



**Kent Search and Rescue**

**Application Information Pack**



## Introduction

Thank you for your enquiry regarding joining Kent Search and Rescue. Being a member of our organisation can be both very rewarding but also occasionally challenging so we ask you to carefully read the following documents before making an application to join the Team:

- Team history and background
- Information on our team selection, induction and training process
- Application form and person specification.

Having read these documents should you decide to proceed, please complete the attached application form.

Please return your completed application form to the Membership Secretary either by post or, preferably, by email.

Please be aware that should you be successful at the interview stage of the process, you will be invited to attend our next quarterly Basic Search Technician course which will take place over two days. The details and dates of the course will be explained during your induction.

Thank you for your interest.

P H Lewis MBE  
Training Officer



# Kent Search and Rescue

## Team Background

Kent Search and Rescue (KSAR) is an entirely voluntary lowland search and rescue organisation providing vital Search and Rescue services to Kent Police and other agencies. Its members share a common interest in providing this life saving service for the people of Kent, 24 hours a day, 365 days of the year.

Today the team consists of around 50 members from all walks of life and locations across Kent and our neighbouring counties. We pride ourselves in consistently providing a first class professional Search and Rescue service whenever and wherever we are called upon. This is achieved through the commitment each member makes to continuous training, twice a month, in the core skills of Search and Rescue. In addition to this many members train in the advanced skills of casualty care (Team Medic), Mountain Bike Search, Search Dog Support, Radio User and Water Bank Search.

Kent Search and Rescue is a registered charity that provides teams of qualified search technicians to search for vulnerable missing persons such as children and elderly people.

We are activated by Kent Police but can also be called to assist other search teams and organisations in the UK. KSAR is also part of the Kent Voluntary Sector Emergency Group who are activated by Kent County Council Emergency Planning Officer to assist in the event of a major incident. We could provide search teams, rescue teams or first aid teams in support of the statutory emergency services.



We are called upon to search for vulnerable missing persons, people who under normal circumstances may not be able to look after themselves; this includes children, elderly people with dementia Alzheimer's or people with learning disabilities. We also get a number of calls to search for people who are depressed or suicidal. We provide a Search Control, qualified Search Managers and Search Teams.



Upon finding the person we provide immediate medical care as required. Occasionally we are also required to preserve areas or items as a possible crime scene.



## Who Can Join KSAR

Kent Search and Rescue is an equal opportunities organisation. Any person who is over 18 and under 70 may apply for membership.

Due to the nature of our work we do require that operational searchers are fit enough to carry out the duties of a search team member. The ability to walk on uneven terrain which includes farmland, forests, and open down land in both summer and winter conditions is required.

Also, due to the sensitive and confidential nature of vulnerable missing person cases all members must be trustworthy and have high levels of integrity so all members are required to successfully pass a rigorous police background investigation prior to joining.



Being a member of a search and rescue organisation is an important commitment that should not be taken lightly. We realise that whilst we are all volunteers and have work, family and social commitments that sometimes preclude us taking part as much as we would like, we cannot compromise the maintenance of our high standards and operational capabilities. As an operational member you should endeavour to make a commitment to attend searches when available and as much training as possible. **Currently, training nights are generally the 1st Monday and second to last Monday of each month.**

Kent Search and Rescue also welcomes 'non-operational' members. Non-operational members may still be required to pass Police Vetting but assist in many different roles, such as fundraising, administration etc

## Training

We provide training for operational search members in a range of subjects as follows:

- *Basic Search Techniques*
- *Emergency First Aid*
- *Radio Communications*
- *Scene of Crime Preservation*
- *Basic to Advanced Map Skills*
- *Night Vision Aids and GPS*
- *Canoe Search and Rescue*
- *Search Dog Support role*
- *Mountain Bike Search*
- *Water Bank Search*
- *Team Leadership*
- *Search Control Assistant*
- *Search Controller*
- *Advanced Emergency Care*
- *Search Manager*





## Sponsorship

We are always looking for sponsorship. This takes many forms and some local organisations and business provide services and equipment. If you can help please contact us to discuss what can be done.

Kent Search and Rescue is a registered charity and entirely community supported. To keep the team operational and trained, currently requires approximately £16,000 per year. This money can come from various grants and the rest from donations. All members are expected to assist in our fundraising efforts.

Team funds have to cover the maintenance, repair and replacement of:

- Team equipment - vehicles, control trailer, technical rescue kit, stretchers, personal protective clothing
- Medical/casualty care equipment and supplies

As well as the above we have to fund:

- Continuous training of team personnel
- General running costs, insurance, administration, fuel etc.





## Fees

KSAR members are required to pay an annual membership fee of £20; this fee can be paid in instalments if necessary. Additionally, there is a one time £20 refundable deposit for new members for the search kit KSAR supplies to ensure it is returned

## Contact Us

Website

<http://www.ksar.co.uk/>

### **Membership Secretary**

Jane Haselden

[jane@haselden.co.uk](mailto:jane@haselden.co.uk)

07808 471652

### **Training Officer**

Paul Lewis MBE

[Paul.Phlconsultancy@gmail.com](mailto:Paul.Phlconsultancy@gmail.com)

07977 066165



# Kent Search and Rescue

## Selection, Induction and Training Process

1. The Membership Secretary will initially process all applications to join the Team and acknowledge enquiries and provide an Information pack.

The pack includes:

- a) background information on the team
  - b) an outline of the selection procedure including dates of the next Induction night and BST course
  - c) a person specification
  - d) an application form
2. The applicant then returns a copy of the completed application form to the secretary. A copy of this will be retained centrally. A copy will be sent to the Training Officer who will invite applicants to an induction evening.  
The person specification will provide the criteria for selection and applicants will need to demonstrate that they satisfy all essential criteria.
  3. After the induction evening the applicants will be invited to attend Potential Member familiarisation and training, which will be held during the normal training nights.

The Recruiting Group (consisting of the Co-ordinator, Training and Operation Officers) will review applications and the Secretary will invite successful applicants, in writing, to an interview which is designed to further assess the applicant's motivation to join the Team, their fit within the Team and their capability in terms of personal skills and commitment.

The Recruitment Group will aim to interview candidates at the earliest opportunity, and the interview will generally last 30 minutes.

If the interview is not held within 8 weeks of the application being received then the Secretary should write to the applicant to explain the situation.



4. Following the interview the applicants will be informed in writing by the Secretary as to the decision made:
  - *If successful the applicant will be invited to attend the next Basic Search Technicians course.*
  - *if unsuccessful reasons will be provided and if the Recruiting Group feels the applicant could support the team in other ways this will be highlighted*
5. The Training Officer will send to the applicants a joining pack (which will include the relevant Police Vetting, Medical, Next of Kin and Additional information forms) They will also receive the details of the next Basic Search course.

**Notes:**

***As part of the application process, due to the sensitive nature of information handled by the Team, Police vetting is mandatory.***

6. Applicants will not be allowed to attend the next Basic course until they have been Police vetted. Those who successfully complete the Basic Search Technicians course will then be invited to join the Team as a Trainee Member. Trainee members will be added to the Call out List and are able to take part in operational searches.

**Notes:**

***Once on the call-out list ongoing commitment and skill levels will be assessed during the training period***

If any areas for development have been identified, the Training Officer will inform the applicant of these at the end of the course. The Training Officer will retain a brief written report for each applicant, a copy of which will be available to them on request.

7. Following acceptance Trainees are given 3 months to satisfy the requirements of Full Team membership – a breakdown of these requirements will be provided by the Training Officer and set out in the logbook. At the end of this period a review with each Trainee will be organised by the Training , Operations and Sector Managers who will be responsible for co-ordinating their training and development.



Trainee members will be supplied with basic personal protection equipment by the Logistics Officer on successful completion of the Basic Search Technicians course – a £20 refundable deposit is required at the time of issue.

**Notes:**

***Trainee members will be expected to demonstrate a minimum commitment – 50% of all training nights. Trainees demonstrating a higher commitment will be likely, if expectations are met, to be considered for Full membership prior to the end of the training period.***

***Membership Subscription of £20 is now due to be paid***

***At any stage in the process the Committee has the right to reserve judgment as to the suitability of the individual concerned.***

8. At the end of the 3 month training period the Training Officer will review the progress of each trainee and make recommendations to the Committee as to those who should be accepted as **Full Team members**.
9. The Secretary will then confirm in writing the decision made by the Committee.

P H Lewis MBE  
Training Officer  
Kent Search and Rescue

# Kent Search and Rescue

## Personal Specifications

	Description	Essential	Desirable	Assessment
<i>Knowledge</i>	Understand how Search and Rescue operates in the UK, In particular Kent Search and Rescue – This will be covered in your Induction and the Basic Search Technicians course	Demonstrate a working knowledge of Kent Search and Rescue	Demonstrate a working knowledge of the structure of Association of Lowland Search at a national and regional level	2, 3, 4, 5
<i>Skills</i>	Continuous training is delivered by the Training team.	Willing to be trained in all aspects Search and Rescue	Working knowledge of Navigation, and be capable of developing all other required skills of a team member	3, 4, 5, 6
	The ability to perform as an Operational Search Team member	Self-sufficient, able to look after oneself during normal searches in a 'Lowland' Environment which includes farmland, forests, open down land and any other area that does not require specialist skills – A search normally lasts 4 – 6 hours	Self – sufficient, able to look after oneself during the terrain and conditions expected during summer and winter conditions during searches	3, 4
	Provide evidence of previous experience of working as part of a team	Able to work effectively as part of a team	Able to work effectively in a demanding and stressful Search and Rescue in any situation and utilise team skills in undertaking a task successfully	1, 2, 3, 4

	Description	Essential	Desirable	Assessment
<i>Experience</i>	Due to the nature of our work we do require that Operational Members are capable of lifting and walking on uneven terrain which includes farmland, forests, and open down land in both summer and winter conditions.	Demonstrate some basic walking experience in terrain and conditions expected during searches (in a 'Lowland' Environment which includes farmland, forests, open down land and any other area that does not require specialist skills) in summer and winter conditions during normal searches lasting 4 – 6 hours	Demonstrate experience of walking in the terrain and conditions expected during searches (in a 'Lowland' Environment which includes farmland, forests, open down land and any other area that does not require specialist skills) in summer and winter conditions during extended searches	1, 2
<i>Equipment</i>	Basic Personal Protective Equipment will be issued to you, and you will be taught during your Induction and the Basic Search Technicians course what equipment will be required.	Possess and use appropriately clothing and equipment suitable for terrain and conditions expected during summer and winter conditions during searches normally lasting 4 – 6 hours	Possess and use appropriately equipment suitable for use in the terrain and conditions expected during summer and winter conditions during extended searches	3, 4
<i>Fitness</i>	Due to the nature of our work we do require that Operational Members are capable of lifting and walking on uneven terrain which includes farmland, forests, open down land in both Summer and winter conditions	Able to sustain a prolonged period of physical exertion under the terrain and conditions expected during summer and winter conditions during searches normally lasting 4 – 6 hours	Able to sustain a prolonged period of physical exertion under the terrain and conditions expected during summer and winter conditions during extended searches	3, 4

	Description	Essential	Desirable	Assessment
<i>Qualifications</i>	All Operation Members are required to hold a Basic Life Skills First Aid Qualification. If you do not already hold this or a similar recognised First Aid Qualification. KSAR will train you either while you are waiting for the next Basic Search Technicians course or immediately afterwards	Undertake training to gain the Basic Life Skills first aid qualification	Nationally recognised qualifications	1, 6
<i>Other</i>		Be able to attend locations for callout and training purposes	Full driving licence and access to a car for callout and training purposes	1, 3
		Aged between 18 and 70 years old (for insurance purposes)		
		Sense of humour for the duration of searches	Sense of humour for the duration of searches	

1 – Application Form

2 – Induction Process

3 – Interview

4 – Basic Search Technician Course

5 – Training Period and Interim Reviews

6 – Training Record and Logbook

7 – Other (e.g. national certificates, logbooks)

# Kent Search and Rescue Application Form

Strictly Confidential



## 1. PERSONAL DETAILS

Full Name	<input type="text"/>
Date of Birth	<input type="text"/>
Marital Status	<input type="text"/>
Blood Group	<input type="text"/>

## 3. EMPLOYMENT

Occupation	<input type="text"/>
Employer name and address	<input type="text"/>

## 2. CONTACT DETAILS

Address	<input type="text"/>
Email address	<input type="text"/>
Mobile number	<input type="text"/>
Tel number home	<input type="text"/>
Tel Number work	<input type="text"/>

## 4. NEXT OF KIN

Next of Kin Address	<input type="text"/>
Relationship to applicant	<input type="text"/>
Next of Kin home tel number	<input type="text"/>
Next of Kin mobile number	<input type="text"/>

## 5. OTHER SKILLS / QUALIFICATIONS eg. Nurse, HGV driver, Teacher

<input type="text"/>
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Please turn over



## 6. DRIVING LICENCE / VEHICLE

Type of Licence held	Colour & registration number
<input type="text"/>	<input type="text"/>
Type of vehicle eg. 4x4, van	
<input type="text"/>	

## 7. REFERENCES *(one x employment/education ref and one x character ref)*

Name & Address of referee	Relationship to applicant
<input type="text"/>	<input type="text"/>
	Referee's email address
	<input type="text"/>
Name & Address of referee	Relationship to applicant
<input type="text"/>	<input type="text"/>
	Referee's email address
	<input type="text"/>

## 8.

Applicant's Signature	Date
<input type="text"/>	<input type="text"/>



## 9. ADDITIONAL INFORMATION

Please provide any additional information about yourself, including hobbies, qualifications and why you would like to become a member of a Search and Rescue team. This information will enable us to process your application quickly.

## 10. ... AND FINALLY ...

How did you hear about Kent Search & Rescue?

Please return your completed application form to:

Jane Haselden  
Membership Secretary - KSAR  
73 Judd Road  
Tonbridge  
Kent TN9 2NJ