

TRAINING AND DEVELOPMENT POLICY

Company Name: Sinha Security Services Limited

Effective Date: 1 September 2026

Review Date: 1 September 2027

1. Policy Statement

Sinha Security Services Limited recognizes that our personnel are our greatest asset and the face of our company. We are committed to providing continuous training and professional development to ensure our workforce is highly skilled, compliant with UK regulations, and equipped to deliver exceptional security services.

We believe that investing in training directly enhances operational safety, service quality, and employee career progression.

2. Purpose and Scope

The purpose of this policy is to establish a structured framework for the identification, delivery, and evaluation of training needs across the company.

This policy applies to all employees of Sinha Security Services Limited, including:

- Frontline SIA-licensed operatives (Static Guards, Door Supervisors, Mobile Patrols).
- Operational supervisors and contract managers.
- Control Room operators and administrative head office staff.

3. Regulatory Compliance & Industry Standards

All training programs delivered or sponsored by the company will strictly align with UK legislative requirements and private security industry codes of practice, including:

- **The Private Security Industry Act 2001** (SIA Licensing regulations).
- **BS 10800** (Provision of security services – Code of practice).
- **BS 7858** (Screening and vetting standard operational awareness).
- **Health and Safety at Work etc. Act 1974.**

4. Core Training Categories:

Version: 07; Page 1 of 3 Date: 01.09.2026

A. Company Induction Training

All new starters must complete a mandatory corporate induction before operational deployment. These covers:

- Company mission, values, and organizational structure.
- Core policies (Lone Working, Safeguarding, Complaints, and Health & Safety).
- Assignment Instructions (AIs) and site-specific risk orientation.
- Introduction to company communication systems and reporting technology.

B. Mandatory Regulatory Training (SIA Compliance)

Frontline guards must hold and maintain the correct, valid SIA license for their specific deployment. The company ensures compliance through:

- **Top-Up Training:** Managing and tracking mandatory SIA Top-Up training cycles (e.g., Door Supervision, Security Guarding) to ensure seamless license renewals.
- **First Aid Qualification:** Ensuring all frontline operatives hold a valid **Emergency First Aid at Work (EFAW)** qualification, or higher, as required by the SIA.

C. Specialized Operational Training

To meet specific client requirements and manage site-specific risks, the company provides targeted training modules:

- **Physical Intervention (PI):** Mandatory, SIA-approved defensive and conflict management training for public-facing or high-risk roles.
- **Safeguarding & Child Protection:** Training to recognize vulnerable individuals, abuse signs, and correct reporting protocols.
- **Counter-Terrorism Awareness:** Mandatory completion of official frameworks such as ACT (Action Counters Terrorism) Awareness and ACT Security e-learning.

5. Professional and Career Development

Sinha Security Services Limited encourages employees to progress their careers within the business.



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- **Supervisory & Management Pathways:** Staff demonstrating leadership potential will be offered opportunities to undertake relevant qualifications, such as Level 3 Team Leading or Level 4 Security Management certifications.
- **Annual Performance Appraisals:** Training needs will be formally reviewed during annual appraisals, where individual career goals and skill gaps are assessed.

6. Training Records and Administration

- **Central Training Matrix:** The HR and Compliance Department maintains a live, centralized Training Matrix recording all employee qualifications, certificates, and expiry dates.
- **Evidence Management:** Employees must provide copies of certificates for any training completed independently.
- **License Monitoring:** The company conducts regular, automated checks against the SIA Register of License Holders to guarantee 100% compliance.

7. Training Agreements and Funding

Where the company funds external professional qualifications or advanced security certifications, the employee may be required to sign a **Training Cost Agreement**. This outlines the terms under which training costs may be clawed back on a sliding scale if the employee leaves the business within a specified timeframe (typically 12 months post-qualification).

Signed: _____

Date: _____

12/09/2026

Director, Sinha Security Services Limited

Version: 07; Page 3 of 3 Date: 01.09.2026