

TACT
FOR TRAINERS

ICVA
The Independent Custody
Visiting Association



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TRAINING OVERVIEW

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TRAINING OVERVIEW

INTRODUCTION

This training manual has been produced to accompany the independent custody visiting TACT detainees information and training session and the student handbook for the session.

It contains relevant information, exercises and models to help you understand the role of visitors and the visiting processes for TACT detainees. It contains answers to questions and exercises and some delivery tips as well as thinking about how to set up and run your session.

LEARNING OBJECTIVES

By the end of this training your attendees should be able to:

- Understand the development and context of independent custody visiting.
- Identify the procedures within a TACT visit and use any accompanying documents and forms.
- Understand the role and responsibilities of those involved in the process.
- Identify further sources of help and information to help you carry out your role effectively. In order to help meet these learning objectives, the purpose of each section of the training is stated clearly.

PREPARING YOUR SESSION

- Thoroughly read through both manuals; it's really important that you are familiar with them and know what comes next.
- You will need to do some preparation for your session, make sure you put aside some time to research data to include and general comments on the terrorism picture in the UK, this manual has details of when you should use this information and where to find it.

- ICVA has produced a slide pack for your use, but you will need to amend it to suit your needs. If you do not wish to use PowerPoint, you will need to prepare handouts for your ICVs.
- The student training material has extra information in it that won't be repeated here, you won't go through all of this word for word in the sessions so useful for you to know!
- Ensure you print enough copies of the student manual before the session starts.
- If you can, you might want to complete the exercises within the programme prior to training the students with colleagues to allow you to research and confirm the issues raised within each exercise.
- Check the training facilities you will be using - do they have all the equipment you will need? Does it work? Do you have the right leads if using IT?
- Make sure there are appropriate refreshments and comfort breaks planned in, people learn best when they are well fed, watered and comfortable!

THINGS YOU WILL NEED

- Prepared PowerPoint – we have produced a PowerPoint pack as a guide but you may wish to tailor it to your taste.
- Flipchart and pens for full group discussions.
- Copy of TACT visit forms to hand out – they are included in the manual but you may wish to give out additional copies as part of an exercise.
- Feedback forms/email addresses to hand out at the end of the session.

RUNNING THE SESSION

Delivery Tip - There is a good deal of written materials in the student manual and the training will, by nature be less interactive than the induction training. You will, however, be training experienced ICVs so assuming you keep to the style rules below the session should still be enjoyable and informative for them.

EFFECTIVE

The role of the trainer is to facilitate learning, not to do the learning for the students.

You should try and use open questions to stimulate discussions where possible, an easy way to remember this is 5 W's and an H, starting sentences with one of these words will ensure that you are prompting for a response:

- ? Who.
- ? What.
- ? Where.
- ? When.
- ? Why.
- ? How.

OBJECTIVE

Focus on legal requirements, human rights and OPCAT, roles and situations, not individual personalities or views.

Delivery tip - This may be particularly challenging when discussing TACT detainees so be mindful that your group are aware of the need for objectivity in this regard.

ENTHUSIASTIC

The best facilitators are passionate and inspiring - think back to your school days when your favourite subjects were always linked to a good teacher.

Prior to a session it can be useful to think about what you think is important about custody visiting, or an example of a report you have seen where ICVs have really made a difference to make sure your attendees can see your enthusiasm, it's contagious when facilitating!

SUPPORTIVE

Offer praise, support and encouragement at any given opportunity. Ensure that you don't 'pick on' quiet group members but support them to engage, they may be more comfortable and forthcoming in smaller group exercises rather than full group discussion.

POSITIVE

Learning can be encouraged by removing the fear of failure (the fear of getting things wrong can prevent some people from participating fully).

Set up your sessions with the understanding 'there is no failure, only feedback' so that students can relax and be open to learning. Training days are not examinations, they are there to raise awareness and support development.

THOROUGHNESS AND TRANSPARENCY

It's ok to say you don't know something, no one knows everything on a topic and people appreciate honesty! TACT is an area that can be complex so it's ok if you are new to it and don't know everything as a trainer! If you do say that you aren't sure of something to your group and say that you will find the answer, make sure that you do and feed back to them at a later date. It's really important to follow up if you have said you will.

ASSERTIVE

You have a timetable to meet and should keep your group on track, there will always be some group members who are more vocal than others and some topics that will generate more lively discussion. Remember it's ok to move a group on, maybe suggest that they continue the discussion at breaks or that it could be put as AOB for further discussion at a panel meeting?

Challenge any comments which may offend others, it's unlikely that this will be the case but best to feel confident to do so just in case.

ASK FOR HELP

TACT is a specific area of detention, you might wish to ask someone from the TACT suite to attend your training if you have one, or ensure that you have a co-tutor with you who has a good working knowledge of TACT too so that you feel more comfortable when delivering the training.

ACKNOWLEDGEMENT

It's always a nice thing to acknowledge that ICVs are giving their time for free to take the training and the visits work and that this is appreciated on a national scale.



HOUSEKEEPING AND HEALTH AND SAFETY

PRIOR TO THE START OF THE SESSION:

- Ensure that you find out from the venue on your arrival about fire exits/alarms/toilets etc.
- Sign in sheet – it's best to send this round prior to the start of the training or ask people to sign in on arrival or at breaks so as not to disrupt the start of the training.
- Name badges – this is up to you, sticky labels often suffice and can help you interact with the group as well as help them interact with each other; you can put them on tables.
- Ensure refreshments are available on arrival; some attendees may have had a long or difficult journey.

SESSION START

Greet everyone, give relevant local housekeeping information. (including Health & Safety, toilets etc.)

- Introduce other contributors if you have them, you may not.
- Ask students to put any mobile phones on silent and away in bags where possible.

Delivery tip - Facilitate a short ice-breaker – ask students to introduce themselves along with a brief overview of their custody visiting history and what has attracted them to the role of TACT visiting – this will encourage participation as well as help to learn names – keep this nice and light and pacy.



2



WELCOME HELPFUL TIPS

1. BACKGROUND
2. INDEPENDENT REVIEWER OF
TERRORISM LEGISLATION
3. TERRORISM ARRESTS
4. YOUR EXPECTATIONS

WELCOME

HELPFUL TIPS

BACKGROUND

Delivery Tip - You may wish to use the slides for this part of the training; the background is given as an overview in the student manual. The slides contain space for you to provide up to date background information on the terrorism picture in the UK and ICVA would recommend you using the most recent IRTL annual report, (the introduction will be useful for general comments) or Home Office website to gain information to fill the slide, links are at the end of this manual.

INDEPENDENT REVIEWER OF TERRORISM LEGISLATION

Delivery Tip - The PowerPoint will have the detail on this contained within it but how much or little you use is up to you! Perhaps just the quote from The Independent Reviewer of Terrorism Legislation, (IRTL) (included in the student manual), and talk through the rest, although how much information you put on screen is up to you!

A BRIEF HISTORY

Delivery Tip - You may wish to use slides for this part of the manual; the brief history is a short overview in the student manual.

TERRORIST ARRESTS

Delivery Tip - As per above we suggest using slides for this section and attaining data from the Home Office website prior to the training to give a picture of recent terrorism arrests. A holding slide has been put in the slide pack for you to put some data from the Home Office website onto and the link to find the data is at the end of this manual.

YOUR EXPECTATIONS

Delivery Tip - This part would be best run as an exercise. We suggest that you give each attendee a few minutes to record their own answers in their manual. Ensure that you let group members know there are no right or wrong answers here – it's just an opportunity to reflect and discuss!

When they have done this get them to work in a pair or as a table depending on numbers and come up with a theme under each heading for full group discussion.

Run a discussion on themes for expectations and concerns. You may want to make a note of these on a flipchart to check in with the group at the end to see if the training has made them feel more confident in the role and provided clarity in terms of any expectations that were unlikely to be met.



PRESENT KNOWLEDGE
QUESTIONNAIRE

PRESENT KNOWLEDGE QUESTIONNAIRE

Delivery Tip - Ask group members to complete this questionnaire individually, and then facilitate full group feedback. Remember to reiterate that its ok if attendees don't know all of the answers but you should!

1. Who does Code H of PACE / Lord Advocate Guidelines apply to?

PACE Code H / Lord Advocate Guidelines refers to people in police detention following their arrest under section 41 of the Terrorism Act 2000 – and persons in respect of whom an authorisation under section 22/23 of the Counter-Terrorism Act 2008.

2. Who is the Independent Reviewer of Terrorism Legislation and what is his role?

The Independent Reviewer's role is to inform the public and political debate regarding anti-terrorism law in the United Kingdom and they are also a member of the UKNPM along with ICVA. The current IRTL is Jonathan Hall QC.

3. Where, in your area, are TACT detainees held?

You will need to research this prior to your training so as to have local knowledge.

4. Are all TACT visits unannounced?

No. ICVs may make unannounced visits to TACT suites whenever they wish, however, due to the nature of TACT arrests and the frequency, the police custody officer also has to notify the local scheme manager when their suite has TACT detainees as soon as they are able after someone is taken into TACT detention so that visits may commence as soon as practicable after the notification. This is in part, to avoid ICVs visiting empty suites.



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LEGISLATION

1. TERRORISM ACT 2000
2. PACE CODE H / LORD ADVOCATES GUIDELINES
TERRORISM ARRESTS
3. CORONERS AND JUSTICE ACT 2009
SECTION 117(6)
4. ICV CODES OF PRACTICE (REVISED 2013)
5. COUNTER TERRORISM COMMAND AREAS



LEGISLATION

Delivery Tip - This section of the student manual is quite hard going for attendees in terms of content containing a large amount of information.

PowerPoint would be best used for the sections below, all of which are in full in the student manual for your reference. Dependent on timings, it may be best to take a break mid-way through this section.

- Terrorism Act 2000
- PACE Code H / Lord Advocates Guidelines
- Coroners and Justice Act 2009 Section 117(6)
- ICV Code of Practice (revised 2013)
- TACT Facilities

Delivery Tip - Whilst running through the legislation and the code, intersperse reading slides etc with questions to stimulate group engagement and understanding.



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VISITING TACT DETAINEES

1. WHAT HAPPENS ON A VISIT?
2. OVERVIEW OF RIGHTS AND ENTITLEMENTS OF TACT DETAINEES
3. VIEWING RECORDED INTERVIEWS
4. WHAT TO EXPECT
5. PACE / CRIMINAL PROCEDURE SCOTLAND ACT V TACT: THE DIFFERENCES
6. DURATION OF DETENTION
7. VISITING PRACTICES
8. REPORTING BACK

VISITING TACT DETAINEES

WHAT HAPPENS ON A VISIT?

Delivery Tip - For this section, you might wish to do a 'chalk and talk' exercise to elicit knowledge from the group, you might want to use the following questions that tie in with the student manual – do be aware that these answers are in the student manual so perhaps ask group members to turn over their manuals prior to discussion!

The details are:

WHAT DO YOU THINK WILL BE THE SAME AS A REGULAR ICV VISIT WHEN VISITING A TACT DETAINEE?

- Similar visiting arrangements to PACE / Criminal Procedure Scotland Act detainees.
- Role of ICV remains unchanged, focusing on rights, entitlements and wellbeing of detainees.

WHAT DO YOU THINK MIGHT BE DIFFERENT?

- Carry out early visit within first 24 hours of detention.
- May view / listen to interview tapes with the detainee's consent.
- Copy of report to IRTL as well as PCC / Scottish Police Authority / Northern Ireland Policing Board.
- Initial visits are arranged.
- Arrangements for monitoring interviews on CCTV and the electronic time-stamping of interview notes.
- ICVs act as IRTL 'eyes and ears' and ICV reports will inform IRTL's visit, using them to direct visit locations and themes to look for.

Delivery Tip - You may need to prompt the group to elicit some of the answers above – ask about who report forms should go to, who does Independent Reviewer of Terrorism Legislation (IRTL) visit etc.

IMPORTANT

VISITORS HAVE A STATUTORY REQUIREMENT TO PASS ON TO THE POLICE ANY INFORMATION THAT THE DETAINEE MAY SHARE WITH THEM CONCERNING THE FURTHER COMMISSION OF TERRORIST ACTS (SECTION 38 TACT).

OVERVIEW OF RIGHTS AND ENTITLEMENTS OF TACT DETAINEES

Delivery Tip - For this section, PowerPoint is suggested. There are some exercises coming in subsequent sections to ensure that attendees are able to contribute.

VIEWING RECORDED INTERVIEWS

Delivery Tip - Do's and Don'ts exercise, ask attendees to turn over their manuals so that they are unable to see the lists. Prior to the session cut up pieces of paper of all the do's and don'ts and put them in an envelope/pile in the centre of the table.

Give each table or pair depending on group numbers 5-10 mins to sort them out into piles and then facilitate feedback as a whole group.

Where there are disagreements as to which pile a do or don't belongs to, allow group discussion to explore.

WHAT TO EXPECT

***Delivery Tip** - This is a scenario led exercise, these are all real examples. Dependent on group size, ask attendees to complete in pairs or on tables. They should consider each scenario in turn and record their answers on a separate sheet, leaving the space in the manuals for their own notes during the feedback.*

SCENARIO 1

- The detainees starts to explain to you why they feel they have been arrested, giving details of the case.

ICVs need to politely make clear that the detainee does not need and indeed should not give this information. ICVs cannot always stop this level of disclosure and that detainees may continue to disclose. **There are however parameters on disclosure and ICVs are not bound by privilege and MUST pass on any information pertinent to the commission of terrorist acts to officers as soon as is practicable. This includes information pertinent to the current investigation and arrest, AND any information that could pertain to the commission of future terrorist acts. You must ensure that attendees are very clear on this point.**

SCENARIO 2

- The detainee claims that they have been intimidated and threatened in their interview.

The ICV should ask the detainee's permission to view the recording of the interview, and if permission is given, request to then view the recording, making notes as to the treatment of the detainee during the interview process. The ICV **should not** make notes of content of the interview, but may make comments as to the treatment of the detainee during the process. **Should the custody staff or detainee refuse access to the recordings, ICVs should make a note of the refusal and the reason given for it.**

SCENARIO 3

- The detainee does not know why they have been detained. They want to let their family know where they are, but they are not allowed to speak to anyone.

The ICV should make a note of all of the detainees concerns and feed them back to the custody staff. It may be that there are reasons for not allowing others to know their current location/detention but ICVs can reassure the detainee that they will pass on the concern. In terms of not knowing why they are in detention, this should be raised with the custody staff also, and ask them to reiterate the reason for detention with the detainee. The ICV should check as to whether the detainee has been given their rights and entitlements and was able to understand them.

SCENARIO 4

- The detainee stands up and offers to shake your hand.

ICVs should not endeavour to shake hands with detainees on arrival. This poses a risk in terms of Health and Safety and leaves ICVs open to allegations of passing contraband. ICVs should explain that they aren't able to shake hands in a calm and polite manner to the detainee if they endeavour to do so.

PACE / CRIMINAL PROCEDURE SCOTLAND ACT V TACT: THE DIFFERENCES

Delivery Tip - For this part, you may wish to run an exercise. Cut up a copy of the table and ask the group in pairs or by table to sort them into piles of whether the process belongs to PACE, TACT or both. Ensure that attendees aren't able to see the completed copy of the table in their student manual!

Feedback Tip - Full group feedback is best for this, run through the table and get group members to shout out or show hands for if they got it right, keep this part light and pacey.

DURATION OF DETENTION

Delivery Tip - Powerpoint is best for this part, all material is also contained in the student manual.

VISITING PRACTICES

Delivery Tip - Get group to work in pairs or as a table, give paper for them to record notes, the student manual has space to record final answers and notes.

Feedback Tip - Feedback and discuss as a full group – you may wish to get each pair/table to give an overview of their response to a question and then move to the next for the next scenario to ensure that this feedback is engaging and not too long. These scenarios are likely to promote discussion.

SCENARIOS TO CONSIDER:

SCENARIO 1

- The detainee has been detained for a few days and hasn't been offered any books or entertainment.

It is one of the entitlements of TACT detainees that selected reading materials supplied by custody staff ought to be given. ICVs should bring this to the attention of the custody officer and ask if reading materials can be produced. They should record this on their forms.

SCENARIO 2

- The detainee is a breastfeeding mother.

There is no guidance on this in legislation, however, the baby would have not been brought into custody but either with a family member or being looked after by social services whilst the mother is in custody. At least one custody suite has a breast pump and a fridge and the detainee would usually be supervised in the doctors room by same sex officers while they express. We can then store the milk until a relative (or social services, dependent upon who has custody of the child) comes to collect.

SCENARIO 3

- The detainee has been there for three days and is complaining that they have only been provided ready meals.

It is one of the entitlements of TACT detainee's to be given meals that provide a varied diet, respect dietary requirements and religious beliefs. If the detainee has only been given microwave meals this isn't acceptable. ICVs should bring this issue to the notice of the custody officer at the end of the visit and record the feedback on their reporting form.

REPORTING ON A VISIT & APPENDICES

Delivery Tip - During this section of the training please emphasise the quality needed from the reports, ICVs are encouraged to use the aide memoire and must not record 'no issues' on their report. They should aim to include two to three sentences in each section, as a minimum including praise or challenges. They do not need to record which queries they have asked of detainees.

ICVs are also encouraged to ensure that notes made stand alone, and can be read and understood by any stakeholder long after the visit takes place and one copied.

You may wish to start with a 'chalk and talk' about what makes for a good visit, what makes a good report form etc and then run through the forms, discussing what sort of things ICVs might look out for in each section, how they might best be recorded etc.

The student manual has the aide memoire, a visits report form and a form for when ICVs observe an interview.

These forms are the national reporting forms and schemes must please ensure that these are the forms that are used for consistency purposes.



USEFUL INFORMATION AND WEBSITE LINKS

PACE CODE H 2017

<https://www.gov.uk/government/publications/pace-code-h-2017>

NATIONAL PREVENTATIVE MECHANISM

<https://www.nationalpreventivemechanism.org.uk/>

ICVA CODE OF PRACTICE

http://icva.org.uk/uploads/publications/ICV_Code_of_Practice-APR2013.pdf

SCOTLAND CUSTODY VISITING

<http://www.spa.police.uk/icvs/>

HOME OFFICE TERRORISM ARREST DATA

<https://www.gov.uk/government/collections/counter-terrorism-statistics>

INDEPENDENT REVIEWER OF TERRORISM LEGISLATION WEBSITE

<https://terrorismlegislationreviewer.independent.gov.uk>

The logo for the Independent Custody Visiting Association (ICVA). It features the acronym 'ICVA' in a large, white, serif font. The letter 'V' is stylized with a diagonal slash through it. Below the acronym, the full name 'The Independent Custody Visiting Association' is written in a smaller, white, sans-serif font.

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WWW.ICVA.ORG.UK