

# Product Licence Schedule

## Disaster Victim Identification (DVI) Foundation Course

Ref. no.: PL-B-104

Version: 6.0

Date: October 2023

## Product Licence Schedule: Disaster Victim Identification (DVI) Foundation Course

### 1. Introduction

- 1.1 This product licence schedule forms part of the College of Policing's (the 'Licensor's') consolidated licence. It articulates the terms and conditions which relate specifically to this Product but **must** be read in conjunction with the consolidated licence. A copy of the consolidated licence can be found at: <https://www.college.police.uk/career-learning/licensed-products>.
- 1.2 A list of all the Licensor's licensed products (and licence fees for organisations who are not a Home Office Police Force) as well as Product Licence Schedules for each Product is published [online](#) (excluding any police sensitive products). Licensees are also able to search whether their organisation has a consolidated licence and which products they are licensed to use/deliver at: <https://www.college.police.uk/career-learning/licensed-products>.
- 1.3 The College's work is organised into four portfolios and its people are organised into professional communities and business units (enabling services). Responsibility for this **Product** (the 'Disaster Victim Identification (DVI) Foundation Course') sits within the Engagement and Implementation professional community.
- 1.4 For enquires regarding this Product please contact Andy Woodward, DVI Coordinator, College of Policing. Email: [andrew.woodward@college.police.uk](mailto:andrew.woodward@college.police.uk).
- 1.5 For enquiries about licensing please contact the Copyright and Licensing team at: [Copyright&Licensing@college.police.uk](mailto:Copyright&Licensing@college.police.uk).

### 2. Background

- 2.1 The Licensor's Disaster Victim Identification Foundation Course is the nationally approved standard of training for Disaster Victim Identification.
- 2.2 Licensees are required by the National Police Chiefs' Council (NPCC) to ensure that Disaster Victim Identification training follows the national standard and meets the learning outcomes identified in the relevant learning descriptors.
- 2.3 The NPCC sponsor for this learning product is DCC Gyford, Cambridgeshire Police.
- 2.4 The Product is designed for all officers and suitably qualified staff who are or will be involved in the recovery and identification of disaster victims, and is the only nationally recognised course approved by the NPCC.

### **3. Licensed Purpose**

- 3.1 Subject to the licence terms, this Licence enables the Licensee to deliver the Licensor's Product to the Permitted Audience.

### **4. Licensed Resources (as updated from time to time)**

- 4.1 The full list of the Product resources is available at Appendix B.

### **5. Applying for a Licence and access to Licensed Resources**

- 5.1 Organisations wishing to apply for a licence should email the Licensor (refer to section 1.4 for contact details).
- 5.2 The licensed resources can be accessed via the College of Policing ResilienceDirect Restricted Community on the Cabinet Office's ResilienceDirect platform.

### **6. Government Security Classifications (GSC)**

- 6.1 The licensed resources in this Product are classified as OFFICIAL under the Government Security Classifications and are to be handled accordingly.

### **7. Proprietary Information and Security**

- 7.1 The licensed resources in this Product are designated as Confidential Information and must be treated as confidential and safeguarded accordingly (consolidated licence clause 5 refers). For the avoidance of doubt, this includes but is not limited to the uploading of tactics or curriculum materials to corporate or personal websites, social media, or other social platforms, or making available at events or open days.

### **8. Product enquiries and requests for disclosure under the Freedom of Information Act (FOIA) and Criminal Procedures and Investigations Act (CPIA)**

- 8.1 All enquiries relating to this Product must be referred to the Licensor promptly, and Licensees must use all reasonable endeavours to secure exemptions from disclosure under Section 41: Information Provided In Confidence (its disclosure would constitute a breach of confidence actionable by the Licensor).
- 8.2 Licensees who are subject to requests for disclosure under FOIA or CPIA are required to consult the Licensor before disclosing any of the Licensor's Products which are either classified as OFFICIAL-SENSITIVE or above under the GSC or contain police tactics and must use all reasonable endeavours to secure exemptions from disclosure.

## **9. Licence Term**

- 9.1 The licence term for this Product ends on 31 March 2024.

## **10. Licence Fees**

- 10.1 There is no licence fee for Home Office Police Forces to use this Product.
- 10.2 An annual licence fee of £564 applies from 1 April 2023 to 31 March 2024, to Licensees who are not Home Office Police Forces.
- 10.3 Any support required by the Licensee to use/deliver this Product will be charged at a daily rate to be agreed by both parties.

## **11. Use in Licensee's Own Products**

- 11.1 Not permitted.

## **12. Licensor's Logo and Copyright Assertion Notice**

- 12.1 Removal of the Licensor's logo or any copyright protection from the licensed materials is prohibited.

## **13. Permitted Audience**

- 13.1 Where the Licensee is a Home Office Police Force the Product may be used to provide training to its Internal Staff and also to other Home Office Police Forces personnel.
- 13.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its Internal Staff on a non-commercial basis, except as expressly authorised under the Licence.
- 13.3 Licensees must obtain prior written approval from the Licensor to extend the Permitted Audience, whether on a commercial or non-commercial basis by submitting a [Permission Request Form](#).

## **14. Commercial Use**

- 14.1 Where the Licensee is a Home Office Police Force, the Licensee is permitted to cross-charge other Home Office Police Forces up to Full Cost for the delivery of services utilising the Product to the Permitted Audience.
- 14.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its Internal Staff on a non-commercial basis.

- 14.3 Except as permitted above this Product shall not be used to generate income without the Licensor's prior written permission.

## **15. Sharing/Outsourcing**

- 15.1 Except as permitted in this Licence this Product shall not be shared with third parties without the Licensor's prior written permission.

## **16. Adapting/Modifying**

- 16.1 No amendments or modifications can be made to this Product without prior written permission from the Licensor.

## **17. Product Improvements**

- 17.1 Where the Licensee identifies any product improvements, including areas where the licensed resources are out-of-date or incorrect, these should be told to and shared with the Licensor (see section 1.4 for contact details).

## **18. Supplementary Materials**

- 18.1 Any additional materials created or used by the Licensee to supplement the Product cannot be validated or endorsed by the Licensor.

## **19. Permission Requests**

- 19.1 Licensees shall request permission to use this Product outside these licence terms by submitting a [Permission Request Form](#) to the Copyright and Licensing team at [Copyright&Licensing@college.police.uk](mailto:Copyright&Licensing@college.police.uk), at least 14 days before contract and/or commencement.

## **20. Territory**

- 20.1 Where the Licensee is a Home Office Police Force, this Product shall only be used within England and Wales. For the avoidance of doubt, this excludes the States of Guernsey, Jersey and the Isle of Man.
- 20.2 Where the Licensee is not a Home Office Police Force, this Product shall only be used within the Licensee's Official Business Premises, unless authorised by the College of Policing

## 21. Trainer Standards

- 21.1 Licensees delivering this Product shall ensure all their trainers meet the Police Sector Standards for Training of Trainers. The standards can be found on the Licensor's [Training Essentials Programme \(TEP\) webpage](#), under the 'Additional documents' title in the Key Details table.

## 22. Delivery Standards and Assurance

- 22.1 The learning standards for the Product are defined in the national policing curriculum (NPC). The national policing curriculum is supported by a wide range of management and trainer resources, including where appropriate programme specifications and trainer guides. Licensees shall ensure they are using the latest versions of these documents. These are accessible from the College of Policing ResilienceDirect restricted community on the Cabinet Office's ResilienceDirect platform.
- 22.2 With effect from 1 January 2024, the Licensees' Lead DVIF Trainers shall complete and submit the DVIF Course Assurance Submission Form (Appendix C), 5 working days prior to delivery of either DVIF Initial or Refresher Courses, to [andy.woodward@college.police.uk](mailto:andy.woodward@college.police.uk).
- 22.3 Licensees shall implement a process for CPD (continuous professional development) and mandatory refresher training if their training delivery is to personnel outside of the Licensee's organisation.
- 22.4 The Licensee shall ensure that its trainers meet the minimum DVIF training delivery requirements stipulated at Appendix A.
- 22.5 The Licensor may conduct compliance visits and the Licensee shall co-operate in these visits and undertakes to ensure that their Internal Staff comply with their obligations under this clause.
- 22.6 Use or delivery of the Product must be in accordance with the relevant programme specification. For the avoidance of doubt, this Licence shall take precedence over the specification and any supplementary guidance documents.
- 22.7 In accordance with consolidated licence clause 4.1.9 the Licensor has access at all reasonable times to oversee the Licensee's use of the Product to ensure compliance of the current delivery standards and licence terms.
- 22.8 Licensees shall provide the Licensor with any licence related management information (including but not limited to the number of courses delivered and/or number of Learners/users of the Product) that the Licensor determines is appropriate for the purpose

of monitoring activity under the licence, as required under the product licence or on request.

## **23. Special Conditions**

23.1 Clause not used.

## **24. Prior Experience, Pre-requisite and/or Co-requisite Learning**

24.1 There are no mandatory pre and/or co-requisite requirements for this Product.

## **APPENDIX A – Minimum DVIF training delivery requirements**

Licensee's authorised trainers are responsible for ensuring that all procedures carried out within the training arena are clearly documented and in line with the DVIF Course specification and trainers guide, and is approved by the Licensee's lead DVIF trainer.

### **1. Lead DVIF trainer and regional oversight**

- a) Licensees shall appoint a lead DVIF trainer who will have oversight of DVIF training within their organisation/region. The lead DVIF trainer shall meet the Police Sector Standard for the Training-of-Trainers.
- b) The regional lead DVIF trainer will have responsibility for the DVIF Course. Oversight will be provided by the Licensee and/or regional DVIF Lead, to ensure consistency of standards and delivery of the DVIF Course.
- c) The Licensor may conduct compliance visits to assure rigorous quality assurance of the course.

### **2. Licensees shall ensure their procedures include:**

- a) Health and Safety (risk assessments, safety briefs, review and monitoring procedures)
- b) Recruitment and selection Process to identify voluntary DVI staff
- c) Mentoring Process and CPD arrangements for staff
- d) Mandated Refresher Training Programme
- e) Debrief and Evaluation Process for training events
- f) Learners records, assessment procedures
- g) Training Records
- h) Inoculation and Health Check Records, including welfare and wellbeing
- i) Critical Incident Debrief Procedure
- j) Completion of the DVIF Course Delivery Assurance Submission Form (refer to Appendix C) 5 working days prior to DVIF Course delivery, with effect from 1 January 2024.

### **3. Minimum criteria for authorisation as a DVIF Trainer**

- a) Must meet the Police Sector Standard for training of trainers. Lead Trainers must hold a Police Sector Standard for the Training-of-Trainers training qualification, as described above.
- b) Must have completed the DVI Foundation Course.
- c) Must meet or be working towards the standard for assessors as per the National Policing Curriculum for assessors and verifiers.
- d) Hold or be working towards a recognised Health and Safety Qualification.

- e) Holds in date First Aid qualification.
- f) Both Operational experience and sound knowledge of DVI Process is paramount and a sound understanding of multi - agency Joint Emergency Service Interoperability Principles.
- g) Completed the Emergency Procedures Training programme (available via College Learn).
- h) All other DVIF trainers must meet the Police Sector Standard for training of trainers (see clause 21).

#### **4. Use of animal remains during training**

- a) The Licensor does not promote the use of animal remains for training conducted under licence. There are a number of different protected groups that are arguably negatively impacted by a Licensee's decision to use animal remains in training and as such there may be potential cause for a claim of indirect discrimination. There is, however, a balance to be struck between religious, cultural and ethical implications versus training for reality. If the decision is taken to use animal remains, this must be explained in the joining instructions and covered by a risk assessment and equality impact assessment (EIA).
- b) Where consideration is being given to using any animal remains during delivery of the DVIF Course, the EIA will allow the Licensee to fully explore any potential negative impacts on protected groups in their workforce and balance these against the benefits of using certain training materials. Due to the genuine health and safety implications trainers must refer to two risk assessments in providing a detailed pre-exercise briefing:
  - Exercise briefing (fictitious scenario for training purposes).
  - A 'No duff' briefing on actual and potential risk to Learners to include genuine use of personal protective equipment (PPE) and potential health and safety considerations due to the use of animal remains.

## APPENDIX B – List of DVI Foundation Course resources

### Learning Standards

Licensed Resources
DVI Mortuary Investigations
DVI Victim Recovery
DVI Core Knowledge
DVI Refresher Package

### Trainer Resources

Licensed Resources
DVI Foundation Trainers Guide
DVI Core Knowledge day 1 1.1 Course Opening
DVI Core Knowledge day 1 1.2 DVI Principles
DVI Core Knowledge day 1 1.3 DVI Roles and Responsibilities
DVI Core Knowledge day 1 1.4 MIPP and CB Awareness
DVI Core Knowledge day 1 1.5 Casualty B FLO
PPT DVI Core Knowledge Day 1 1.5 Forensics Awareness
DVI Core Knowledge day 1 1.6 H & S Inoculation
DVI Core Knowledge day 1 1.7 PPE dressing
DVI Mod 1 1-DVI Recovery
DVI Mod 1 2-DVI recovery forms
DVI Mod 1 DVI Photo Recovery Presentation
DVI Mod 2 1-Mortuary Investigation
DVI Mod 2 2-PM Data Entry Formset v1.0
DVI Mod 2 3-Pink Completion Exercise
DVI Mod 2 5-Reconciliation

### Learner Resources

Licensed Resources
DVI Foundation Pre-Read
DVI online resource pack

## APPENDIX C – DVIF Course Delivery Assurance Submission Form

### Disaster Victim Identification Foundation (DVIF) Course Delivery Assurance Submission Form

With effect from 1 January 2024, the Lead DVIF Trainer must complete this form for all DVIF Initial and Refresher Courses and email it to the College of Policing's National DVI training coordinator at: [andy.woodward@college.police.uk](mailto:andy.woodward@college.police.uk), 5 working days **before** the commencement date.

Section 1 - Submission details	
Course title (DVIF Initial or Refresher):	
The Licensee delivering the course:	
Name of Licensee's lead trainer and other trainers delivering the course:	
<b>Learner details:</b> <ul style="list-style-type: none"> <li>Number of Home Office Police Force (HOPF) Learners on the course.</li> <li>Number of Learners on the course from organisations that are not a HOPF, and indicate which organisations they are from (for example: BTP/PSNI/CNC/etc.)</li> </ul>	

Section 2 – Lead DVIF Trainer's submission			
Completion and submission of this form signifies the Lead DVIF Trainer's assurance that the course shall be delivered in accordance with the conditions of the licence and shall meet the minimum delivery requirements as specified in the College's PL-B-104 - Disaster Victim Identification Foundation Course licence schedule.			
Full name:			
Signature:		Date:	DD / MM / YYYY

**Note:** If the course cannot be delivered in accordance with the licence terms, the Lead DVIF Trainer should not sign this form, and is required to submit a [Permission Request Form](#) (see clause 19).