

Unit K/650/0109

Develop, implement and review policies and procedures for safety and security at spectator events

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1. Know how to develop policies and procedures	<ul style="list-style-type: none">1.1 Identify types of, and objectives for, policies and procedures the organisation may need to develop, implement and review1.2 Describe the criteria to be followed for the key work areas1.3 Identify methods of drafting policies and procedures1.4 Identify current legislation and guidance, best practice and existing organisational policies and procedures
2. Know how to consult on policies and procedures	<ul style="list-style-type: none">2.1 Explain how to identify the internal and external stakeholders to consult with on policies and procedures2.2 Identify research methods and which methods are most suitable to allow people to contribute2.3 Identify the best sources of information to use for the consultation2.4 Describe the processes for running a consultation2.5 Identify methods of evaluating the consultation inputs
3. Know how to finalise and implement policies and procedures	<ul style="list-style-type: none">3.1 Explain how to analyse consultation responses3.2 Explain why they must take into account the consultation responses when producing final versions of policies and procedures3.3 Describe the implementation processes for new policies and procedures3.4 Identify the training and briefing requirements for policy implementation3.5 Identify the communication strategy for changes to policies and procedures3.6 Identify the criteria for determining the effectiveness of new policies and procedures3.7 Explain why new policies and procedures should be consistent with current legislation and guidance and existing organisational procedures

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| 4. Know how to review policies and procedures | <ul style="list-style-type: none"> 4.1 Explain why they must monitor policies and procedures 4.2 Identify the process for reviewing policies and procedures with internal and external stakeholders 4.3 Explain why a review timetable for policies and procedures should be created and followed 4.4 Describe how to check that staff are aware of the policies and procedures and that these are being followed 4.5 Explain why it is crucial to review security policies and procedures in response to current and revised UK threat levels 4.6 Identify the process for reviewing policies and procedures in response to changes to the terrorism threat level 4.7 Explain why they must keep records of reviews |
| 5. Be able to develop policies and procedures | <ul style="list-style-type: none"> 5.1 Select the objectives for policies and procedures 5.2 Develop criteria for drafting and writing policies and procedures which will be consulted upon at a later stage 5.3 Draft policies and procedures that are consistent with current legislation, current guidance, best practice and existing organisational procedures 5.4 Include equality, diversity, inclusion and safeguarding policies in own policies and procedures 5.5 Agree draft policies with internal stakeholders |
| 6. Be able to consult on policies and procedures | <ul style="list-style-type: none"> 6.1 Recommend internal and external stakeholders for consultation 6.2 Establish research and consultation methods and timelines 6.3 Carry out the consultation with all stakeholders 6.4 Evaluate the consultation responses and draw conclusions |

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| 7. Be able to finalise and implement policies and procedures | 7.1 Finalise policies and procedures taking into account the conclusions from the evaluation of consultation responses
7.2 Agree with internal stakeholders: <ul style="list-style-type: none"> a. the measures for implementing policies and procedure b. the arrangements for any training required c. how the changes should be communicated 7.3 Check the policies and procedures before publication ensuring consistency with organisational requirements
7.4 Alert all staff to any revisions to policies and procedures and the reasons for the revisions
7.5 Confirm staff are aware of policies and procedures
7.6 Agree with internal stakeholders how often policies and procedures are reviewed |
| 8. Be able to review policies and procedures | 8.1 Monitor the effectiveness of policies and procedures
8.2 Review policies and procedures with internal and external stakeholders in accordance with the review timetable
8.3 Review security policies and procedures in response to revised UK threat level
8.4 Keep records of any reviews |

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.