually takes around 2 months. It may then take a further 3 months for the individual accreditation as vetting checks and training need to take place.

How many members of staff can be accredited?

There is no specific minimum requirement nor is there a limit on the number of staff that can be accredited. Some companies accredit around 6-10 staff initially others have started with approx. 35 staff. Currently some companies are increasing their numbers to around 90 Accredited Persons.

How much does it cost?

BTP does not charge for the Scheme at this point in time. There is a one-off application fee payable to ACPO and uniform and training costs need to be met by the company. These costs may vary depending on the uniform and whether or not the training will be delivered in house. BTP may have to review charging for the Scheme in the long term due to the number of companies becoming accredited. This would be to cover basic costs such as ID cards, Powers cards, badges, background checks and administrative costs.

How long does accreditation last?

The initial period of accreditation lasts for one year. After this period companies need to apply for renewal of accreditation and BTP may conduct an audit of the Scheme. Accreditation can be granted for a maximum period of three years after this but more commonly a two year period will be granted.

Is there a logo that can be used?

The RSAS logo can be used and will be supplied by BTP, however any other BTP logos cannot be used by the Accredited Company.

What are the uniform requirements?

Uniforms have to clearly display the RSAS logo but need to be distinct from police officers' uniforms to avoid potential confusion. Any uniform needs to be approved by the Chief Constable of BTP. Uniforms need to be worn whenever accredited persons are on duty and they cannot exercise their duties in plain clothes.

What Powers can Accredited Persons be issued with?

Powers need to be requested and vary from one Accredited Company to another as they need to be appropriate to the job role that is performed. Becoming accredited does not give a company an automatic right to use Powers as these will need to be granted by the Chief Constable. Please refer to the Powers section for a detailed list of available Powers.

Do Accredited Persons have the Power of detention or arrest?

No, they do not have specific powers of arrest but have the general Citizen's Arrest power. However, there is no expectation that this Power will be exercised as part of the Scheme.

What agreements will there be between BTP and the Accredited Company?

Standard agreements and protocol documents need to be drawn up including a Service Level Agreement, Joint Operating Protocol, Information Sharing Protocol and if applicable a Penalty Notice for Disorder Protocol.

Who manages the Scheme and the Accredited Persons?

An authorised signatory will be the designated person for the company and will be in charge of signing relevant documents and liaising with BTP. There will also be an Inspector on Area who looks after the Scheme on a day to day basis as well as the Complementary Policing Department.

Will there be a marketing opportunity?

Once accreditation has been granted a formal ceremony will be organised, which presents a good marketing opportunity.

What training needs to be provided for the Accredited Persons?

Training needs to be delivered to ACPO standards under the title 'Community Safety Accreditation Schemes: Accredited Persons Training'. This training package is delivered by a number of training providers; alternatively the training can be delivered in house if the trainers and training facilities have been approved by one of a number of different Awarding Bodies. Arranging the training is the responsibility of the Accredited Company.

Is there a training syllabus?

Yes, the syllabus includes among other things training on legislation, diversity, interpersonal skills, risk assessment, conflict management, crime or incident scene management and using communication equipment. The syllabus can be obtained from the Complementary Policing Department.

How can a company deliver the training in house?

A company needs to apply for approval by an Awarding Organisation such as City and Guilds, Edexcel, NCFE, National Open College Network or ASET. The three aspects that will be looked at by the Awarding Organisation include centre, qualification and trainer approval. An assessment by the Awarding Organisation's verifier will also take place. Further information and application packs/guidance can be obtained directly from the Awarding Bodies (please see enclosed contact details).

Are other training courses in the security sector acceptable?

No, training has to be specific Accredited Persons training under the Community Safety Accreditation Schemes.

Does BTP recommend a particular training provider?

No, BTP does not recommend any particular training provider, but information can be supplied listing various training providers.

What proof does BTP require that training has been delivered to the required standard?

Copies of the course certificates are required with the individuals' applications. If training has been delivered by the company's own training facilities evidence of centre and trainer approval needs to be submitted i.e. the relevant certificates of approval.

What does the audit process involve?

Audits are usually conducted at the end of an accreditation period and should take no longer than one day. Certain documents may be requested and a focus group with Accredited Persons takes place.

What are the benefits of the Scheme?

Working in partnership, dealing with low level disorder, sharing of information & intelligence in relation to crime and disorder as well as public reassurance are among the benefits of the Scheme. Identifiable Accredited Persons can help reduce fear and increase customer satisfaction while supporting the safety and security of the railways. It also shows that a company has achieved a high standard of recruitment and operation.

Can Accredited Persons be deployed by BTP?

No, BTP provides tasking information but does not get involved in the actual deployment of Accredited Persons.

Can companies already accredited under the Community Safety Accreditation Scheme (CSAS) apply?

Companies accredited under the CSAS usually do not provide Railway Security, hence it would be unlikely for them to be accredited under the RSAS.

Can public sector organisations apply for accreditation?

Yes, they would apply directly to BTP rather than going through ACPO, please contact Complementary Policing for more information, an application pack and details of fees. Note that the same requirements apply as for private sector companies.

Who is the point of contact for further information?

The Complementary Policing Inspector and RSAS Manager can be contacted for more information or to arrange a preliminary meeting. To request an application form please contact ACPO directly.

BTP Contact Details

Inspector Jennifer Gilmer
Complementary Policing Section
61 Central Street
London
EC1V 8AN

Tel: 020 7954 3898
Fax: 020 7490 7127
Email: Jennifer.Gilmer@btp.pnn.police.uk

RSAS Administration
Complementary Policing Section
61 Central Street
London
EC1V 8AN

Tel: 020 7954 3896
Fax: 020 7490 7127
Email: complementarypolicing@btp.pnn.police.uk

ACPO Contact Details

Mr. Ken Meanwell
Company Approval Officer
ACPO Staff Office
Lincolnshire Police Headquarters
P O Box 999
Lincoln
LN5 7PH

Tel: 01522 558 377
Fax: 01522 558 128
Mobile: 07770 237 173
Email: kenneth.meanwell@lincs.pnn.police.uk



Fees

Section 41(5) allows a Chief Constable to charge such a fee as considered appropriate for considering an application for or the renewal of an accreditation under this section. These fees are to be reviewed annually.

Fees for a company

These can be obtained from Mr. Ken Meanwell (details on enclosed sheet).

Fees for an Accredited Person

Accredited Person	Initial Accreditation	Accreditation Renewal
Fee	TBC	TBC

Fees to be made payable by cheque to: British Transport Police

Or by BACS - Account No. 25053272
 Sort Code 10-00-00
 Ref Accreditation Scheme (Insert name of company)



Training



British Transport Police has to be satisfied that the person to be accredited is capable of performing their current role and have been trained to a standard to which they are to be accredited. The employer needs to ensure that the employees put forward are physically capable and that in their opinion have the necessary personal qualities to become accredited. A signed statement of competence is required to certify that the employee has performed his/her role to a satisfactory standard, or that they have met the role requirements through a recruitment process if they are newly employed (Form A4 – your employer should complete this form and return it to us together with a copy of your training certificate).

Specialist training is required to deliver the powers to which a person is accredited. ACPO are currently creating National Qualification Standards for Accredited Persons. All training courses will need to meet these standards, this includes delivery, assessment and auditing of training courses. This will result in a nationally recognised qualification for accredited persons with an awarding body (details attached).

In the meantime, there are a small number of courses available externally, which British Transport Police has quality assured. Further details can be sought from the Nominated Officer.

Courses include the following to a minimum of Level 2 national qualification standard.

Element	
Respect of People	Evidence Gathering
Diversity awareness, fairness, prejudice, stereo-typing, anti-discriminatory practice	Crime Scene Preservation
Equal Opportunities	Crime and Incident Reporting
Race Relations	National Intelligence Model
Disability Discrimination	Intelligence Gathering (inc RIPA)
Human Rights	Data Protection
Communication	Court rules and Practice, Statement writing
Conflict Resolution	Using a Pocket Notebook
Law in relation to use of force	Environmental Safety
Dispersal of Groups	Fire Safety
Radio familiarisation, making contact	Major Incidents, Suspect packages
CCTV Link	Noise Pollution
Community Issues	Powers overview
POP (Problem Orientated Partnership)	Power to obtain name and address
MAPS (Multi-Agency Problem Solving)	Civilian Powers of Arrest
SARA (Scanning Analysis Response Assessment)	Legislation relating to powers
Antisocial behaviour	Fixed Penalties
ASBOs	Personal Safety
Juvenile Nuisance	First Aid
Confiscation of Alcohol and Tobacco from juveniles	Risk Assessment
Drug Awareness	Counter Terrorism
Alcohol	



Training Courses & Awarding Organisations

Jigsaw Training
Community/Railway Safety Accreditation Scheme Training Course
Tel: 01772 430004
Email sales@jigsaw-training.co.uk
www.jigsaw-training.co.uk

Ramesses
BTEC Advanced Award in Community and Public Safety Operations (CPSO)
Customer Services Tel: 0870 240 9800
Email info@ramesses-group.com
www.ramesses-group.com

Level 2 Community Safety for Accredited Persons'
ASET
Customer.services@aset.ac.uk
Tel: 0845 45 89 500

City & Guilds
Tel: 0845 45 89 500

Edexcel
Tel: 0870 240 9800

More information available at: www.skillsforsecurity.org.uk

NB: This list is not exhaustive.



BRITISH TRANSPORT POLICE CRIMINAL CONVICTIONS GUIDANCE FOR APPLICANTS WHO WILL BE ACCREDITED UNDER THE POLICE REFORM ACT 2002

Introduction

Non-police personnel are increasingly being contracted to undertake work that requires them to be accredited with some police powers, as allowed under the Police Reform Act. Where this is the case it has been agreed that, for vetting purposes, they will be subject to the same level of checks as police recruit applicants.

The provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that the Rehabilitation of Offenders Act 1974 shall not apply to the police service and applicants are therefore required to declare:

- All convictions, cautions, reprimands or warnings
- Binding over
- Driving Offences (including details of any relevant disqualification)
- Fixed Penalty Notices
- Any involvement with the military authorities on disciplinary matters (whether involving court martial or not)
- Involvement in a criminal investigation (whether or not this has led to a prosecution) or association with criminals.

Criminal Convictions

1. *Applications will not be accepted from those who have been convicted or cautioned for a serious arrestable offence such as:*

- Treason
- Murder
- Manslaughter
- Rape
- Kidnapping
- Incest/intercourse with a girl under 13
- Buggery with a person under 16 or a person who has not consented
- Hostage taking, hi-jacking or torture
- Involvement in espionage, terrorism, sabotage or any actions to overthrow/undermine parliamentary democracy by political, industrial or violent means or association (past or present) with any organisation advocating such activities
- Death by reckless driving
- Firearms offences
- Racially motivated or homophobic offences

2. Applicants are likely to be rejected if they have been involved in any of the following (unless there are exceptionally compelling circumstances):

- Offences involving serious violence or injury including Grievous Bodily Harm (GBH) and Actual Bodily Harm (ABH)*
- Offences involving unsolicited violence towards others
- Unlawful possession of weapons, firearms or going equipped to steal
- Gross indecency
- Acts of indecency
- Abuse or neglect of children
- Public order offences – involvement in riot, violent disorder, affray, causing intentional harassment, alarm or distress
- Interference with the Administration of Justice or the investigation of offences
- Burglary
- Offences which involve elements or acts of dishonesty, corruption, substantial financial gain or serious loss to anyone including theft, fraud and deception
- Serious involvement in drugs including possession of a Class A drug (heroin, morphine) or more than one Class B drug (amphetamines) and/or supplying drugs of any kind
- Reckless or Dangerous Driving within the last ten years
- One offence of drink driving or drunk in charge or drugs driving within the preceding ten years
- More than one offence of drink driving or drunk in charge or drugs driving
- Other serious motoring offences such as convictions within the last five years of driving without insurance, failing to stop after an accident or driving whilst disqualified
- More than three endorsable traffic convictions (including fixed penalties) within the last five years (for offences on different dates)
- Two or more convictions for regulatory offences such as failure to renew vehicle excise license within the last five years.
- Any offence committed as an adult or juvenile which resulted in a prison sentence (including custodial, suspended or deferred sentence and sentences served at a young offenders' institution or community home)
- Cautions (including reprimands and final warnings) for recordable offences within the last five years
- Juvenile convictions within the last five years for any recordable offence
- Any recordable offence other than listed above within the last five years

NB: A recordable offence is any offence held on the Police National Computer as specified in the National Police Records (Recordable Offences) Regulations 2000.

Anyone with such convictions who wishes to apply to work with British Transport Police in a role in which they will be accredited with some police powers must, before completing the application and vetting forms, write to the following address giving full details together with a description of any 'exceptionally compelling circumstances'. A decision will then be made regarding whether or not an application will be accepted and you will be notified of the outcome: **The Vetting Manager, British Transport Police, 25 Camden Road, London, NW1 9LN**

* Applicants should note that historically the infliction of a minor injury would lead to a charge of ABH. The charging criteria have changed so that the same minor injury would now attract a charge of common assault and would not necessarily lead to the rejection of the candidate. Anyone with such a conviction should also write in to the above address giving full details for a decision as to whether an application would be accepted.

3. An applicant's age at the time of an offence and the aggravating circumstances surrounding the offence will all have a bearing in the following cases:

- Drunk and Disorderly – no more than one offence and only after 2 years have elapsed following a caution or 3 years have elapsed following a bindover / conviction
- Minor drugs offences or substances abuse – no more than one offence and only after 2 years have elapsed following a caution or 3 years from conviction
- Common Assault – no more than one offence as a juvenile and only after 2 years have elapsed from end of bindover / conviction.

4. Where relatives and associates of an applicant are found to have unspent convictions or cautions for recordable offences, the following will be considered:

- The likelihood that the applicant's performance and discharge of duty will be adversely affected e.g. through adverse pressure or a conflict of interests
- The nature, number and seriousness of the offences or involvement in criminal activity and the time over which these took place
- Whether the circumstances are likely to bring discredit to or embarrass the police service or police force.

If you have any relatives or associates who have unspent convictions or cautions for recordable offences this may affect your vetting. Please provide full details of these individuals and any relevant information that may have a bearing on your application (e.g. level of contact) on a separate sheet and attach it to the completed vetting form (Form A3).

5. Undisclosed Convictions

Where it is suspected that an individual has failed to declare a conviction or caution, enquiries will be made to ascertain whether the conviction or caution is attributable to the individual. Where it is established that an individual has deliberately failed to disclose a conviction or caution his or her application will be rejected.

6. Outstanding charges and summonses

Where an individual discloses an outstanding charge or summons the application will be put on hold until the outcome is known, at which time it will be considered in line with the above criteria.



Powers available to Accredited People Under the Railway Safety Accreditation Scheme



An Accredited Person has access to and shares information and intelligence with British Transport Police.

Below are the powers that are available to Railway Safety Accreditation Scheme accredited people under the Police Reform Act 2002 and Antisocial Behaviour Act 2003.

Powers:

- 1) Request name and address for Fixed Penalty Notice and offences that cause injury, alarm and distress to another person or damage or loss of another's property. (*Section 1 of the Crime and Disorder Act 1998*)
- 2) Request name and address of a person acting in an anti-social manner. (*Section 1 of the Crime and Disorder Act 1998*)
- 3) Confiscate alcohol from young persons. (*Section 1 of the Confiscation of Alcohol (Young Persons) Act 1997*)
- 4) Confiscate cigarettes and tobacco products from young people. (*Section 7 of the Young Persons Act 1933*)
- 5) Regulate traffic for the purpose of escorting abnormal loads. (*Section 35 & 37 of the Road Traffic Act 1988*)
- 6) Require the removal of abandoned vehicles. (*Section 99 of the Road Traffic Regulation Act 1984*)
- 7) Stop a vehicle under sub-section (3) of section 67 of the Road Traffic Act 1988 (c52) for the purposes of a test under sub-section (1) of that section.
- 8) Stop cyclists if they are suspected of having committed the offence of riding on a foot-way. (*Section 163(2) of the Road Traffic Act 1988*)
- 9) Power to photograph persons away from a police station. (*Paragraph of Schedule 8 of the Serious Organised Crime and Police Act 2005*)

Powers to issue Penalty Notices for Disorder Higher tier offences:

- 10) Issue of Penalty Notice for Disorder for wasting police time or giving a false report. (*Section 5(2) of the Criminal Law Act 1967*) **DA01**
- 11) Issue of Penalty Notice for Disorder for using a public telecommunications system for sending messages known to be false in order to cause annoyance. (*Section 127(2) of the Communications Act 2003*) **DA02**
- 12) Issue of Penalty Notice for Disorder for knowingly giving a false alarm to a fire brigade. (*Section 49 of the Fire and Rescue Services Act 2004*) **DA03**
- 13) Issue of Penalty Notice for Disorder for behaviour likely to cause harassment alarm or distress. (*Section 5 of the Public Order Act 1986*) **DA04**
- 14) Issue of Penalty Notice for Disorder for throwing fireworks in a thoroughfare. (*Section 80 of the Explosives Act 1875*) **DA05**
- 15) Issue of Penalty Notice for Disorder for breach of firework curfew (11pm-7am). (*Fireworks Regulation 2004*) **DA13**

- 16) Issue of Penalty Notice Disorder for possession of Category 4 firework. (*Fireworks Regulation 2004*) **DA14**
- 17) Issue of Penalty Notice for Disorder for possession of adult firework in public place by under 18. (*Fireworks Regulation 2004*) **DA15**
- 18) Issue of Penalty Notice for Disorder for selling alcohol to a drunken person. (*Section 141 of the Licensing Act 2003*) **DA16**
- 19) Issue of Penalty Notice for Disorder for supply of alcohol by or on behalf of a club to a person aged under 18. (*Section 146(3) of the Licensing Act 2003*) **DA17**
- 20) Issue of Penalty Notice for Disorder for sale of alcohol to a person under 18. (*Section 146 (1) of the Licensing Act 2003*) **DA18**
- 21) Issue of Penalty Notice for Disorder for purchase of alcohol in licensed premises by or for a person under 18. (*Section 149 (3) of the Licensing Act 2003*) **DA19**
- 22) Issue of Penalty Notice for Disorder for purchase of alcohol for consumption for a person under 18. (*Section 149 (4) of the Licensing Act 2003*) **DA20**
- 23) Issue of Penalty Notice for Disorder for delivery or allowing delivery of alcohol to a person under 18. (*Section 151 of the Licensing Act 2003*) **DA21**

Lower tier offences:

- 24) Issue of Penalty Notice for Disorder trespassing on a railway. (*Section 55 of the British Transport Commission Act 1949*) **DB03**
- 25) Issue of Penalty Notice for Disorder for throwing stones, etc at trains or other things on railways. (*Section 56 of the British Transport Commission Act 1949*) **DB04**
- 26) Issue of Penalty Notice for Disorder for consumption of alcohol in a designated public place. (*Section 12 of the Criminal Justice and Police Act 2001*) **DB07**
- 27) Issue of Penalty Notice for Disorder for consumption of alcohol by a person under 18 in licensed premises. (*Section 150 (1) Licensing Act 2003*) **DB12**
- 28) Issue of Penalty Notice for Disorder for allowing consumption of alcohol by a person under 18 in a bar in licensed premises. (*Section 150 (2) Licensing Act 2003*) **DB13**
- 29) Issue of Penalty Notice for Disorder for buying or attempting to buy alcohol by a person under 18 (*Section 149 (1) Licensing Act 2003*) **DB14**

Powers relating to byelaws:

- 30) Byelaw 6: Unacceptable behaviour. Relates to litter. (*Section 87 of the Environmental Protection Act 1990*) and also to graffiti (*Section 43 of the Anti-social Behaviour Act 2003*)
- 31) Byelaw 7: Music, sound, advertising and trade. Relates to fly-posting. (*Section 43 of the Anti-social Behaviour Act 2003*)
- 32) Byelaw 15: Pedestrian-only areas. Relates to riding bicycle on footpath. (*Section 54 of the Road Traffic Offenders Act 1988 & Section 72 of the Highway Act 1835*)
- 33) Byelaw 16: control of animals. Relates to dog fouling. (*Section 4 of the Dogs (Fouling of Land) Act 1996*)