

Berkshire Search and Rescue Dogs
Rules and Regulations
JUNE 2020



Berkshire Search and Rescue Dogs Rules & Regulations

[Filename: Berkshire SAR Dogs Rules and Regs June 2020](#)

[Table of Contents](#)

GLOSSARY	4
1 Introduction.....	4
2 Team Management.....	5
2.1 Joint Committee Positions	5
2.2 Committee meetings.....	5
2.3 Record of Committee meetings	5
2.4 Communications to Members.....	6
3 Membership.....	6
3.1 Membership of Berkshire Search and Rescue Dogs.....	6
3.1.1 Probationary Members (“Probationer(s)”.....	6
3.1.2 Full Members (both operational and non-operational).....	7
3.1.3 Associate Members.....	7
3.1.4 Honorary Members.....	7
3.2 Friends of Berkshire Search and Rescue Dogs.....	7
3.3 Award of Membership.....	8
3.4 Operational Status.....	8
3.5 Associate Membership Policy.....	8
3.6 Termination of Membership.....	8
3.7 Membership Information.....	8
3.8 Team Code of Conduct	9
3.9 Confidentiality	9
3.10 Public Representation	10
3.11 GDPR	10
4 Training.....	10
4.1 Official Training Sessions	10
4.2 Probationary Training	10
4.3 Operational Support	11
4.4 Dog Handler	11
4.6 Dog Evaluations	11
4.7 Periodic Dog Stage Evaluations.....	12
4.8 Rules Pertaining to National Assessments.....	12
4.9 Minimum Training Attendance.....	12
4.10 Training Costs	13
5 Uniform and Equipment.....	13
5.1 Uniform.....	13
5.1.1 Approved Uniform	14
5.2 Use of Uniform and Team Signs.....	14
5.3 Uniform and Equipment Issue	14
5.3.1 Trainee Dogs.....	14
5.3.2 Operational Dogs	14
5.4 ID Cards	14
5.5 Care of Equipment.....	14
5.6 Personal Ownership of radios	15
6 Health & Safety.....	15

Berkshire Search and Rescue Dogs Rules & Regulations

6.1	Driving on Duty	15
6.2	Working in Extreme Weather	16
6.3	Trauma Risk Management (TRiM)	16
7	Finance	16
7.1	Purchases	16
7.2	Emergency Purchases	17
7.3	Valid Time Periods	17
7.4	Payments to Members.....	17
7.5	In Between Treasurers	17
7.6	General Expenses	17
7.7	Travel Expenses.....	17
7.8	Transparency of Committee Expenses.....	18
8	Appendix A: Member Disciplinary Procedure	19
9	Appendix B: Team Grievance Procedure	20
10	Appendix C: Equipment List	21
10.1	Personal Clothing:	21
10.2	Mandatory Personal Equipment:	21
10.3	Team-issued Kit:.....	22
10.4	Optional Personal Equipment	22
10.5	Mandatory Additional Equipment for Dog Handlers.....	22
10.6	Scene of Crime Kit.....	23
10.7	Suggested First Aid Kit	23
10.8	Additional Dog First Aid Items	23
11	Appendix D: Associate Membership Policy	24
12	Appendix E: Working in Extreme Weather and Dog Welfare	26
13	Appendix F: Trauma Risk Management (TRiM)	30
14	Appendix G: Social Media Policy.....	31
15	Appendix H: Safeguarding Policy	34
16	Appendix I: Dogbody / Membership Process.....	36
17	Appendix J: GDPR Policy	37

GLOSSARY

AGM	Annual General Meeting
ALSAR	Association of Lowland Search and Rescue
BACS	Bankers Automated Clearing System
BLSAR	Berkshire Lowland Search and Rescue
BSARD	Berkshire Search and Rescue Dogs
D4H	Decisions 4 Heroes (tracking database)
EGM	Extraordinary General Meeting
GDPR	General Data Protection Regulation
GPS	Global Positioning System
ID	Identification
LR	Lowland Rescue
MR	Mountain Rescue
NPPV1	Non-Police Personnel Vetting 1
NSARDA	National Search And Rescue Dog Association
PBR	Private Business Radio
PPE	Personal Protection Equipment
RNLI	Royal National Lifeboat Institute
SAR	Search And Rescue
SMS	Short Message Service
TRiM	Trauma Risk Management

1 Introduction

This document describes the rules and regulations of Berkshire Search and Rescue Dogs (“Team”/”Charity”) as per Clause U of the Team Constitution (“Constitution”) reproduced below:

Clause U. Rules

1. *The executive Committee may make rules for the conduct of the Charity.*
2. *The rules cannot be used to change or alter any provisions contained in this Constitution.*
3. *The executive Committee has the power to add, alter or repeal the rules of the Charity.*
4. *The executive Committee will ensure that the rules are brought to the notice of the Members.*
5. *The rules of the Charity shall be binding on all Members of the Charity.*
6. *No rule shall be inconsistent with or repeal anything contained in this Constitution.*
7. *This Constitution shall always supersede the contents of the rules of the Charity.*

2 Team Management

1. The executive Committee (“Committee”) is responsible for managing all aspects of the Team’s operations.
2. The Committee shall be elected and constituted as defined in the Constitution.
3. All Committee Members are responsible for the maintenance of discipline within the Team and for ensuring that Members behave in an acceptable way.
4. Committee Members may be called upon to operate the Team’s Disciplinary or Grievance procedures as detailed in Appendices A and B.
5. When standing for election, Members should acquaint themselves with the role for which they are applying.
6. When standing for election, Members must have a reasonable expectation of being able to attend most, if not all, of the planned regular Committee meetings.

2.1 Joint Committee Positions

A joint Committee position is where two Members share equal responsibility for a Committee position. This practice is strongly discouraged as it is very often ineffective, however, on occasion the Members may decide to elect joint roles. In this event, the following shall apply:

1. The pair shall have between them only one vote. One Member must be named at the AGM or EGM as the vote holder. If only one Member attends a Committee meeting then that Member has the vote. If both attend then the vote holder only may vote.
2. If either of the pair resign their position or are suspended as Team Members, the next Committee meeting must decide, in consultation with the remaining position holder, whether to ask the remaining Member to continue alone, to co-opt a new partner, or to call an EGM for a new election for that Committee position. The Committee may decide to opt for a completely new election even if the remaining holder wishes to continue alone or with a new partner.
3. Joint positions, where more than two Members share the position, are not permitted.

2.2 Committee meetings

1. Committee meetings are held as and when required (normally on a monthly basis). Only in exceptional cases will Committee meetings be held on a general training evening.
2. Committee meetings are open to all Members to attend, although participation is at the discretion of the Chairman. Confidential matters may need to be discussed in private during which non-Committee Members may be asked to withdraw (e.g. Membership applications).
3. Exclusion of non-Committee Members from individual agenda items or from a complete meeting requires the majority agreement of the Committee.

2.3 Record of Committee meetings

1. Minutes of previous meetings will be distributed to all Committee Members by the Secretary (or other Committee Member) prior to the next meeting.
2. Minutes will be made available to all Members, however, this version may be redacted, or have information removed, to protect information of a sensitive or confidential nature.

2.4 Communications to Members

1. The normal method of communicating general information to Members is face to face at weekly training meetings.
2. On a training night announcements will be made at an appropriate time when all Members attending training are present. These will also be circulated by email as soon as possible after training.
3. General Team communications may also be made by email/WhatsApp/SMS where appropriate.
4. Urgent notices shall be served in accordance with the Constitution.

3 Membership

Membership of the Team is open to any person of 18 years or over, who is interested in furthering the objectives of the Team.

There are 3 main types of membership; Members, Friends and Honorary. Within the Members section there can be various sub-categories; Probationers, Full Members (either operational or non-operational) and Associates whose primary team is another LR team.

In order to be considered for Membership, any interested party should contact the Membership Secretary via the enquiry form located on the Team website.

Prospective members will be asked to attend a number of sessions as a Dogsboddy. On first attending, Dogsbodies will be asked to sign a Confidentiality Agreement, supplied with a copy of the Rules and Regulations and the Constitution. They will also be given a brief overview of the recruitment process, the Team's role and the levels of membership. Exceptions to this requirement would be at the Committee's discretion, eg, a qualified person transferring from another team.

A Dogsboddy is a person who hides for the dogs or otherwise assists at training. As a guide, they would be expected to attend 50 hours in this capacity before being considered for new intake as a Probationary Member.

After completing 25 hours as a Dogsboddy, a progress review will be conducted to establish if the prospective member wishes to continue. This process is outlined in Appendix I

3.1 Membership of Berkshire Search and Rescue Dogs

There are 4 various categories of members: Probationary Members, Full Members, Associate Members and Honorary Members.

3.1.1 Probationary Members ("Probationer(s)")

Probationers are prospective Members who have completed the full 50 hours as a Dogsboddy and gained approval by the Committee to commence their probationary training. Probationers must attend normal training meetings on a regular basis completing the mandatory training competencies set out in 4.2 below, before their application may be considered by the Committee. Prior to commencing, all candidates will attend an initial induction to give them an outline of what is expected once qualified.

Berkshire Search and Rescue Dogs Rules & Regulations

During their probationary period, the following conditions apply:

- a. A call sign will be assigned
- b. Access to D4H, Viewranger and Team messaging services will be given
- c. No uniform or equipment will be issued unless required
- d. Attendance at events and duties is at the discretion of the Committee
- e. Attendance at live duties is not permitted until operational status is gained
- f. A Team Confidentiality Agreement must have been completed and signed
- g. Must sign agreement to the Constitution and the Rules & Regulations
- h. Must complete NPPV1 for Thames Valley Police vetting
- i. A small deposit must be paid towards training costs. This can be refunded following removal of 'Newly Qualified' tag.

Once a Probationer has completed their probationary training the Membership Secretary will pass their application to the Committee for consideration.

If a Probationer does not attend training sessions for the period of one month without Committee approval, they will be removed from the Probationer's list and must re-start their probationary period at a mutually convenient time.

3.1.2 Full Members (both operational and non-operational)

Full Members ("Members") are Members who:

- a. Have completed their probationary training (as per 4.2 below)
- b. Have been granted Membership by the Committee
- c. Have paid their annual subscriptions
- d. Have completed and signed a Team Confidentiality Agreement
- e. Have signed agreement to the Constitution and the Rules & Regulations
- f. Have successfully passed Thames Valley Police Vetting (NPPV1) (or are exempt from this due to already passing a higher level vetting).

Upon acceptance as a Full Member:

- a. Uniform and equipment will be issued as per Section 5
- b. Attendance at events is permitted
- c. Attendance at live duties is not permitted until operational status is gained.

Full Members gain operational status once a number of competencies have been attained. See 4.2 for full list. To remain operational all competencies must be in date and valid.

3.1.3 Associate Members

Associate Members will have another LR team as their Primary team. Details of the Associate Policy can be found in Appendix D

3.1.4 Honorary Members

Honorary Membership is a discretionary award that can be made by the Committee. Honorary Members are encouraged to: promote the image of the Charity, participate in fundraising, assist with the training of Members and attend events. Honorary Members may be awarded or permitted to retain uniform, however, all other issued equipment must be returned.

3.2 Friends of Berkshire Search and Rescue Dogs

1. Friends are usually retired Members who wish to remain involved in a reduced capacity.

Berkshire Search and Rescue Dogs Rules & Regulations

2. Friends are encouraged to promote the image of the Team and participate in fundraising and training.
3. Friends may be awarded or permitted to retain uniform, however, all other issued equipment must be returned.
4. If a Friend is under the age of 18, limitations will apply.

3.3 Award of Membership

1. Membership is granted to Members by a two-thirds majority vote of the Committee, following successful completion of their probationary training.
2. Membership runs from 1st April to 31st March the following year. To obtain benefits of Membership, Full Members must pay an annual subscription fee, which will be set by the Treasurer at the start of the financial year.
3. Any Member who fails to pay outstanding subscriptions by the 8th May, despite prompting, will be removed from the register of Members, unless exceptional circumstances apply which have been discussed and agreed by the Committee.
4. The subscription of any Member, who is granted Membership of the Team after 30th April in any year, will be calculated on a pro-rata basis.

3.4 Operational Status

Once a Full Member has completed the requirements laid out in 4.3 below, they will be granted operational status.

3.5 Associate Membership Policy

Members must comply with the Team's Associate Membership Policy set out in Appendix D.

3.6 Termination of Membership

Membership will be terminated if:

1. A Member dies.
2. A Member resigns by written notice to the Team, unless after their resignation there would be less than two Members.
3. Any sum (excluding subscriptions) due from the Member to the Team is not paid in full within six months of it falling due.
4. A Member fails to pay outstanding subscriptions (in accordance with section 3.3(3)).
5. A disciplinary action is proven against a Member in accordance with the Team's recognised disciplinary procedure (see Appendix A).
6. A Member does not consistently maintain the minimum training requirements laid out in section 4.9.
7. A resolution is passed by the Committee that it is in the best interests of the Team that his or her Membership is terminated. This may only be passed if:
 - (a) the Member has been given at least 21 days' notice in writing of the meeting at which the resolution will be passed and the reasons why it is to be proposed;
 - (b) the Member or their representative (who need not be a Member of the Team) has been allowed to make representations to the meeting.

3.7 Membership Information

1. Members will be asked to provide information that includes but may not be limited to: name, address, mobile phone number, email address and emergency contact details.

Berkshire Search and Rescue Dogs Rules & Regulations

2. Members' details may be stored electronically and maintained by the Committee.
3. Membership information will be held in confidence by the Committee.
4. Members may request a printout showing all Membership information held about him or her, which will be provided without charge.
5. Membership information will be used for internal use only and may not be distributed to non-Members.
6. Membership information may be made available to outside emergency or civil aid organisations with the agreement of the Committee.
7. Use of a Member's information by another Member for non-Team purposes, especially commercial purposes, is prohibited.
8. Distribution of a Member's information to commercial organisations is prohibited.

3.8 Team Code of Conduct

The Team Code of Conduct applies whenever it could appear to others that a Member is acting on behalf of the Team, e.g., when taking part in official or unofficial Team business or social events, when wearing Team uniform or logo, or when in a vehicle displaying Team signs or logo.

It is expected that all Members uphold this Code of Conduct. Non-Committee Members should report any breaches to a Committee Member, who will then act according to the Member Disciplinary Procedure set out in Appendix A.

In the absence of clear Team policy, all matters requiring immediate action should be referred to the Chairman or Vice Chairman or if neither is available another Committee Member should take responsibility. In any case an appropriate number of Committee Members should be consulted and consent to any course of action. Less urgent matters should be referred to the next Committee meeting.

1. All Members must conduct themselves at all times in an appropriate, safe and professional manner. They will be polite and respectful to other Members, other professionals (e.g. police or council workers), and members of the general public.
2. Use of racial, sexual, offensive or derogatory language or behaviour will not be tolerated. This is especially important when other persons are present (whether police, council etc., or members of the public), and at Team meetings of any kind.
3. At all times Members will adhere to the Clean Neighbourhoods and Environment Act 2005 by cleaning up after their dog.
4. All Members will comply with the rules and regulations defined in this document.
5. Committee positions should be respected, and matters relating to a particular Committee position should be referred to that Committee Member.

3.9 Confidentiality

1. All Members must complete and sign a Confidentiality Agreement.
2. Members must keep all information brought to their knowledge, through their involvement with the Team in strict confidence.
3. Members must not give out information which is not available to the general public without prior authorisation from the Chairman (or in his or her absence, the Vice Chairman) or Press Officer.
4. Contravention of this section is considered gross misconduct and as such constitutes

Berkshire Search and Rescue Dogs Rules & Regulations

reasonable cause for expulsion from the Team.

5. BSARD have a GDPR Policy and Data Sharing Agreement Document with TVP and BLSAR. Both can be found in Appendix J

3.10 Public Representation

1. No Member, except the Chairman (or in his or her absence, the Vice Chairman) and Press Officer, or those Members who have the express permission of the Committee, including Committee Members, has the authority to represent the Team publicly or to the media.
2. No written opinion or statement prepared on behalf of the Team may be released to persons outside the Team without the prior approval of the persons authorised in section 3.10(1).
3. All Members are bound by the Team's Social Media policy (as detailed in Appendix G).

3.11 GDPR

Members will comply at all times with the GDPR Policy attached as Appendix J.

4 Training

Training is managed by the Training Officer and the Training Sub-Committee (hereinafter referred to as the Training Team). Any matters arising relating to training should be referred to the Training Officer either directly or via email to training@k9-sar.com.

4.1 Official Training Sessions

The Team holds regular training sessions on Tuesday evenings and regular operational training sessions at other times. Members should be aware that any training outside of these times is not considered official training unless sanctioned by the Training Team.

No Member shall train more than one dog (in any discipline) unless they already have one qualified dog (in any discipline) and. no Member shall train more than one dog at any official training session unless they are given permission by the Committee. Priority should be given to dogs awaiting requalification.

4.2 Probationary Training

1. During their training period, Probationers should complete the following mandatory training (in any order):
 - a. Introduction to the Search Technician role, including the different types of Search Dog and D4H training.
 - b. An introduction to Berkshire Lowland Search and Rescue (BLSAR)
 - c. Radio Communications
 - d. Basic Navigation
 - e. Water Awareness
 - f. Fitness Walk wearing full SAR kit
 - g. Consolidation Exercises, supporting Dog Handlers
 - h. Basic Crime Scene Awareness
 - i. Safeguarding online training
 - j. First Aid

Berkshire Search and Rescue Dogs Rules & Regulations

k. SARTech course

2. This will be followed by an interview with two Members of the Committee, to include the Membership Secretary. Following a successful interview, the Probationer will be considered a Non-Operational Full Member of the Team.

4.3 Operational Support

1. To obtain operational status, Members must complete the following training to Lowland Rescue standards (where such standards exist):
 - a. Berkshire SAR Dogs Top-up training
 - b. Operational Assessment
2. Any operational Member who has been absent from training for a period of 8 weeks or more, must complete an in-house operational assessment on their return to the Team before their operational status is re-instated.
3. Members joining directly from another SAR Team who hold the relevant qualifications shall complete an appropriate probationary period and an in-house assessment as decided by the Committee.
4. Operational Members must be able to walk 5 miles (8 kilometres) in 2 hours, carrying operational kit, to remain operational. This will be assessed annually.
5. Members are encouraged to undertake Team Leader training within one year of obtaining operational status.
6. Following achievement of operational status, Members will be shown as "Operational" in D4H, however, their record will be suffixed with the tag "Newly Qualified" until they have completed three callouts as an Operational Support with separate Dog Handlers to the satisfaction of the Committee. If any issues come to light during this period then the Committee reserves the right to extend the "Newly Qualified" time period until such time as the issues are resolved, to the satisfaction of the Committee.

4.4 Dog Handler

To qualify as a Dog Handler, Members must be an Operational Member and pass a National Assessment appropriate to their discipline and level with each dog.

Members who have previously qualified a dog to the highest level in any discipline may proceed directly (fast-track) to that level qualification in the same discipline, with another dog, without first having to pass a lower level National Assessment with that dog.

4.5 Search Management

To qualify as a Search Manager, Members must be an Operational Member, hold Team Leader qualification and undertake and pass Search Controller training.

4.6 Dog Evaluations

Prior to commencement of Search Dog training or representing the Team at PR events, shows or presentations, all dogs must pass an initial temperament evaluation.

Should the dog not meet the evaluation standard, further training must be undertaken by the Handler in their own time before attempting a second evaluation after 6 months. If this second evaluation is not passed, the dog will not be accepted into the Team

Any dog showing behaviour concerns at any time may be prevented from representing the

Berkshire Search and Rescue Dogs Rules & Regulations

Team at any duties. Should a Member of the Team be concerned in any way with the behaviour of any dog on the Team, they should raise this to a *Senior Member who will review the incident(s) with the Committee. If it is felt necessary to remove the dog from duties during this review period, the Handler will be notified in writing.

Once the issue has been reviewed, one of the following outcomes will apply and the Handler notified:

- No further action – all restrictions lifted
- Restricted duties – dog can continue to attend training but is not permitted to attend PR events, shows or presentations
- Training action plan – dog is removed from training and not permitted to attend PR events, shows or presentations. A remedial action plan will be designed for the Handler and dog. On completion of the action plan, the dog will be required to pass a further temperament evaluation before being allowed to resume duties
- Removal from the Team – should it be necessary the committee may decide, for the benefit of the dog and the team, that the dog be removed from the Team permanently.

*A Senior Member is any elected Committee Member, or any Member who has been a full Member of the Team for two years or more.

4.7 Periodic Dog Stage Evaluations

All dogs in training will undergo at least a quarterly stage evaluation. In the event that a dog fails its evaluation, then:

1. It will be entitled to a second evaluation.
2. In the event that the dog fails a second time then its performance will be reviewed with the Training Officer and a plan put in place.
3. In the event that the dog fails a third time it will be withdrawn from Team training and work must be done by the handler outside of the Team until such time as the dog is capable of passing the evaluation.

4.8 Rules Pertaining to National Assessments

1. No dog handler shall be put forward for National Assessment until they are operational as per section 4.3 above and no longer have their “Newly Qualified” tag set.
2. National Assessments shall be granted to dogs and their handlers once they have passed two mock assessments, one at night and one during the day.
3. All nominees for National Assessment shall be approved by majority vote of the Training Team prior to being put forward for assessment.
4. The allocation of Support to assessment candidates may be made by a draw prior to the assessment.
5. In the event that a National Assessment is failed then the dog and handler must once again pass the requirement for mock assessments prior to being put forward for another National Assessment, unless an ad-hoc re-assessment is granted by the Assessors.
6. Members wishing to become a National Assessor must be an instructor on the Training Team prior to nomination.

4.9 Minimum Training Attendance

Berkshire Search and Rescue Dogs Rules & Regulations

1. Operational Members are expected to maintain and keep their skills up-to-date by attending at least 4 official training sessions in any 3-month period (as defined in 4.1 above).
2. Attendance at operational exercises will not be recorded unless a minimum of 4 hours is attended.
3. The Membership Secretary will monitor the attendance levels of operational Members and report to the Committee on any Members who fall below the minimum requirement.
4. If a Full Member's attendance falls below the minimum requirement, then that Member will be contacted in writing by the Membership Secretary and given 21 days to respond.
5. The Member's reply (or lack of a reply) will be considered further by the Committee. A second (warning) letter will be issued and if the Member still fails to maintain minimum attendance without good cause, their Membership may be terminated by the Committee.
6. At each training session an attendance sheet is provided. All Members are required to sign this sheet at the start of each session, and should mark D4H according to their expected attendance, in advance of the session. If the sheet is not signed by a Member, their attendance at that particular training session will not be counted.
7. No Member may leave the session early without informing the Training Officer or a Committee Member.
8. If Members elect to take approved training outside of Team training this should be arranged via the Training Officer. This allows the Training Officer to co-ordinate training more effectively.
9. Members are requested to make known to the Training Officer, any SAR related training that they are undertaking, as this is always of interest and may affect future Team training.
10. There are no training requirements for Friends or Honorary Members but they may attend training as observers or participants at the discretion of the Training Officer or a Committee Member providing they meet the relevant criteria.

4.10 Training Costs

Members may seek funding in whole or part from the Committee for attendance at conferences or outsourced training. This should be brought to the attention of the Committee in good time. If successful, this will only be granted on a pre-approval basis and on the understanding that any non attendance may incur repayment to the team.

5 Uniform and Equipment

Uniform and equipment is the responsibility of the Equipment Officer, any matters arising relating to equipment should be referred to the Equipment Officer either directly or via email to equipment@k9-sar.com.

5.1 Uniform

Team uniform consists of:

- Team polo shirt
- Black (full length) trousers
- Issued or approved jacket
- Footwear appropriate to the conditions

5.1.1 Approved Uniform

The Equipment Officer will hold a list of approved uniform. This will consist of items which the Committee has decided are acceptable alternatives to issued uniform. See Appendix C.

5.2 Use of Uniform and Team Signs

1. Members should wear uniform when on official Team business, e.g. training, duties or callouts.
2. Whilst prevailing weather conditions and the nature of the task will ultimately dictate 'suitable' clothing, it is anticipated that in most circumstances the outer layer of clothing will be Team issued or approved and badged accordingly.
3. Members may wear uniform whilst travelling to or from training, duties or callouts.
4. Members should not wear uniform at purely social events.
5. Team signs should only be used at official training, duties or callouts. If any Member wishes to use the name or logo of the Team on any sign, clothing, vehicle, website or other medium, prior approval of the Committee must be sought.
6. Approval to use magnetic signs or vehicle livery will not be granted if the vehicle has the livery or badging of another organisation (e.g. work vehicle) unless the badging can be fully covered or removed.

5.3 Uniform and Equipment Issue

1. All Members are responsible for the uniform and equipment that has been issued to them.
2. All uniform or equipment issued free of charge (or repurchased by the Team) remains the property of Team and must be returned on request.
3. Any items of clothing or equipment displaying the logo of the Team that are owned by the Member should have the logo removed upon termination of Membership.
4. Uniform and equipment will be issued to Members according to Appendix C.
5. Damage or loss of uniform or equipment may incur repayment costs either in part or whole. Each case will be considered on its merits by the Committee after discussion with the member in question.
6. New Honorary Members will be issued with a Team polo shirt only.
7. Existing Members who are granted Honorary Membership may retain any uniform issued (including waterproofs) but must return any equipment issued.

5.3.1 Trainee Dogs

Trainee dogs will be issued with a white Team dog tag.

5.3.2 Operational Dogs

Operational dogs will be issued with:
A Team dog tag (denoting the level of qualification)
A dog jacket/harness.

5.4 ID Cards

ID cards will be issued to all Members and Friends and should be worn all times while in uniform or acting on behalf of the Team.

5.5 Care of Equipment

Berkshire Search and Rescue Dogs Rules & Regulations

1. At training, duties and callouts, Members may be issued with equipment for the duration of the activity.
2. Members are responsible for the care and safety of this equipment at all times.
3. Equipment should not be passed on to other Members unless it has been signed back in by the first Member and signed out by the second Member.

5.6 Personal Ownership of radios

Personal ownership of radios programmed to UK SAR and Ofcom PBR frequencies is not permitted. Usage of these channels is permitted ONLY on Team (or other SAR unit) radios.

6 Health & Safety

Health and Safety is the responsibility of the Charity Trustees, and is managed by the Committee. Any Health and Safety issues should be referred directly to the Chairman or via email to chairman@k9-sar.com

1. No Member may be excluded from the Team purely on health grounds. However, Members must be physically fit and new Members are required to notify the Committee of any health issues they may have. Members must notify the Committee of any change in their general state of health which may affect their ability to carry out their role in the Team. Operational Members with recurrent health or fitness problems may have their operational status removed until the situation improves sufficiently to enable the Member to carry out their role in the Team.
2. Members who are not able to attend their paid employment due to health reasons are required to obtain written and signed permission from a healthcare professional stating that they are fit to undertake Search & Rescue activities before they will be permitted to continue their role in the Team.
3. All Members must conduct themselves at all times in a manner that is safe to themselves and others.
4. Any Member behaving in a manner likely to cause a serious injury, or endangering his or her own safety or the safety of another person, will be liable for disciplinary action.
5. At all training events involving working at heights, depths, or other situations in which significant dangers exist, one experienced Member will be designated as Safety Officer by the Training Officer. The Safety Officer may not participate in the training but instead will be responsible for supervising and double checking all procedures relating to safety and maintaining an overview of the training session from a safety perspective. For larger exercises additional director/supervisor personnel should be designated to assist the Safety Officer, but the Safety Officer must take overall responsibility.
6. All accidents during Team events or activities must be documented in the Team Accident Book by a Committee Member.
7. All dog handlers are responsible for the health and safety of their dogs at all times.
8. All Members must be trained to LR standards on water awareness.
9. Suitable/relevant PPE should be worn when necessary or if instructed to do so.

6.1 Driving on Duty

The Team is not an emergency service in the same way as the police, fire or ambulance services. Therefore, the Committee will not sanction simple participation in a live incident or duty as a defence in case of prosecution for any traffic offence.

Berkshire Search and Rescue Dogs Rules & Regulations

Team Members driving their own or the Team's vehicle on Team business should:

1. Comply fully with the Highway Code and road traffic laws;
2. Comply with the Team Code of Conduct;
3. Drive in a courteous manner and within the speed limit;
4. Not use blue lights, alternating headlamps or any other lighting or signage not allowed on standard road vehicles unless:
 - a) This has been agreed in advance by the Committee;
 - b) The matter has been discussed to the satisfaction of the Committee with the appropriate police authority (usually Thames Valley Police);
 - c) Adequate protocols have been decided and distributed defining the circumstances under which the above may be used, including who authorises their use at the time.

6.2 Working in Extreme Weather

All Members shall work in accordance with the Extreme Weather Working policy set out in Appendix E.

6.3 Trauma Risk Management (TRiM)

Team Members run the risk of operational stress through possible exposure to extreme trauma, situations and events. It is Team policy that mental health issues be properly recognised and treated, and that all efforts are made to reduce the impact of them. See Appendix F.

7 Finance

Financial matters are the responsibility of the Charity Trustees and are managed by the Treasurer. Any matters arising relating to finances should be referred directly to the Treasurer or via email to treasurer@k9-sar.com.

7.1 Purchases

1. Only Committee Members (or Members specifically authorised by the Committee for a particular purpose) are authorised to make purchases on behalf of the Team. They are responsible for minimising expenditure where reasonably possible and for taking account of the current financial circumstances of the Team.
2. The following limits apply:
 - a. Less than £60 no agreement necessary;
 - b. £60 to £120 agreement in advance from two other Committee Members;
 - c. Over £120 agreement is required in advance by the full Committee.(For shared or joint Committee positions agreement should not be given by the other Member sharing the post.)
3. All claims must be made within 90 days of the expense being incurred.
4. Purchases under £120 must be for items or services within the purchasing Committee Member's area of responsibility only (this may include areas in addition to their official elected role if the area of responsibility is well established).
5. Every effort should be made for the payment to be completed by the Treasurer using BACS transfer or Team cheque.
6. Once approval has been granted by the Committee, small changes (for example a 10% increase in price or a small change in the type or size of item) may be approved by a

majority of Committee Members without waiting for the next meeting.

7.2 Emergency Purchases

1. Essential repair or maintenance of any Team vehicle or other essential equipment such as radios or other Team-issued equipment or uniform, may be organised at any time by the Committee Member with responsibility, up to a limit of £300, although the Treasurer should be warned if possible. Above this amount approval of a majority of Committee Members is necessary (no meeting is necessary but the Committee Members must be consulted in advance).
2. Non-essential items or repairs may not be purchased in the above manner; the purchase must be approved in advance by the Committee and a price limit agreed upon.

7.3 Valid Time Periods

1. Committee approval to purchase brand new or second-hand items will be valid for a maximum of 3 months from the date on which it was authorised, unless otherwise agreed, and recorded in the minutes.
2. After 3 months the purchase must be approved again.

7.4 Payments to Members

The Treasurer shall make clear their policy on when expenses are paid, but should be able to pay all expenses within 4 weeks of the expenditure.

7.5 In Between Treasurers

The outgoing and incoming Treasurers are responsible for ensuring that the Team can meet its financial obligations to Members and others during the hand-over period. Note that up until the point where the new signatories are able to sign cheques the outgoing signatories should still be able to do so.

7.6 General Expenses

The current receipted expense claim form must be completed and returned to the Treasurer. Subject to the limits for Team purchases detailed above, the authorising Members should sign the claim form, as should the cheque signatories.

7.7 Travel Expenses

Those Members who wish to claim for a contribution to the fuel expenses for callouts can claim 15p per mile from their home. Mileage can be claimed both for callouts in the Team's primary area of operation and for assisting in other areas.

Claims must be submitted to the Treasurer on an official expense claim form (available from the Treasurer or on Google Drive) and must be made within 30 days of the callout. Mileage claims must be the most direct route from home to callout and back.

For all other Team business all travel expense claims must be approved by two Committee Members (not including the Member claiming the expense) before the journey or, by a full Committee meeting, after the journey. Claims must be submitted to the Treasurer on an official expense claim form and must be made within 30 days of the journey.

7.8 *Transparency of Committee Expenses*

All expense claims and a summary of all monies paid out should be made available to all Committee Members at each Committee meeting by the Treasurer. Should the Treasurer be unable to attend, arrangements should be made for viewing at the next meeting.

8 Appendix A: Member Disciplinary Procedure

Once a Committee Member is aware of a disciplinary problem that may affect the Team, its Members, or the public, (either first-hand or from a report from a non-Committee Member), they must carry out the Disciplinary Procedure below:

1. If the issue was raised by a Member who is not on the Committee, the Committee Member to whom it was reported should obtain all relevant details from that Member.
2. The Committee Member should then select two other Committee Members to form a three-person Disciplinary Panel (hereinafter referred to as the Disciplinary Panel). None of these three should be interested parties. If the Committee Member to whom the problem was reported would reasonably be considered to be an interested party, they must hand over their place to another (third) Committee Member. Should there not be enough non-interested Committee Members to make up the Disciplinary Panel, the number should be made up from non-interested Members. Should there not be enough non-interested Members to make up the Disciplinary Panel; LR should be asked to provide Disciplinary Panel Members. Should LR be unable to make up the Disciplinary Panel, suitable respected non-LR persons may make up the Disciplinary Panel.
3. One member of the Disciplinary Panel should be the Chairman unless they are an interested party. In this case the Vice Chairman, Treasurer or Secretary should stand in.
4. The Disciplinary Panel should meet in private and determine the facts by speaking to the persons involved. The Member against whom the complaint was made must be given the opportunity to be accompanied by a friend or representative at this time. The Disciplinary Panel should then decide on the best course of action. At this stage they may decide that no action is necessary, or, for example, one of them may talk to the Member against whom the complaint was made to ask them to change their behaviour. Any decision or action must be written down and a record kept by the Chairman, Vice Chairman, Treasurer or Secretary (whichever was involved).
5. The Disciplinary Panel may decide to issue a verbal warning or a written warning to the Member in question. In this case they must ask the Member to attend a meeting of the Disciplinary Panel. The Member may again be accompanied by a representative or friend.
6. If further complaints are received against a Member an effort should be made to convene a Disciplinary Panel with the same Members. Continuity of record keeping should be maintained (i.e. if three complaints are made against the same Member there should not be three separate sets of notes lodged with three separate Committee Members).
7. If it is considered necessary, the Disciplinary Panel may immediately suspend a Member until the issue is resolved. A Member who is suspended may not attend training, callouts of any kind, or official Team social events.
8. After two written warnings the Disciplinary Panel may decide to recommend to the Committee that the Member's Membership is terminated. One member of the Disciplinary Panel will outline the reason for the recommendation to a Committee meeting open only to Committee Members. If the Chairman is an interested party they must hand over the chair to a non-interested Committee member for that agenda item. If the Member against whom the complaint was made is a Committee Member, the chair may require them to leave for that agenda item. The Member against whom the complaint was made (whether a Committee Member or not) must be given the opportunity to speak at the meeting and to be accompanied by a friend or representative.

9 Appendix B: Team Grievance Procedure

If a Member has a grievance or complaint of any kind relating to Team activities they should make reasonable attempts to resolve the matter by talking to the parties involved. Should they be unable to resolve the issue in this way they may then request that it is investigated by a Grievance Panel (as defined below) as follows:

1. The Member should make the request to any Senior Member*. This person normally becomes the Grievance Panel Chairman. However, if the Senior Member to whom the problem was reported would reasonably be considered to be an interested party then they must hand over to another Senior Member.
2. The Grievance Panel Chairman must then select two other Senior Members to form a three-person Grievance Panel. None of these three should be interested parties. Should there not be enough non-interested Senior Members to make up the Grievance Panel, the number should be made up from other non-interested Members. Should there not be enough non-interested Members to make up the Grievance Panel, Lowland Rescue should be asked to provide Grievance Panel Members. Should Lowland Rescue be unable to make up the Grievance Panel, suitable respected non-Lowland Rescue persons may make up the Grievance Panel.
3. The Grievance Panel should fully investigate the complaint, talking to all parties involved.
4. The Grievance Panel should then try to resolve the issue in an appropriate manner, either talking directly to the parties involved or, in more extreme cases, taking their conclusions to a Committee meeting or (in the most extreme case) calling an Extraordinary General Meeting.
5. This process is expected to take time – the complainant must not expect a resolution in just a few days. However, it is reasonable to expect some form of conclusion within 28 days.

*A Senior Member is any elected Committee Member, or any Member who has been a full Member of the Team for two years or more.

10 Appendix C: Equipment List

This Appendix lists the equipment that should be carried and the uniform that should be worn by all Operational Members attending callouts, events or Team duties.

This Appendix details **Mandatory** equipment (i.e. equipment that **MUST** be carried) and **Optional** equipment (i.e. equipment that Members may wish to carry)

10.1 Personal Clothing:

The following items are mandatory:

- Team uniform to consist of;
 - Team polo shirt
 - Black walking trousers (full length)
- Appropriate footwear
- Team ID card (on display)

Clothing should be appropriate for forecasted weather conditions, therefore, it is the responsibility of the Member to ensure that if required they also have the following items:

- Waterproof jacket (in team colours)
- Waterproof trousers (in team colours)
- Fleece (in team colours)
- A warm hat (in team colours)

Notes:

- Uniform should be clean and presentable
- Trousers are to be worn at all times (shorts or skirts are not permitted)
- Trousers should be preferably poly cotton or other quick drying material
- Under no circumstances are jeans and/or trainers to be worn
- How kit is carried is up to the individual (eg, Committee-approved rucksack, belt packs or load vest). However, it must be sufficient to carry all the mandatory equipment and clothing detailed in this section. (Black load vests are prohibited as they are too similar to police or special forces kit).

10.2 Mandatory Personal Equipment:

It is mandatory that all Dog Handlers and Operational Support Members carry the following items when attending an incident:

- Class 3 Hi-Viz jacket*
- Team issued radio**
- Torch (team issued or equivalent personal torch if preferred)
- Mobile phone (fully charged or with appropriate portable charger)
- Food and drink (sufficient for 4 hrs)
- Compass
- Waterproof map case
- Safety glasses/goggles
- Notebook and pen (preferably waterproof)
- Scene of crime kit (minimum of team issued kit)
- Personal First Aid kit (minimum of team issued kit)
- Spare batteries

10.3 Team-issued Kit:

Full Members will be issued with the following kit:

- Non-operational status:
 - ID badge
 - Team polo shirt
 - Safety Glasses
- Operational status: As above, plus:
 - Class 3 Hi-visibility jacket
 - Waterproof Jacket
 - Torch
 - First Aid kit
 - Compass
 - Scene of crime kit
 - Radio

10.4 Optional Personal Equipment

The following items are optional:

- Whistle (e.g. Fox 40 or Acme Thunderer)
- Pocket knife (in line with current legislation, e.g. <3" folding blade)
- Global positioning system (GPS)
- Flask & cup (with hot drink)
- Survival blanket (or Bivvy bag)
- Sun screen
- Mosquito repellent
- Glow sticks
- Tick removal tool

Notes:

**Team Hi Visibility jackets are to be worn under direction of Search Controller/POLSA or at the Members' discretion.*

10.5 Mandatory Additional Equipment for Dog Handlers

It is mandatory that all Dog Handlers carry the following items when working their dog

- Team dog jacket (or harness for Trailing dogs)
- Team ID tag
- Night safety device/collar
- Lead (to suit dog discipline)
- Thermometer (to record air temperature)
- Water
- Poo bags
- Tick removal tool
- Reward/toy as per dog's normal working discipline
- Additional Dog First Aid items (see section below for contents)

Notes

- All dogs must wear a collar and tag with the owner's name and address in accordance with Control of Dogs Order 1992

Berkshire Search and Rescue Dogs Rules & Regulations

- All dogs must be microchipped as required by law (2016 Dog Microchipping legislation)
- Whilst working or training, dogs must also wear a Team ID tag and appropriate jacket/harness

10.6 Scene of Crime Kit

It is mandatory that all Dog Handlers and Operational Support Members carry the following items during an incident:

- Nitrile gloves (these can be combined with First Aid kit)
- Evidence bags (x 3)
- Marker pen (to write on bags)
- Small roll of red & white barrier tape

10.7 Suggested First Aid Kit

It is mandatory that all First Aid qualified Members carry a First Aid kit. Operational Members will be issued with a personal kit. Listed below are the suggested contents:

- Waterproof low allergy plasters and/or strip plaster
- Non-sterile triangular bandage x 2
- Safety pins
- Medium (low adherent e.g. melolin) dressing x 1 (e.g. 10cm x 7cm)
- Small (low adherent e.g. melolin) dressing x 2 (e.g. 5cm x 5cm)
- Non-alcoholic wipes x 4
- Nitrile powder free gloves x 4 pairs
- Crepe/roller bandage x 2
- Micropore tape
- Eye dressing
- Tough cut shears
- Tweezers

10.8 Additional Dog First Aid Items

It is mandatory that all Dog Handlers carry the following dog First Aid items in addition to their own personal First Aid kit:

- 2 Large dressings (e.g. 15 x 15cm or similar)
- Gauze bandage
- Vet wrap
- Cotton wool

11 Appendix D: Associate Membership Policy

The purpose of this policy is twofold:

1. To allow individuals who are already Full Members of the Team to apply for associate membership of their local SAR team.
2. To allow individuals who are already Full Members of another SAR team ("Primary Team") to apply for associate membership of the Team.

The conditions for allowing a Member to apply for associate membership of their local SAR team are:

- Any Full Member of the Team is permitted to become an associate member of another volunteer SAR body (e.g. MR, LR, NSARDA, RNLI).
- Members will be expected to declare membership of another volunteer SAR body. Failure to do may be deemed as gross misconduct and may result in termination of membership of BSARD.
- Members are responsible for keeping up their minimum attendance and ensuring that their own personal training and commitments to the Team are kept up to date.
- Members are expected to give priority to Team callouts.
- Team equipment and uniform may not be used when training or acting on behalf of another SAR organisation unless agreed on an individual basis.
- Team insurance will not be available to Members when training as or acting on behalf of another SAR organisation.
- Training with another SAR organisation will not count towards the attendance requirements of the Team.

The conditions for allowing individual member of another SAR team to become an Associate Member of the Team are:

- The associate must be deemed suitable and beneficial to BSARD.
- BSARD must receive evidence of current LR/BSARD relevant competencies from the Primary team. (eg NPPV, SRT, etc)
- The associate member must attend at least 2 x core training sessions or 2 x Callouts in a 12 week period.

Associate Members will receive the following benefits

- Team Top up training to allow Lowland Rescue Foot Team members to support a Dog Handler
- The option to attend Team Callouts as an operational support or dog handler if appropriate qualification is held with another Lowland Rescue dog team.
 - Unlimited access to Team training sessions
 - Access to the Team's Callout System (D4H)
- Associate Members will be allowed to attend Team meetings, however, they will have no voting rights and will not be able to become a Committee Member.

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Restrictions on Associate Membership

- Associate Membership is open to Operational Support Members. If an Associate Member wishes to train a dog and their Primary Team does not include a dog unit, this will be assessed on a case by case basis.
- Where the Primary Team includes a dog team, nominations for national assessments, mock assessments and re-qualifications, must come from the Primary Team. Where there is no dog team present within the Primary Team, BSARD rules as per section 4.9 will apply.
- Associate Members must adhere to all rules and regulations of the Team
- Associate Members will not be issued with any Team equipment or uniform
- Associate Members are not eligible to receive training funded by the Team. They may attend chargeable training courses but only if funded by their Primary Team
- Associate Members must declare any change of membership circumstances as it relates to their Primary Team (i.e. they leave the Primary Team or wish to transfer to the Team as a Full Member).

12 Appendix E: Working in Extreme Weather and Dog Welfare

All Members should carry any appropriate additional equipment and uniform as stated in Section 5 Uniform and Equipment when working in extreme weather conditions.

All Handlers shall work their own dog/s in accordance with the following Dog Welfare policy.

1. INTRODUCTION

1.1 Following the death of two Police Dogs in June 2009 due to hot temperatures it has become apparent that the Team needs a policy to protect the welfare of the dogs that are members of the unit whilst engaged in Team activities.

1.2 Despite the topic of dogs in extreme weather being commonly discussed, no clear legislation or guidance is published by any organisation worldwide with regard to extreme temperatures relating to the resting and working of dogs. A number of sources of information were gathered and discussed in a group consisting of 50% of the operational membership of the Team. Should any clear guidance or legislation be produced we will revise our policy should it be necessary.

This policy has been written with reference to the following publications:

Keep Dogs Cool – RSPCA Website (RSPCA, 2009)

Animal welfare: Transporting animals during hot weather – Defra (Defra, 2009)

Hot Weather Not Cool for Dogs in Cars, Warns Kennel Club – Kennel Club (Kennel Club, 2009)

How Cold is Too Cold? – Petplan chart

2. POLICY STATEMENT

The Team takes the subject of animal welfare very seriously and works to promote responsible dog ownership. It is important that we start by educating our Members and set a good example to the public.

3. PROCEDURE

3.1 *Hazards*

3.1.1 Hot weather:

- Dogs can suffer from heatstroke, which can be fatal.
- Even when it is just 22°C (72°F) outside, the temperature in a car can soar to 47°C (117°F) within 60 minutes.

Berkshire Search and Rescue Dogs Rules & Regulations

- Open windows or a water bowl make little difference.
- Cloud cover can disappear quickly.
- Temperatures in air-conditioned cars can reach the same temperature as outside within just five minutes of being turned off.
- All dogs will suffer, but some dogs are more prone to heatstroke. For example, dogs that are old, young, short-nosed, long-haired, overweight or heavily muscled are more at risk, as well as dogs with certain diseases.

3.1.2 Cold weather:

- Prolonged exposure to low temperatures can put dogs at risk of hypothermia, where the body is no longer able to sustain normal body temperature.
- Even in temperatures above 0°C, a wet dog in a windy location can trigger the onset of hypothermia.
- Submersion in cold water for a prolonged period can also put dogs at risk of hypothermia.
- In cold weather, a car can act like a refrigerator, trapping cold air inside the car and this can lead to illness and potential death of your dog if left too long in a vehicle during cold weather.
- The breed or length of coat is irrelevant.

3.2 Policy

3.2.1 It is agreed by all that the welfare of a dog is the primary responsibility of the Dog Handler and that they will do all that is possible to reduce the risk of harm to their dog at all times.

3.2.2 It is always at the Handler's discretion whether they work their dog either on live searches, shows and events or at training sessions. Handlers should be able to exercise their own judgement based on their dog's breed, age and fitness together with any other relevant factors.

3.2.3 Therefore, all Handlers must make a considered effort to become familiar with the behaviour of their own dogs (while working and resting) in *normal* temperatures, so that any changes in behaviour in *extreme* temperatures can be easily identified by the Handler.

3.2.4 Dog Handlers should be aware of the signs of heatstroke, treatment of heatstroke and methods of cooling to reduce the risk of heatstroke which can all be found in Schedules A – C.

3.2.5 Dog Handlers should be aware of the signs of hypothermia, treatment of hypothermia and methods of warming to reduce the risk of hypothermia which can all be found in Schedules D – F.

3.2.6 Should any Member notice signs of illness in a Handler's dog due to extreme weather they should immediately and, in the first instance, attempt to contact the Handler. Should the Handler not be available, they should contact the most senior Member of the Team present.

3.2.7 All Members of the Team should have the confidence to approach a Dog Handler or the most senior Member of the Team present with any concerns over a dog's welfare without fear of reprisal.

3.2.8 It is not the responsibility of the SAR Manager or Event IC to monitor the welfare of any dog.

3.2.9 All Dog Handlers must have a thermometer that should be clearly visible in any area where their dog is resting so that all people are aware of the air temperature of that location. Furthermore Handlers should carry a thermometer when searching so that the air temperature can be recorded and monitored

Berkshire Search and Rescue Dogs Rules & Regulations

whilst searching.

3.2.10 No dog will be allowed to work or rest in an area that exceeds 30°C (82.4°F) under any circumstances.

3.2.11 No dog will be allowed to work or rest in an area that falls below -4°C (25°F) under any circumstances.

3.2.12 Should a dog show signs of distress in temperatures within the permitted boundaries, the Dog Handler must stop and move their dog to an appropriate area and start treatment immediately.

3.2.13 The Committee will take disciplinary action against any Dog Handler found working or resting their dog in an area above 30°C or below -4°C or when their dog is showing signs of distress at any temperature.

Schedule A

RSPCA - Signs of heatstroke

The most obvious warning signs of heatstroke are excessive panting and profuse salivation.

Other signs include:

- a rapid pulse
- overly red or purple gums
- lack of coordination, reluctance or inability to rise after collapsing, seizures, vomiting or diarrhoea
- coma or death in extreme cases.

Schedule B

RSPCA - Treating heatstroke

- Heatstroke can be fatal, so speed is essential. Move your pet to a cooler spot and call your veterinary surgeon for advice immediately.
- Douse your dog with cool (not cold) water. Never cool your dog so much that he/she begins to shiver.
- Let your dog drink small amounts of cool water.
- Continue to douse your dog with cool water until his/her breathing starts to settle and then take your dog straight to the vet.

Schedule C

RSPCA - Top tips to keep dogs cool

- Your dog should always have access to water and be able to move into a cooler, ventilated environment if it is feeling hot.
- Never leave your dog alone in a car. If you want to take your dog with you on a car journey, make sure that your destination is dog-friendly.
- Never leave your dog in a glass conservatory or a caravan. Even if it is cloudy when you leave, the sun may come out later in the day and it could become unbearably hot.
- Dogs can get sunburned too, particularly those with light-coloured noses or light-coloured fur on their ears. Ask your vet for advice on pet-safe sunscreens.

Other Top Tips

- Do not shave your dog so that the skin is visible. Shorten their fur or remove excess

Berkshire Search and Rescue Dogs Rules & Regulations

undercoat.

- Never wet the top of your dog as the fur will get flattened and will then absorb heat. Wet your dog from the paws up to its belly.
- Provide plenty of water and cool with ice if available.
- Try to search and rest in shade if possible.
- Consider the use of reflective sheets to provide shade and reflect heat away; cooling beds for your dog to lie on; fans to move air around to aid cooling. Do not buy anything to cover your dog as this will have the opposite effect (cooling coats, bandanas etc).

Schedule D

Signs and symptoms of hypothermia

Symptoms of hypothermia include:

- Weakness and shivering
- Inaudible heartbeat
- Trouble breathing
- Frostbite in extremities such as ear tips, paws and end of the tail

Signs that your dog is too cold and may indicate onset of hypothermia include:

- Whining
- Shivering
- Anxiety
- Lethargy

Schedule E

Treating hypothermia

- Hypothermia can be fatal, so speed is essential. Move your pet to a warmer spot and call your veterinary surgeon for advice immediately.
- Use a towel to dry and warm the dog.
- Use other dry towels or blankets to cover the dog once it has been dried.
- If the dog is conscious, a warmed fluid can be offered.
- Take your dog to the vet immediately.

Schedule F

Tips for keeping your dog warm:

- Limit time spent outside in cold weather, and never leave your dog unattended outside.
- Do not keep your dog in a cold car for long periods of time, especially after working.
- Certain breeds may benefit from jumpers or other clothing that has been designed for keeping dogs warm in cold weather. Only use items that have been specifically made for this purpose, from reputable sources.
- It is particularly important to keep an eye on your dog after working, as their body temperature will drop very quickly once resting again.
- When your dog comes in from the cold, wipe off their paws, legs and abdomen thoroughly. Salt and grit used to stop roads from freezing can irritate your dog's skin and paws. Ice can also cause cuts and abrasions on paws and lower limbs, so make sure to check these for any sign of injury.
- Ensure that your dog has access to fresh water at all times, when working and resting.

13 Appendix F: Trauma Risk Management (TRiM)

As members of a SAR team we are routinely exposed to traumatic events on search and rescue operations and our profession rightly assumes a degree of mental robustness. This robustness should however, not ignore the fact that a small number of our colleagues may be affected by their experiences and that they could have some psychological issues after incidents. This occupational risk is not restricted to SAR and may be equally present after other critical incidents such as training or road traffic accidents. The Committee should be aware that certain non-SAR incidents might be just as traumatic for the individuals concerned.

The management of traumatic stress related problems is primarily a Committee responsibility. There are very clear legal, moral and economic reasons why we should proactively support our Members when they are exposed to trauma. The Team has adopted the Trauma Risk Management (TRiM) model in order to support our personnel and all Members are to be familiar with the Team TRiM Plan. TRiM does not seek to replace the existing medical system, rather to complement it. The Committee will appoint a person to be the team TRiM Coordinator who will coordinate all matters relating to Trauma Risk Management.

This individual is to act as the point of contact within the Team for all traumatic stress related issues and is to liaise closely with the National TRiM Coordinator. The Committee is to ensure that they are familiar with the content of the Team TRiM action plan and that they fully understand the range of responses available and the time scale in which they should ideally be actioned. The TRiM practitioner is to act as the Team's early warning system and to be prepared to lend a confidential ear to any member of the unit who may wish to discuss a stress related issue. For this reason it is essential that they remain current, competent and able to offer appropriate advice, support or assistance to anyone who may need it.

14 Appendix G: Social Media Policy

About the Policy

The Team has developed this policy to provide guidelines for the appropriate use of Information Technology (IT), including Social Media, to assist in ensuring a safe environment both physically and emotionally for members, volunteers and others providing a service to the Charity.

Guiding Principles

The Team acknowledges that IT, including Social Media, is an effective communication tool that businesses and other organisations can use to communicate with their audiences and promote their services/activities. The Team encourages all its Members to show respect towards the Charity's Members, Committee Members, other volunteers and other representatives of Lowland Rescue teams at all times, including on Social Media.

We recognise and acknowledge the potential for IT, particularly Social Media, to be used inappropriately and/or in a manner which may be considered to be derogatory, bullying and bringing the charity into disrepute. Moreover, certain activities may even be illegal.

To whom does the Policy apply?

This policy concerns the use of IT by;

- Probationary Members
- Full Members
- Associate Members
- Honorary Members
- Friends
- Other Lowland Rescue members

To what does the Policy apply?

The Policy applies to the use of IT, including but not limited to:

- Social Media
- Email services
- Instant messaging services (including, but not limited to, Facebook Messenger and WhatsApp)
- Text messages
- Telephone calls

What is Social Media?

"Social Media" includes online services and tools used for publishing, sharing and discussing information. Social Media includes, but is not limited to:

- Social networking websites (e.g. Facebook)
- Micro-blogging sites (e.g. Twitter)
- Video and photo sharing websites (e.g. YouTube, Flickr)

Berkshire Search and Rescue Dogs Rules & Regulations

- Blogs (including weblogs, corporate blogs, personal blogs and blogs hosted by traditional media publications)
- Online forums, chat rooms and discussion boards
- Any other websites that allow individual users or companies to use simple publishing tools (e.g. Tumblr).

What the Team expects its Members to do

To ensure accuracy and suitability, posting of information on Facebook and Twitter will be limited to the Press Officer and other authorised editors as designated by the Committee. This will include any callout or standby announcements.

The Team encourages positive sharing of posts made by Team administrators, including (but not limited to):

- Promotion of and information on Team activities eg callouts and training events
- Promotion of and information on Team and other Lowland Rescue events eg acknowledgement of Members' successes and achievements
- When sharing or commenting on posts, ensure the content complies with Team policies including those that relate to confidentiality and disclosure and safeguarding policies
- Be courteous and respectful to Members, volunteers, visitors, including via any Social Media messaging platform
- Be respectful of all individuals and communities with which you interact online
- Respect copyright, privacy, financial disclosure and other applicable conditions under GDPR laws when posting content on Social Media.

What the Team does not expect its Members to do

Post any content that could be considered derogatory, embarrassing, obscene, threatening, harassing, discriminatory, or hateful to another person or community, including, but not limited to, Team Members, volunteers, and visitors.

Removal of material from any Social Media site

When requested by the Committee, non removal of any posting immediately following the request will be considered to be a breach of this Policy. You are responsible for what you post since it is a public medium. Be mindful: any comments made, images, videos or photographs posted on Social Media platforms, irrespective of privacy settings, are public and can be shared, copied and distributed to a wider audience than may have been originally intended and therefore become publicly published views. There is no such thing as a 'private' Social Media site, even if you delete a post. Consider: **If the content of the message would not be acceptable for face to face conversation then it is not acceptable for a social networking site.**

Team Gmail accounts

All Full Members will be allocated a Team email address. Use of this email address is limited to official Team business and should not be used for personal communications

Berkshire Search and Rescue Dogs Rules & Regulations

or to sign up to subscriptions or memberships to other organisations or online services. Remember, when using the Team email system, you represent BSARD.

An email signature is permitted and should be limited to the example below:

Name - (role if appointed)

Berkshire Search and Rescue Dogs

Mobile: 07712345678 (not essential)

Web: www.k9-sar.com

Facebook: facebook.com/berkshiresardogs

Twitter: twitter.com/k9_sar

Callout announcements

Authorised Callout Coordinators will notify on-call Members via D4H text message callout system when requested.

On-call Members should reply as instructed with callsign and availability.

An additional notification will be placed on the BSARD Roll Call WhatsApp group.

A Callout Coordinator is to issue a stand-down notification when they have been updated by the duty Search Controller or designated person.

Breaches of the Policy

Any complaints about breaches of this Policy will be dealt with seriously, confidentially and expediently by the Committee. Action that may be taken includes, but is not limited to:

- Issuing a formal warning
- Withdrawal of membership of the Team
- Information being provided to affiliate bodies and/or to the Police.

Policy updates

This policy is to be reviewed when deemed necessary by the Committee. It is to be communicated to Members via email and be available in the Members' area of Google Drive.

15 Appendix H: Safeguarding Policy

Policy Statement

This policy provides details of our safeguarding commitment and principles for the protection of all young people and vulnerable adults who come into contact with the Team activities.

Scope

This policy reflects the requirements and framework set out in the Children Act 1997 and the Care Act 2014.

The term young person has the specific legal meaning of anyone below the age of 18 years.

A vulnerable adult is someone who has needs for care and support, and/or is experiencing or is at risk of harm, abuse or neglect and is unable to protect themselves.

We may refer to the term vulnerable people throughout the document to incorporate both young people and vulnerable adults.

This policy applies to all Team Members and volunteers, permanent and temporary employees and all partner agencies.

The above will be referred to as Team Representatives throughout this document.

Principles

All Team Representatives working with vulnerable people must promote their welfare, health, wellbeing and development and take every reasonable precaution to protect them.

The Team seeks to provide an environment where all, and specifically those who are vulnerable, are kept safe from harm, abuse and neglect while they are involved with the organisation in any way. We take every reasonable precaution to minimise such risks.

The Team Representatives have a personal responsibility for safeguarding the welfare and wellbeing of all young people and vulnerable adults by protecting them from harm, abuse and neglect and will report this and support them wherever this happens.

Our Commitment

The Team will:

- Ensure the welfare of the young person and vulnerable adult is paramount
- Stop harm, abuse or neglect wherever possible
- Prevent and reduce the risk of harm, abuse or neglect wherever possible
- Protect, maintain and uphold the human rights of young people and vulnerable adults
- Ensure all young people and vulnerable adults, regardless of age, disability, gender, racial heritage, religious or other belief and sexual orientation or identity have the right

Berkshire Search and Rescue Dogs Rules & Regulations

to protection from all types of harm, abuse and neglect

- Work in partnership with the vulnerable person, their parents, carers and agencies to promote their welfare
- Provide support and training for everyone who may be in contact with young people and vulnerable adults during their duties.

In order to meet our commitments, The Team will ensure that:

- Employees and volunteers are familiar with and have access to the safeguarding policy and safeguarding training
- Measures are taken to continue to review and improve our safeguarding policy and practices
- Effective procedures are in place for responding to safeguarding incidents, concerns and allegations of abuse
- Everyone knows how to report and respond to a safeguarding incident or concern
- There are appropriate risk assessments for its activities
- Appropriate level of recruitment and screening checks are followed for every member, volunteer and employees. The Team's recruitment and selection procedures will minimise the risk of appointing anyone who may be unsuitable to work with young people and vulnerable adults. These procedures are consistent with current legislation and safeguarding best practice
- All suspicions and allegations of harm, abuse and neglect will be taken seriously and responded to swiftly and appropriately
- Training and support is in place for everyone who may come into contact with young people and vulnerable adults during their duties. Training will be determined by the type of role the individual has and which safeguarding level has been assigned to the job/role profile.

Responsibility

The Committee is responsible for ensuring that this policy and procedure is applied across the Team.

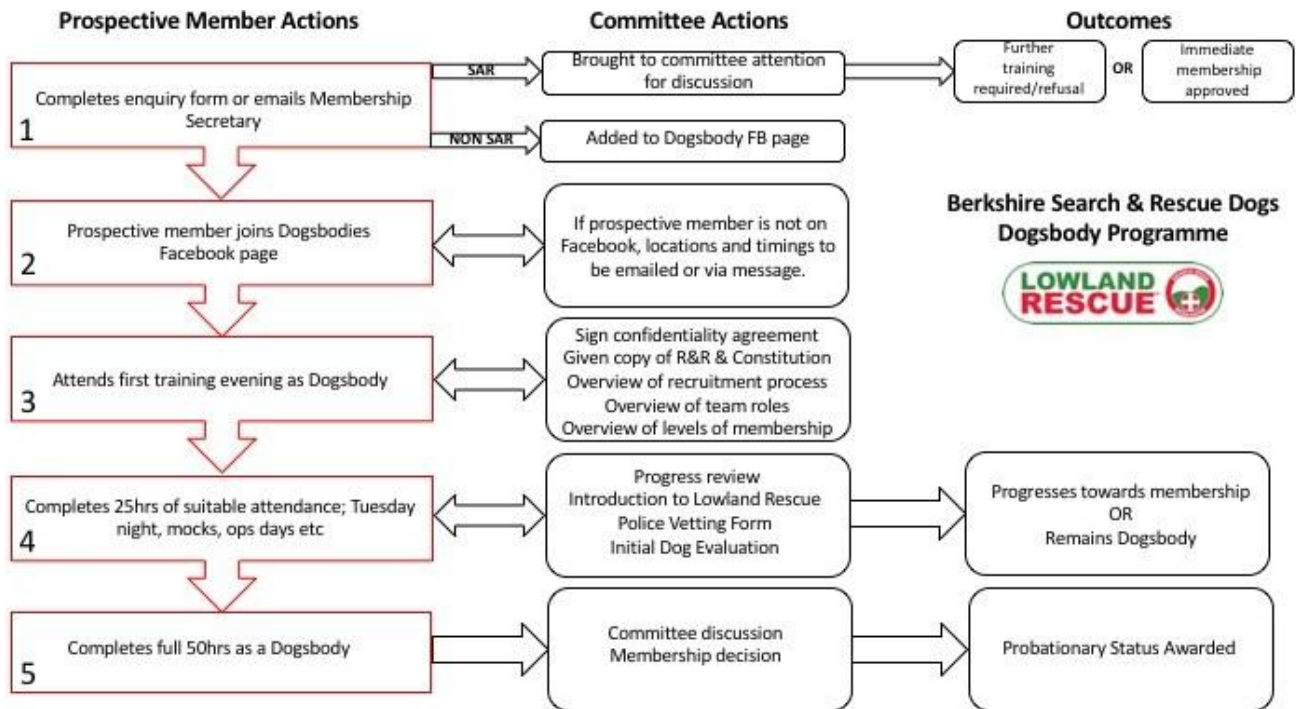
All persons referred to within this policy and/or procedures are required to be familiar with their role.

Any queries on the application or interpretation of policy and/or procedure must be discussed with the Committee prior to any action being taken.

The Committee has the responsibility for ensuring the maintenance, regular review and updating of this policy.

The policy and procedure does not form part of a Team Representative's contract and maybe subject to change. Revisions, amendments or alterations to the policy and/or procedure can only be implemented following approval by the Committee.

16 Appendix I: Dogsbody / Membership Process



17 Appendix J: GDPR Policy

1 Introduction

Berkshire Search & Rescue Dogs (BSARD) is committed to safeguarding the privacy of BSARD members', missing persons' and their families' and our sponsors', supporters' and funders' 'Personal Identifiable Information (PII)' in all of its activities (both search and non-search).

As of 25th May 2018, the European General Data Protection Regulation (GDPR) is the primary legislation covering the protection of PII. This Policy describes the processes in place in BSARD that ensure that compliance with GDPR is maintained.

"Member(s)" refers to members of BSARD both those who fulfill operational roles and those in support roles.

2 Scope

The scope of GDPR within BSARD covers all activities where formal records that include PII are made as part of the operation of BSARD. Specifically:

2.1 In scope

The following are in scope:

- Incident Records that may contain some PII;
- Patient Report Forms that contain pseudo anonymised PII;
- Unit Member data;
- Funder/granter/sponsor data;
- Course attendee data.

2.2 Out of scope

The following are not in scope as they are not part of any formal processes:

- Notes made as part of prospective non-search enquiries, for example in responding to a request for support at an event;
- Search details already in the public domain provided by a police force, for example via the force's official website or Facebook page.

Berkshire Search and Rescue Dogs Rules & Regulations

3 Roles, Responsibilities and Awareness

3.1 Awareness

Awareness of the responsibilities and the requirements of the GDPR legislation will form part of the annual training cycle of all BSARD Members both Operational and Support.

3.2 GDPR Roles and Responsibilities

The GDPR role specific responsibilities are detailed in following table:

GDPR Role	Responsible for
Data Controller	<ol style="list-style-type: none">1. Ensuring that this policy is adhered to.2. Maintaining the BSARD registration with the ICO.3. Ensuring all BSARD Members are made aware of the GDPR requirements placed on BSARD by the GDPR legislation through the training provided by the BSARD Training Team.
Data Protection Officer	<ol style="list-style-type: none">1. Ensuring that all search related data collected and processed by BSARD Members following a search is collected and processed in accordance with this policy.2. Providing only the PII data that has been identified as pertinent to the search.3. Cleaning up records in accordance with the retention policies set out in Section 5.4. Ensuring all BSARD records are stored securely as described in Section 5.5. Ensuring that all patient data collected and processed while completing a Patient Report Form (PRF) is collected and processed in accordance with this Policy and the BSARD Privacy Policy.6. Ensuring that all PRFs passed to BSARD are stored securely.7. Ensuring that all medical records are kept secure and are accessed only by those with a need to do so.
Data Processor	<ol style="list-style-type: none">1. Carry out data processing in accordance with this policy and any instructions given by the Data Controller.

The small volume of data involved in BSARD activities does not necessitate the appointment of a dedicated Data Protection Officer (“DPO”). However, BSARD has chosen to appoint a DPO as best practice.

Berkshire Search and Rescue Dogs Rules & Regulations

3.3 BSARD Member Roles and Responsibilities

All BSARD Members are responsible for ensuring the correct handling of PII, should they be involved with it, as detailed in following table:

BSARD Role	Responsible for
BSARD Training Team	<ol style="list-style-type: none"> 1. Delivering annual training on the GDPR requirements and how they impact BSARD activities
Search Manager	<ol style="list-style-type: none"> 1. Ensuring that all search related data collected and processed by BSARD members during a search is collected and processed in accordance with this Policy. 2. Providing only the PII data that has been identified as pertinent to the search to Search Team Leaders and Operations staff. 3. Cleaning up records in accordance with the retention policies set out in Section 5. 4. Ensuring all BSARD search records are stored securely as described in Section 5.
Search Team Leader	<ol style="list-style-type: none"> 1. Providing only the PII data that has been identified as pertinent to the search to Search Team Members. 2. Returning all materials to Search Control at end of the search.
Search Technician	<ol style="list-style-type: none"> 1. Recording the PII delivered by the Search Team Leader during briefings in the prescribed manner (Pocket Note Book). 2. Ensuring any PII is destroyed at the end of the search. 3. Further guidance to follow at a later date concerning the storing of written debriefs/routes taken by a dog handler.
First Aider / First Responder	<ol style="list-style-type: none"> 1. Ensuring that all patient data collected and processed while completing a Patient Report Form (PRF) is collected and processed in accordance with this Policy. 2. Ensuring that all PRFs are suitably secured until they can be passed over to the Medical Officer.
Event Manager	<ol style="list-style-type: none"> 1. Ensuring that all event related data is collected and processed in accordance with this Policy.
All	<ol style="list-style-type: none"> 1. Maintaining awareness of the data processing requirements placed on BSARD by the GDPR legislation through the training provided by the BSARD

Berkshire Search and Rescue Dogs Rules & Regulations

	Training Team. 2. Notes recorded in personal notebooks during the normal course of an incident should be returned to search control at the end of a search. Where this is not possible/practical then the notebook should be kept secured by the member concerned
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3.4 Organisational Data Processing Roles

BSARD performs several of the recognised “roles”, depending upon the context of the activity.

3.4.1 BSARD in its own right

When carrying out event (non-search) activities, BSARD fulfils the roles of:

- Data Controller;
- Data Processor.

3.4.2 BSARD as a partner of Thames Valley Police

While carrying out search and rescue activities as a partner of Thames Valley Police (TVP), BSARD fulfils the roles of:

- Joint Data Controller (with TVP);
- Data Processor.

4 Monitoring and Reporting

Monitoring of and reporting on data processing activities within BSARD is part of the BSARD Committee activities.

A report will be produced by the DPO for every committee meeting detailing any activities that involve exercise of the processes in this document. It shall also include any risk assessments made regarding PII during the quarter along with recommendations for mitigating risk.

The Chairman’s Annual Report shall include a section on the data protection activities carried out during the previous year and an overall assessment as to whether data protection has been managed in line with the policies and process for BSARD.

5 The Specifics

5.1 Data Processing Activities

A number of discrete data sets have been identified within the activities of BSARD, where data processing takes place. Each of these has unique characteristics, resulting in differing requirements for processing, retention etc. They are detailed below in sections 5.1.1 to 5.1.5.

Berkshire Search and Rescue Dogs Rules & Regulations

5.1.1 Team Membership Records

Activity	Description
Source	Member/prospective member
Collected	As part of member applying to join the team using electronic forms
Lawfulness	Legitimate Interests of BSARD in order to enable BSARD to maintain accurate records of attendance, qualifications and Continual Professional Development (CPD) – Recording of such data is mandated by BSARD in order for Unit members to practice named SAR qualifications operationally. Explicit consent on application form (refusal to grant consent will necessarily prevent membership).
Purposes	Identity verification and vetting
	Contacting – as required (for call outs, training and other BSARD activities – events, fundraising etc.)
	Recording of membership data such as training certifications, awards, CPD
	Reporting/Research/Historical analysis – anonymised statistics
Retention policy	Until 3 years after Member leaves BSARD
BSARD Role	Controller and Processor
Storage	Paper – locked cupboard; membership secretary only access
	Electronic - Subset on D4H Application – administrator only access Only membership secretary has access to prospective member details.
Associated Processes	Amendment or removal of data (6.1.4) Clean up of data in accordance with the retention period (6.1.2) Right to be forgotten (6.1.5)

Berkshire Search and Rescue Dogs Rules & Regulations

5.1.2 Incident Records

This is the most significant data set as by its nature it is likely to contain sensitive PII - in the form of health-related information

Activity	Description
Source	Police (PoISA), family/carer/other
Collected	As part of our search processes in BSARD
Lawfulness	Protection of vital interests of data subject, where physically unable to give consent
Purposes	Identification of the missing person
	Search Planning activities
	Search Operations activities
Retention Policy	Until 7 years after the stand down date/time and then fully anonymised for statistical and historical purposes
BSARD Role	Controller and Processor
Storage	Paper – locked cupboard
	Anonymised search data on D4H managed by BSARD personnel
	PRF if contact made - top copy goes with patient, none retained by BSARD
Associated Processes	Clean up of data in accordance with the retention period (6.1.1)

Note: In the unfortunate outcome that the MISPER is located deceased then the data involved ceases to fall within GDPR, which is only concerned with living people.

Berkshire Search and Rescue Dogs Rules & Regulations

5.1.3 Medical Treatment

These take the form of Patient Report Forms (PRFs) which are completed following any contact with a patient or potential patient in the course of a non- search activity. None are held within BSARD. Should any be completed they are stored with the primary search team.

5.1.4 Event/Funder/Granter/PR/Sponsor Data

Activity	Description
Source	Event organisers, suppliers, other non-SAR contacts.
Collected	Directly from individual persons or indirectly where sponsorship is gifted to an individual.
Lawfulness	Consent – The person will have given direct consent to their data being used in line with the privacy policy either by signing a paper based consent form or via electronic means depending on the method used.
Purposes	Correspondence in the day to day running of BSARD.
	Marketing and public relations such as newsletters, emails (where consent has been provided).
	Solicitation of funding and grants
Retention Policy	As per the level of consent given, otherwise not more than 2 years or until consent is withdrawn if less than 2 years.
	If the data concerned relates to services contracts or financial transactions then it will be kept for the relevant statutory period (usually 7 years)
BSARD Role	Controller and Processor
Storage	Stored within BSARD managed electronic facilities, in this case GMail and Google Drive
Associated Processes	Removal of Consent (6.1.3) Amendment or removal of data (6.1.4) Clean up of data in accordance with the retention period (6.1.2)

Berkshire Search and Rescue Dogs Rules & Regulations

5.1.5 General Communications Data

This relates to data collected through the normal course of BSARD operations such as members of the public emailing BSARD to request information, enquire about joining or to solicit for services, assistance or any other matters not already covered.

Activity	Description
Source	Any persons or Officers of BSARD
Collected	Directly from individual persons
Lawfulness	Consent – The person will have given direct consent to their data being used in line with the privacy policy either by signing a paper based consent form or via electronic means depending on the method used.
	Where the person has contacted BSARD directly and requires a response it shall be assumed that they have given consent to be contacted.
Purposes	Correspondence in the day to day running of BSARD
	Marketing and public relations such as newsletters, emails (where consent has been provided).
	Solicitation of funding and grants
Retention Policy	As per the level of consent given. Not more than 2years or until consent is withdrawn if less than 2years (subject to legal holds)
BSARD Role	Controller and Processor
Security Measures - Storage	Stored within BSARD managed electronic facilities, in this case Gmail and Google Drive
Associated Processes	Removal of Consent (6.1.3) Amendment or removal of data (6.1.4)

Berkshire Search and Rescue Dogs Rules & Regulations

6 Processes

The following processes are in place:

6.1.1 Clean up – Incident Records

1. Incident records stored on paper are reviewed every year. Before removal records are fully anonymised and statistical/historical analysis information will be created and a report generated confirming any records removed as a result of this process.

6.1.2 Clean up data according to retention periods

1. Records will be reviewed periodically, and at least annually (in lead up to AGM)
2. Remove any that meets retention criteria

6.1.3 Removal of Consent (where consent is the legal basis)

1. In order to remove consent an individual must send an email to dpo@k9-sar.com giving any information to adequately identify themselves (at a minimum a name and email address).
2. The data shall be removed within 14 days and confirmation sent to the requester.

6.1.4 Amendment of Data

1. In order to have data amended an individual must send an email to dpo@k9-sar.com giving any information to adequately identify themselves (at a minimum a name and email address) and the data that they requirement amending.
2. The BSARD DPO will review the request and make a decision as to whether the data can/should be amended due to an accuracy issue.
3. Where required, the data shall be amended within 14 days and confirmation sent to the requester.

6.1.5 Right to be Forgotten

1. In order for an individual to exercise their right to be forgotten the individual must send an email to dpo@k9-sar.com giving any information to adequately identify themselves (at a minimum a name and email address).
2. All data shall be removed within 14 days (subject to the exclusions to this right set out in the Privacy Policy) and confirmation sent to the requester.

6.1.6 Subject Access Request

1. Subject Access Requests (SAR) must be made by the individual concerned (a 3rd party may not make a SAR) by email to dpo@k9-sar.com giving any information to adequately identify themselves (at a minimum a name and email address).
2. Once confirmed as a valid and genuine SAR the data will be supplied within 30 days. However, if the request is more complex or involves a large amount of data then BSARD will provide the data within 60 days and will inform the requester of this within 7 days of the SAR.
3. Where the BSARD DPO believes that the frequency of SARs from a single individual is unreasonable or where the SAR carries malicious intent then a data processing charge of £10 may be levied.

End of Document
June 2020