



Title	Membership Protocols
Issue Date	28 February 2019
Approved By	Management Committee
Ops Protocol	0011
Issue	3.0

Change History

Version	Changes	By
2.3	Changes to resignation report.	Unknown
2.4	Definitions of members added.	Unknown
2.5	Formatting. Re-vetting requirements clarified.	Unknown
2.6	Attendance by potential members & new recruits added. Appendix 3 amended to comply with new police vetting and to clarify application procedure.	Unknown
3.0	New membership application form. New police vetting form. Amended application procedure. Removed new member acceptance report. Reformatted resignation form. Added dismissal to resignation form. Made formatting changes. Added change history section.	Chris Ramsey

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Introduction

The purpose of this document is to ensure that all potential members, new recruits and ST trainees receive the same high-quality information as they go through the joining process. It also details the processes they must go through to reach active membership. The initial stages apply to all applicants whether they intend to become active or support members.

Once they have become active members the document details the requirements of membership and the vital details that must be regularly updated and held by DorSAR to ensure their overall safety.

Joining DorSAR

Potential members will hear about DorSAR by various means:

- Events where DorSAR is present;
- Callouts where interested people view the work carried out by members;
- The press;
- Word of mouth;
- DorSAR website.

DorSAR may be contacted via:

- Email (Direct or through the website);
- Letter;
- Telephone;
- Personal contact.

Terminology

***Potential Member** – a generic term referring to anyone considering DorSAR membership but yet to apply for membership.*

***New Recruit** – will refer to any new DorSAR recruit who has yet to become a member (Application Form received, Police Vetting Check carried out, Membership Fee received, **Safeguarding Training carried out**, formally accepted by the Management Committee as a member) **AND/OR** yet to be enrolled on a 'ST course' (whether that be run as a series or a single weekend event).*

***ST Trainee** - will refer to members who have been accepted as members **AND** are enrolled on a 'ST course' but yet to successfully complete the course.*

Initial contact (Appendix 1)

When initial contact has been made, potential members are provided with a recruitment/information sheet explaining the role of DorSAR and providing the potential member with basic information on what is expected of them. Potential members are then invited to a recruitment evening where they will be invited to submit a formal application.

Once initial contact has been made, potential members will be provided with a brief introduction in the form of email, letter or telephone call from the secretary or other member. The membership secretary will also provide the potential member with additional information in the form of 2 leaflets Joining DorSAR 1 and 2 which give further



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details about the way in which DorSAR is organised. The membership secretary will initiate a New Member Acceptance Report (Appendix 2)

This form details the progress a potential member/new recruit is making through the joining process. Those responsible for inducting potential members should ensure that details of initial training and checks are forwarded to the membership secretary in a timely manner.

Acceptance

When police vetting is successful, management committee approval is needed to formalise the application of the potential member. The membership secretary will issue a call sign and send a test SMS message via the SMS Responder system. An email record and management meeting minutes will suffice as evidence of a successful application. Police vetting receipts are to be retained by the Membership Secretary for storage at Crossways with the application form.

Attendance by Potential Members & New Recruits

Because of insurance issues, potential members cannot attend training. However new recruits, having completed all the relevant documentation and having been vetted by the Police and approved by management, will be encouraged to attend as much training as possible prior to undertaking the various parts of the ST course. The route for this is shown in appendix 2.

Information flow for potential members (see Appendix 2)

DorSAR needs to ensure that all potential members/new recruits receive the correct information and support to become active within the organisation whether it is as active or support members. Appendix 2 shows the way in which information should pass between those members of DorSAR who have a responsibility for the induction of new members. Appendix 3 shows the way in which different membership pathways can be taken (i.e. Operational pathway and Support pathway), including ways in which dismissal and automatic transfer from Operational to Support pathway can take place.

Application to Join (see Annex A)

The DorSAR application form details personal information about the new recruit, medical conditions, next of kin and employment. As part of this form we also require potential members to provide proof of ID and their home address. This information should be treated as confidential at all times. We are registered with the ICO (Information Commissioners Office) and should comply with the rules and regulations of that organisation when dealing with confidential information from members.

Vetting (see Annex B)

In addition to our application form we also, through Dorset Police, carry out checks on our members. The form has to be completed by the new recruit and ID verified by one of the DorSAR management team. This form takes the place of the enhanced DBS/CRB to which we no longer have access. Some members/potential members may have DBS checks via their employer/other organisations these can no longer be accepted. The Police vetting is a requirement of membership and we reserve the right to decline membership of DorSAR based on the information contained within either of these documents. Vetting of established members will be repeated every 3 years.



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Safeguarding Training

The Safeguarding Level 1 training, initially provided by The Child Protection Company is a Lowland Rescue requirement and a requirement of DorSAR membership. This applies to all membership types. The safeguarding training must be completed before application can be accepted, usually between the application submission and return of police vetting.

Training

To become an operationally active member of DorSAR applicants must, in addition to the above, complete the component parts of the Search Technician training course as laid down by Lowland Rescue ALSAR:

- Lowland Rescue Tier A
- Lowland Rescue Navigation
- Lowland Rescue Communications
- Fitness (5 mile in under 2 hours)
- Search Techniques
- Lowland Rescue Water Awareness
- Lowland Rescue Manual Handling
- Helicopter Awareness for the AW189

Ongoing membership

As part of their continuing membership of DorSAR, members will be expected to:

Support membership

- Pay an annual membership subscription;
- Complete any other mandatory organisational requirement as and when introduced;
- Be subject to re-vetting approximately every 3 years (or sooner as deemed necessary at any point);
- Complete the mandatory safeguarding training.

Operational membership

- All the above and;
- Continue their training and develop further skills as explained in the competency documentation;
- Attend training on a regular basis;
- Attend an annual fitness walk assessment;

Sustained failure to maintain competencies and/or attendance at training may, at the discretion of the management committee, result in being transferred to a support membership role.

Updating details

All members will need to ensure that personal details are updated as they change during their membership. This applies to the following:

- Change of name



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- Change of address
- Changes to next of kin
- Changes in telephone numbers and email
- Changes in fitness [these should be updated on the duty roster]
- Changes caused by medical conditions which may affect their performance as a searcher.

It is anticipated that an opportunity will be provided towards the end of each year to formally provide any such information, but this should not preclude members contacting the membership secretary at any time.

Resignation/Dismissal of members (see Annex C)

When a member resigns or in the unlikely event is Dismissed the DorSAR Resignation/Dismissal Report (appendix 5 Annex C) will need to be completed by members of the management team to ensure that any DorSAR equipment is returned. This includes the current membership identification badge. The membership details pertaining to that member need to be retained in a secure location. Only the minimum required relevant data pertaining to retired or dismissed members is securely retained, in line with our data protection policy. Limited personally identifying information (name and email address) is retained and can be removed entirely at the request of the individual.



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Appendix 1 - Initial reply to membership enquiry

Any reply to a membership enquiry whether by email, post or telephone should provide the potential member with enough information to make them aware of the way in which they can become a member and our methods of working.

The basic information is detailed below but is also contained in an information sheet (maintained by the Membership Secretary or a delegated person). ~~two information flyers.~~

Membership of DorSAR falls into two groups, Operational and Support.

Operational membership

These members are directly involved in Search and Rescue. To become a full member there are several very important requirements.

1. Be aged 18 or over
2. Complete a Dorset Police check
3. Complete the mandatory Safeguarding Training
4. Complete a fitness assessment (minimum requirement being to walk a designated 5 mile route within a 2 hour time limit, referred to as ULI – Urban Limited Impact. An optional higher level 10-mile assessment can be voluntarily undertaken this is referred to AT – All Terrain).
5. ~~Hold a minimum of a 1 day basic first aid course.~~ Have successfully completed the 'Tier A' first aid training or hold an equivalent or higher award recognised and approved by the DorSAR Medical Officer.
6. Demonstrate commitment to DorSAR by attending as many training sessions as possible prior to the ST course
7. Successfully complete the component parts of the search technicians training course which may be modular training or involve a training course over a weekend.
8. Continue Search and Rescue training including training to advanced level (if desired) in Navigation, First Aid, Radio Communications, Tracking, Search Management and many other competencies and the satisfaction of being part of a team providing a valuable professionally trained resource to the community.

Training sessions are usually (but not exclusively) held on the 1st Sunday (09:00 – 13:00hrs) and the 3rd Wednesday (19:30 – 22:00hrs) of each month, details of which can be found at www.dorsar.org.uk/diary However training sessions are also held at other times.

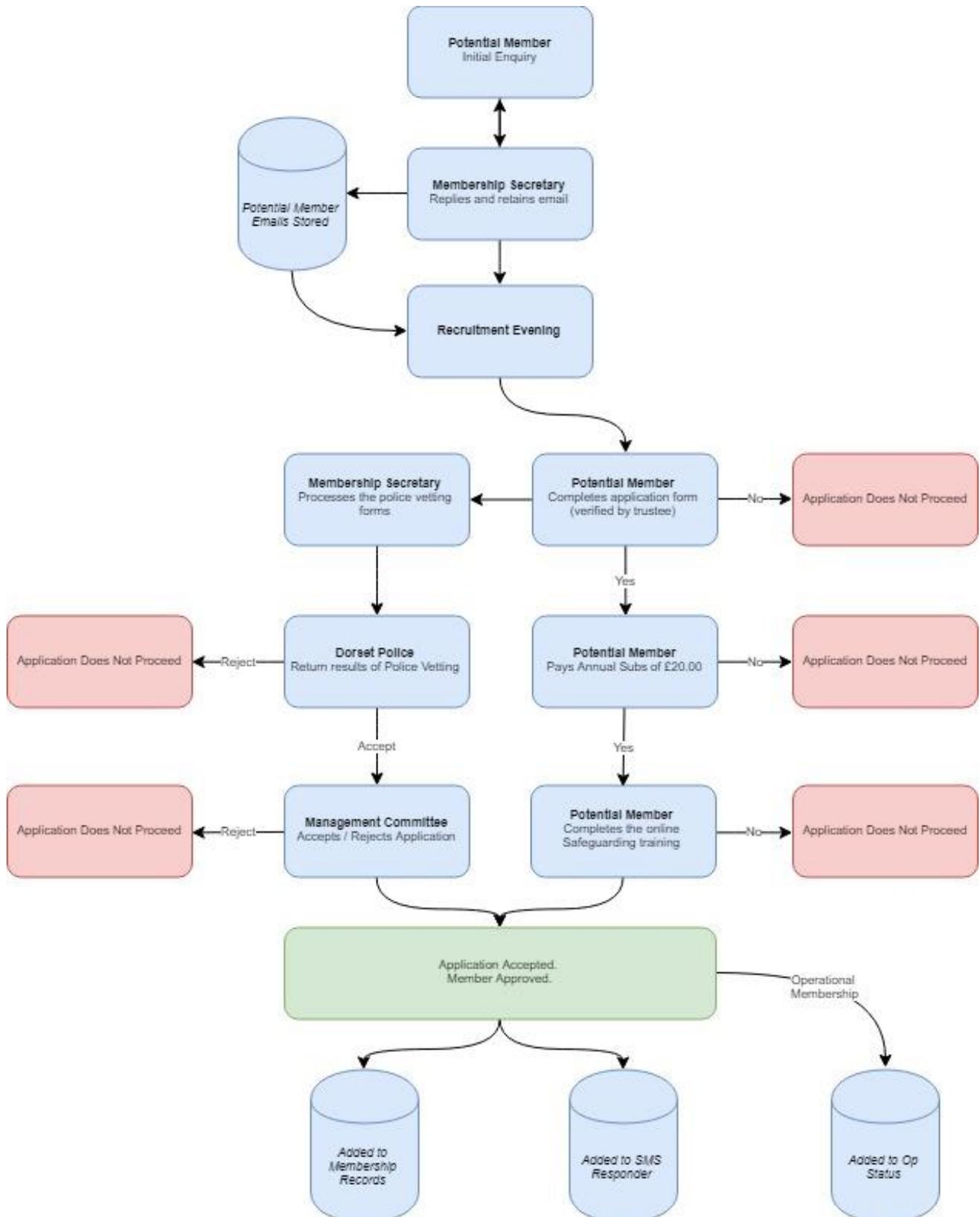
Support membership

DorSAR would fail to operate without the support of non-operational members on such matters as fundraising and PR work. Support members must comply with 1,2 and 3 above.



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Appendix 2 – Application Procedure

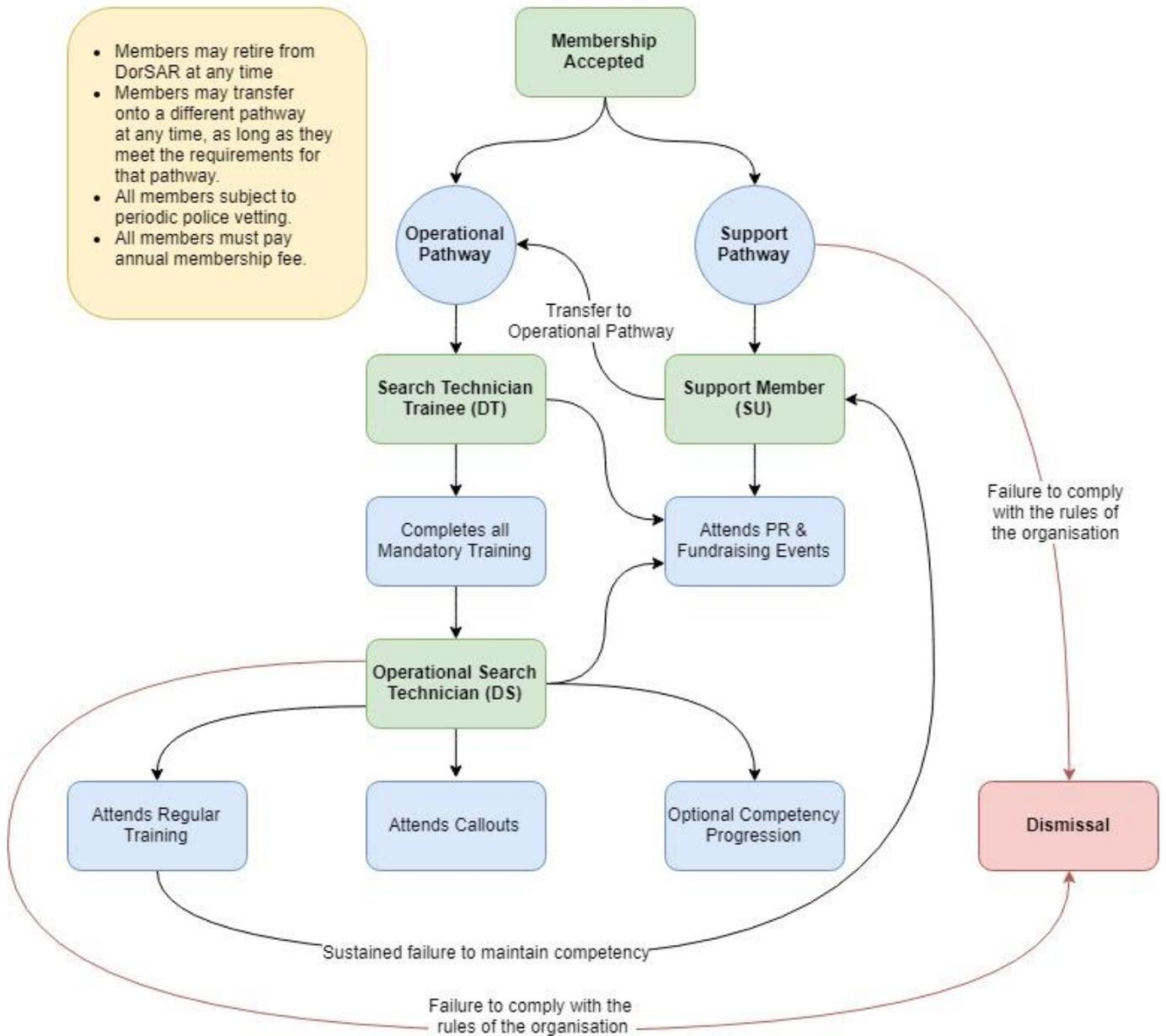




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Appendix 3 – Membership Pathways

- Members may retire from DorSAR at any time
- Members may transfer onto a different pathway at any time, as long as they meet the requirements for that pathway.
- All members subject to periodic police vetting.
- All members must pay annual membership fee.



Dorset Search and Rescue

Membership Application Form



This form should be handed in person to the membership secretary or another member of the DorSAR management team with the current membership subscription fee. You will also need to provide proof of Identification and address; please ensure you bring the correct documentation as specified in Annex B (Vetting) The person who accepts your form should endorse the vetting form to show that the identification documents have been viewed.

Personal Details

Surname	Forename
Address		
Postcode	Date of Birth
Email Address	Mobile
Next of Kin	Relationship
		Next of Kin Phone

Employment Details

Please tick: Full time [] Part time [] Self-employed [] Unemployed [] Student []

Occupation

Please tell us where you heard about Dorset Search and Rescue

Membership Verification

To be completed by Applicant – The information I have provided in this application is up-to-date and correct and I agree to being subject to Dorset Police vetting checks, prior to membership.

Signed: Name: Date:

To be completed by a Trustee – Management Committee member must see and verify original proof-of-address and photo identification used for police vetting before signing this form (See police vetting form).

This is to confirm that I have checked the ID of

Signed: Name: Date:

Medical Information



Dorset Search and Rescue (DorSAR) requests Medical Information so that members with health conditions can carry out the training & duties of search & rescue effectively without compromising their health or the safety of others. In the event of any medical emergency occurring while you are on duty with DorSAR, key, relevant information can be given to the emergency services to provide the appropriate treatment without delay. Members are required to inform the DorSAR Medical Officer of any changes to their health condition or commencement of any long-term prescription drugs/treatments (not antibiotic courses or other short treatment courses).

Are you taking any prescription medications? Yes [] No []

Details

What is your current/historic medical history (Inc Convulsions or Epilepsy, Diabetes, Respiratory problems, Cardiac Problems, Mental Health, Mental Trauma, Other)

.....
.....

Do you have an allergic reaction to any of the following? (Medication/Drugs, Animals/Insects, Food, Plants, other)

.....
.....

Do you have any specific health problems (including Mental Health/Mental Trauma) or requirements that would affect your ability to participate in an active training or searching?

.....
.....

All medical information will be held in the strictest confidence and would only be released to professional health workers in an Emergency. This form will only be seen by authorised DorSAR personnel. If there are any concerns over an individual's health affecting their ability to carry out duties they will be discussed privately. DorSAR will not discriminate and will offer support to individuals to carry out the duties required, within reasonable boundaries dictated by the nature of Search and Rescue.

Having read the above information on the rationale behind DorSAR holding and maintaining key health information, I consent to the information I have provided on this form and any other health issues disclosed to DorSAR in the future being held by DorSAR and passed onto Health Care Professionals in an emergency and that I am responsible for ensuring DorSAR are informed of any relevant changes to my health. I understand that withholding information may hinder treatment in an emergency and that this is my own responsibility.

Name Date

Signed

Consent to process sensitive data, confidentiality, photo disclaimer and commitment to Dorset Search and Rescue



To comply with the Data Protection Act, Dorset Search and Rescue (DorSAR) will need permission from you to hold and use personal information that could be considered sensitive. This information will be used for any purpose relevant to the effective management of the group, including and limited to the following categories:

- Checking suitability and fitness to serve with DorSAR
- Administration of expenses claims
- Recording and managing training, personal development and performance
- Recording availability roster of members
- Managing and maintaining a safe work environment

I understand that the above-mentioned information will be used only for the purposes set out in the statement above, and my consent is conditional upon DorSAR Yes [] No [] complying with the obligations and duties under the Data Protection Act 1998.

Are you willing to have your photo taken on exercises, for PR purposes? Yes [] No []

As part of my continuing membership and commitment to DorSAR I understand that I will be expected to:

- Continue my training and develop further skills as explained in competency documentation
- Regularly attend training
- Pay an annual membership subscription
- Be subject to periodic (police) re-vetting
- Inform of any significant changes to my health or any other matter likely to influence my membership.

I have read and understood the above statement of commitment to DorSAR Yes [] No []

As a member of DorSAR, you will have access to personal and sensitive information relating to those for whom we search for and the operational strategies of Police. Such information is strictly confidential and may not be disclosed at any point to third parties without the consent of the Management Committee of DorSAR.

I have read and understood the above statement on confidentiality Yes [] No []

Print Name

Signed

Date

Police Vetting and Document Verification



To comply with DorSAR's responsibility to Dorset Police, original documents must be **seen** and **verified** by a member of the Management Committee before being submitted to Dorset Police. The information contained on this page is forwarded to Dorset Police and destroyed two months after the police vetting results.

Applicant Details

Surname Forename

Previous Surname(s)

Current Address

Postcode Date of Birth

Nationality Place of Birth

Applicants Signature Date

Verification of Identity

To be completed by a member of the Management Committee – Management Committee member must see and verify *original* proof-of-address and photo identification before signing this form.

Photo ID – Check **one** of the following:

Passport	Passport Number Issued: MM/YYYY	Driving Licence	Driving Licence Number Issued: MM/YYYY
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Proof of Address – Check **one** of the following (Must be different from above):

Passport	Passport Number Issued: MM/YYYY	Driving Licence	Driving Licence Number Issued: MM/YYYY
Utility Bill	Supplier / Reference Issued: MM/YYYY	Bank Statement	Bank / Reference Issued: MM/YYYY
Other	Supplier / Reference Issued: MM/YYYY		

This is to confirm that I have checked the ID of

Signed: Role: Date:



Dorset Search and Rescue

Membership Resignation/Dismissal Form

Name Callsign

Resignation/Dismissal Date

General Notes/Reason for Dismissal

.....
.....

Last recorded Competency Dates

ST Fitness First Aid

Comms Nav Water

Helicopter Tracking Bike

Safeguarding Manual Handling

Kit on loan/return date

ID Badge Polo Shirt

High-Viz Jacket Helmet

Jacket A-Z Roadmap

Last Known Mobile

Last Known Address

.....

Resignation Accepted By:

Name Signature