



# Volunteering Handbook – Volume 5



---

Cat Fosterers Handbook

---

---

## Contents

<b>MISSION STATEMENT</b> .....	<b>3</b>
<b>WELCOME</b> .....	<b>4</b>
<b>1. INTRODUCTION</b> .....	<b>5</b>
<b>2. MEET THE TEAM</b> .....	<b>5</b>
<b>3. ABOUT US</b> .....	<b>6</b>
<b>3.1 Our History</b> .....	<b>6</b>
<b>3.2 Our Aims</b> .....	<b>6</b>
<b>3.3 Contact Details</b> .....	<b>7</b>
<b>4. INTRODUCTION TO CAT FOSTERING</b> .....	<b>7</b>
<b>5. CONSIDERATIONS PRIOR TO FOSTERING</b> .....	<b>8</b>
<b>6. THE FOSTERS ROLE</b> .....	<b>9</b>
<b>6.1 Loving Temporary Home</b> .....	<b>9</b>
<b>6.2 New Arrivals</b> .....	<b>10</b>
<b>6.3 Venturing Outside</b> .....	<b>10</b>
<b>6.4 Develop and Nurture</b> .....	<b>10</b>
<b>6.5 Oversee Treatment</b> .....	<b>11</b>
<b>6.6 Viewings</b> .....	<b>11</b>
<b>6.7 Holiday Cover</b> .....	<b>11</b>
<b>6.8 Costs and Liabilities</b> .....	<b>12</b>
<b>6.9 Know your Limits</b> .....	<b>12</b>
<b>7. THE CHARITIES ROLE</b> .....	<b>12</b>
<b>7.1 Cat Coordinator</b> .....	<b>12</b>
<b>7.2 Food and Consumables</b> .....	<b>12</b>
<b>7.3 Veterinary Treatment</b> .....	<b>13</b>

---

<b>7.4</b>	<b>Assessment and Treatment.....</b>	<b>14</b>
<b>7.5</b>	<b>Expenses.....</b>	<b>14</b>
<b>8.</b>	<b>RECORD KEEPING .....</b>	<b>15</b>
<b>9.</b>	<b>COMMUNICATIONS.....</b>	<b>17</b>
	<b>APPENDIX - 1 AUTHORISED VETS .....</b>	<b>18</b>

---

## **MISSION STATEMENT**

Brinsley Animal Rescue's mission is to relieve the suffering of all animals. We are a charity dedicated to rescuing, treating, rehabilitating and caring for all animals and to training and educating people on the welfare of animals.

We rescue wildlife, birds, pets and farm animals from injury, sickness, abandonment, cruelty, hardship and neglect.

We ensure that animals that come into our care live out their natural lives in the optimum physical and psychological comfort.

Our aim is to ensure that wild animals are released back into the wild into a safe environment and that pets and farm animals are fully assessed, treated and rehomed into life-long loving homes wherever possible, but always overseeing their care. Where we cannot rehome animals the Charity will provide sanctuary and care throughout their natural life.

We never destroy an animal except when it is in the animal's best interest.

---

## WELCOME

Dear volunteer,

Welcome to Brinsley Animal Rescue, we are delighted that you have chosen to volunteer your time with us, we understand that your time is very precious, and we are pleased that you are willing to spend some of it with us helping animals. Each and every day from early until late, our charity depends on volunteers like you, to ensure that we operate efficiently and successfully, saving animals lives and reducing suffering.

The charity is reliant on volunteers for every aspect of running the sanctuary, from the day-to-day care of the animals, to fund raising, administration of the charity, to carrying out home checks for prospective new homes and much more.

We want every volunteer to contribute as much as they can, but also to also enjoy themselves and most important, to not put themselves, anyone else or animals at any unnecessary risk. Therefore, it is important that all volunteers receive a basic level of training and an introduction to the charity and its activities, before they can start volunteering.

The Volunteer Handbooks provide answers to many of the questions you may have about volunteering with us. It covers our policies and procedures, and our mutual responsibilities. You are responsible for reading and understanding the Volunteer Manuals and for familiarising yourself and adhering to our policies and procedures. If anything is unclear, please discuss the matter with a trustee.

Again, on behalf of everyone here at Brinsley Animal Rescue, we welcome you.

Sincerely,

**Jon, Beth, Amanda and Dave,**

**Trustees of Brinsley Animal Rescue**

---

## 1. **INTRODUCTION**

For volunteering with the Charity, there are a series of volunteer handbooks, some mandatory and valid to all volunteers with others tailored to specific volunteering roles, these are designed to help volunteers with the induction process providing a summary of how we operate, our rules and policies. These handbooks are as follows;

Handbook 1 - Common Manual

Handbook 2 - Sanctuary Manual

Handbook 3 - Wildlife Hospital Manual

Handbook 4 - Wildlife Rehabilitators Manual

Handbook 5 - Drivers Manual

Handbook 5 - Cat Fosters Manual

## 2. **MEET THE TEAM**

The charity has four Trustees, Jon & Beth own the land that the charity operates from and are the founders of the Charity. The Trustees are legally responsible for the management of the charity.



**Jon Beresford**  
Co-founder



**Beth Hewis**  
Co-Founder



**Amanda  
Richardson**



**Dave Otieno**

---

### **3. ABOUT US**

#### **3.1 Our History**

Brinsley Animal Rescue is a Registered Charity No. 135508, run for animals by volunteers and was founded by Jon Beresford and partner Bethan Hewis, The Charity is run on vegan values, therefore we do not believe in exploiting animals for food, profit or entertainment.

We do not employ staff and our premises, land, buildings and utilities are donated by Jon and Beth to the Charity free of charge. Therefore, all of the money raised for the Charity goes directly into helping animals by paying for food, bedding, treatment, equipment and vets bills. We take no money out of the Charity to pay for salaries or rent. We need to raise around £100,000 every year to pay the Charity bills.

The Charity has steadily grown each year, in 2016 we took over responsibility for Hope Dartmoor Pony Rescue when it closed and in 2019, we took over responsibility for Animal Accident Rescue Unit when the charity was dissolved.

#### **3.2 Our Aims**

The Charity rescues pets, wild animals and farm animals, our aim is to re-home pets and farm animals into life-long homes and release wild animals back into the wild. Where we cannot re-home pets and farm animals, we provide them with permanent sanctuary. It's our policy that we never euthanase a healthy animal.

---

### 3.3 Contact Details

Name	Role	Contact
Jon Beresford & Beth Hewis	Trustees	<a href="mailto:info@brinsleyanimalrescue.org">info@brinsleyanimalrescue.org</a> 01773 712999 07906 166002
Amanda Richardson	Trustee Cat Coordinator	<a href="mailto:amandalouiserichardson@yahoo.co.uk">amandalouiserichardson@yahoo.co.uk</a> 07985 581689
Dave Otieno	Trustee	<a href="mailto:of.many.devices@protonmail.com">of.many.devices@protonmail.com</a>

## 4. INTRODUCTION TO CAT FOSTERING

Please read this handbook to ensure that you understand the basic requirements for cat fostering with us. This handbook has been developed to ensure you understand the policies and procedures of the charity, to ensure we effectively manage our volunteers and animals within our care. If there are any points you are unsure about or need clarity, please do not hesitate to contact the charities Cat Coordinator or a Trustee.

Every new cat fosterer is required to have read and understand this Volunteer Manual prior to fostering a cat from us.

Fostering cats can be a very challenging yet a rewarding experience, providing foster cats the time and care that they need to be ready for adoption, helping us learn more about the cat so he can end up in the best home possible. You'll be helping to socialise the cats and get them used to new environments, and by doing so, you'll make it much more likely that they'll be adopted.



---

## 5. Considerations Prior To Fostering

It's important to think carefully before offering to foster a cat on behalf of the charity, for example;

<b>Cat Fostering Checklist</b>		
<b>Expectations</b>	Ensure you know what the charity expects of you, read this handbook and feel free to discuss any questions or concerns with your Cat Coordinator or a Trustee.	✓
<b>Your cats</b>	<p>If you already have cats in your home, they need to be up to date with your vet health checks especially their vaccinations. Kittens are vulnerable to diseases (like upper respiratory infections) that don't always affect healthy adult cats.</p> <p>No matter how much you want to foster, if your current cats get extremely stressed out by having other cats in your home, remember that your cats were there first, and their needs must be a top priority. Female cats in particular can be upset by other cats so in these cases, you might want to consider only fostering male cats.</p>	✓
<b>Accommodation</b>	<p>You will need to have a room where any new foster cat can be confined to, on their own whilst being introduced to a new home, so that they can be contained and to help them settle in.</p> <p>Keeping the foster cat or family in one room with a door that closes securely will keep your resident cats' stress levels down.</p> <p>Whilst we health check all of cats that come into our care, when they arrive, we may know little about their history and health condition, so it's important to keep isolated from any other pets and maintain good hygiene standards.</p>	✓

---

<b>Home visits</b>	<p>Be prepared to accommodate strangers into your home. We use fosters so that cats are in a home environment and potential adopters can view them, they will need to see the cat in your home and will ask questions about the cat.</p> <p>We will always support you in this. Never let anyone into your home to view a foster cat unless the appointment has been prior agreed with the Charity and never if you are alone.</p>	<b>√</b>
<b>Transportation</b>	<p>Foster cats will need several trips to the vets for their treatment, you will need to have your own transport to facilitate these appointments.</p>	<b>√</b>
<b>Goodbyes</b>	<p>When you have fostered a cat for a while and got to know them, it is naturally hard to say goodbye, but you must do, only by rehoming animals into new homes can we keep saving lives, you'll have to learn how to let go when it's time for your foster cats to go up for adoption.</p>	<b>√</b>

## 6. The Fosters Role

We want cats to live in foster homes as though they were a permanent home, so that they will be relaxed and show natural behavior. This allows the cat to be fully assessed, in addition this will help the process of finding any potential new home, letting someone see a cat in a home setting, not in a cage. Your role will be to help assess and nurture any cat and help the charity find a lifelong loving home.

### 6.1 Loving Temporary Home

You need to provide any cat with a home where it will be safe from other pets and busy roads. If you already have pets, we will need to talk to you about the suitability for the foster cat and your pets, especially if they will be sharing the same spaces. You will need to provide for the cat as though they were your pet, the charity will pay for food and any treatment.

---

Keeping of cats confined spaces such as in crates, other than for good medical reasons, is not permitted.

## **6.2 New Arrivals**

You will initially need to confine a new cat to a single room. Move the cat in there in a carrier, shut the door behind you, open the carrier speaking softly to them, provide food and water. Let them come out in their own time, do not force them. Each mealtime take in food and gently talk to them spent an increasing amount of time with them as they become more confident.

After a period of time, once the cat has become more confident, open the door and let them explore more of the house, in their own time, ensuring that all windows and external doors are shut.

## **6.3 Venturing Outside**

Once a foster cat has been assessed, it should be, subject to any medical restrictions, all right to be let outside, but never straight away. Cats need to know where their home is and so need to be contained in your home for around 3 weeks, each cat is different and so if they are still nervous this may take longer, please seek advise if you are unsure.

When you first let them out, carry them around the garden, if the cat will accept it, use a cat harness until the cat gets use to their surroundings. Put them down for a few minutes at a time and stay close to the cat.

Taking the cat outside before mealtimes helps to ensure they soon return for their food. Scattering used cat litter near to the access door will help, they will recognise the smell and help them find their way home.

In a short time, they will soon mark their territory and become confident with their surroundings.

## **6.4 Develop and Nurture**

An important and rewarding part of fostering a cat is nurturing them, spending time with them to gain confidence around people. Whilst some cats are pets that arrive full of confidence and may just need to acclimatise to their new temporary home, others may have had traumatic experiences and will need time on their own and then patients from you, spending increasing amounts of time with them, at their pace to help them gain confidence. We are never in any rush, we should help them in their own time.

---

## 6.5 Oversee Treatment

Following admission they will need multiple visits to our vets for treatment, then later less so. You will need to liaise with your Cat Coordinator and our vets and to provide transportation to and from the vets for treatment.

## 6.6 Viewings

As we only use foster homes for cats, you will need to be prepared to facilitate members of the public into your home, to meet the cat and to talk to you about the cat's temperament, likes and dislikes. We want you to be honest about the cat, so that they can make the best judgment about the suitability for adoption.

All viewings will be arranged by your Cat Coordinator prior to viewing, they will arrange a mutually convenient time.

You must always have a **second person** present with you before you allow any member of the public into your house. If this is not practical for you or if you would prefer, you should contact our Cat Coordinator or a Trustee, who will ensure someone is with you at the time.

During any visit, you should confine the viewing to one room such as your kitchen or other conveniently located room.

All potential adopters will be managed by the Charity in accordance with our adoption policy. If someone makes contact direct with you who shows interest in adoption, such as a family member or friend, please communicate this to the Cat Coordinator who is responsible on behalf of the charity for the adoption process.

## 6.7 Holiday Cover

Holiday cover for the charities cats can be arranged if required, please contact us giving at least a months' notice if possible so we can arrange suitable cover.

We will not keep your cat in a cage for holiday cover, we aim to keep the cat in a safe environment with space, comfort and away from other cats, probably in another foster home.

---

## **6.8 Costs and Liabilities**

The Charity will be responsible for all direct costs associated with cats in the charity's care such as food and veterinary treatment, the Charity will not cover in-direct costs such as injuries caused to another pet or any damage to your home or property. We advise that you check your insurance provision if this is of concern.

## **6.9 Know your Limits**

It's important that you do not over commit yourself in any way. If you can't or don't want to bottle-feed orphaned kittens for example, make sure you tell us, if you can't

## **7. The Charities Role**

The charity's aim is to rescue cats, assess, treat, and rehome and your support in this is vital, our role is to support you as best we can whilst any cat is in your care.

### **7.1 Cat Coordinator**

The charities Cat Coordinator will be your main point of contact, they will liaise with you regularly throughout the fostering process, to discuss with you and arrange veterinary treatment, arrange the ordering of food and provisions and manage the adoption process.

### **7.2 Food and Consumables**

The Charities Cat Coordinator will be in regular contact with you and versa-versa. All food will be ordered by our Cat Coordinator, they will be in regular contact with you to ensure you have a good supply.

- Food will be ordered for fosterers and delivered to your address. We do not pay expenses for shop bought food other than in exceptional circumstances and only with a valid receipt.
- We will aim to order on a monthly or bi-monthly basis.
- We would need your permission to provide the delivery driver your address, mobile number and or email address.
- Please note that food can take up to one week to be delivered.

---

### **7.3 Veterinary Treatment**

Cats will need several trips to the vets, especially once they first arrive. For all veterinary treatment use one of the authorised vets whom the charity has an account with, this will be confirmed by your cat Coordinator. Other than in an emergency, always use this practice for each animal to aid continuity of treatment and record keeping.

Whenever making an appointment, **always use the animal code** provided to you by the charity.

You will be expected to transport your foster cat and liaise with the vets and keep the Charities Cat Coordinator updated.

Where possible, all appointments should be authorised by your Cat Coordinator prior to appointment. Do not make appointments for minor treatments works which the charity can perform by volunteers such as nail trimming.

In case of emergency, do not wait for approval, but ensure you avoid out of hours where possible and inform the Charities Cat Coordinator as soon as you can.

#### **Vet Appointments**

Other than for routine standard treatment, if you need to take a foster cat to the vets, you must contact your Cat Coordinator or another Trustee before making an appointment with details why you need to make the appointment. Ensure that you always quote the cat reference for any booking.

#### **Transportation for Appointments**

You are responsible for transporting a foster cat to and from a vets appointment. If you are not able to for a good reason, please contact your Cat Coordinator aware as soon as you can. By exception, we may be able to arrange transportation if other volunteers are available.

In an emergency only, for emergency treatment only, you are authorised to get a taxis, a valid receipt needs to be obtained to claim the costs back in accordance with our Expense Policy.

---

#### 7.4 Assessment and Treatment

All cats that come into our care will be professionally assessed and treated, this includes the following;

Blood tests	Shortly after admission, all cats will go to our vets for a blood test to check for FELV or FIV. Foster cats must not be in contact with your pet cats or other foster cats until negative blood tests have been confirmed.  With kitten's blood tests may not always be possible on admission, we wait until they are strong enough to minimise any risks to them.
Health Assessment	At the earliest opportunity, normally in conjunction with another vet visit the cat's health will be assessed so that any treatment or ongoing management can be agreed and assessed.
Wormed & defleaed	At the earliest opportunity, they will be wormed and defleaed with prescription strength treatment.
Vaccinated	All cats in our care will be fully vaccinated before they come into contact with other cats and before they are allowed outside.
Neutered	Both males and females will be neutered as soon as they are deemed medically fit.
Micro - Chipped	All cats will be chipped and registered to Brinsley Animal Rescue.

#### 7.5 Expenses

We don't want potential fosters to be put off helping us rescue cats due to the financial impact and therefore we will pay reasonable out of pocket expenses, in accordance with our policy, **AD2 - Expense Policy**, a copy of which can be obtained from the charity. Other than for emergencies, all expenses should be authorised prior to committing with a Trustee.

---

Examples where we would authorise expenses are;

- Public transport for a vets appointments.
- Millage rate (in-line with Inland Revenue rates) for vets appointments.
- Costs for taxis for an emergency vets appointment.
- Food or miscellaneous items by exception.

All claims must be submitted using a completed expense form and valid receipt.

## **8. Record Keeping**

We must have an auditable record of all animals that come into and out of our care. The admission, treatment, care, and rehoming of all cats must be recorded using the appropriate charity forms and quoting the unique cat reference, these records must be held by the charity.

As well as the cats name, each cat will be allocated a unique reference number, this must be quoted on all paperwork and records including veterinary appointments so that we can trace all cats in and out. The unique reference will be provided by your Cat Coordinator.





### Animal Relinquish Agreement

The Charities aims are to assess, treat and find lifelong homes for pets and farm animals wherever possible. Where this cannot be achieved due to disability, health or behavioral challenges, Brinsley Animal Rescue will offer those animals lifelong care and commitment.

Before an animal can be accepted into the Charity's care, the current owner, carer, finder or keeper, must provide the Charity with the animals' history, to the best of their knowledge and sign the animal into the Charities care.

Animal \_\_\_\_\_

Current owner / carer / finder / keeper Details \* Circle which is applicable.

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Telephone numbers \_\_\_\_\_

2. Vets Details

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Telephone numbers \_\_\_\_\_



69 Hobsc Close  
Brinsley  
Nottingham  
NG16 5AX  
0845 4582813  
info@brinsleyanimalrescue.org  
Registered Charity No. 11355508

### Cat Adoption Agreement

1. Details of Adopter

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Telephone numbers \_\_\_\_\_

If you would like to receive updates from us, please PRINT email \_\_\_\_\_

2. Cat(s) Details

Name(s) \_\_\_\_\_ Age \_\_\_\_\_

Markings \_\_\_\_\_

Male / Female \_\_\_\_\_ Vaccinations \_\_\_\_\_ Neutered Yes / No \_\_\_\_\_

History \_\_\_\_\_

On admission, all Cats MUST be signed over to us using a Relinquishment form, detailing as much information of the history as we can, this will be signed by the cat owner / finder and by a representative if the charity.

No cat should be admitted into our care without the cat being signed over to us.

When a cat is adopted into a new home, an adoption form will be completed by us, with as much detail as we can, including all relevant medical history and any other medical treatment that we have agreed to pay for, for example neutering.

**NEVER provide the details of any previous home or owner.**

No cat should be handed over to a new home without this form being signed by the charity and the new owner. Two copies should be completed and signed, one retained by each party.

---

## 9. Communications

Your normal regular communications are via your Cat Coordinator who will liaise with you regularly. They will manage food and consumables deliveries and any veterinary treatment. It is important that if you can no longer foster a cat permanently or temporarily such as when going on holiday, please let the Charity know as soon as possible so we can make alternative arrangements. For cat only comms, you can contact your Cat Coordinator as follows;

Email - [Cats@brinsleyanimalrescue.org](mailto:Cats@brinsleyanimalrescue.org)

Phone - call Amanda on 07985 581 689, calls cannot always be answered during working hours, but please leave a message, otherwise TEXT.

Social Media - messages via Facebook messenger can be answered easier during working hours.

For any urgent cases and you cannot reach your usual contact, you can contact any of the Charities Trustees directly.

---

### Appendix - 1 Authorised Vets

Practice	Address	Contact	Notes
Vets4Pets	246 Nottingham Road Eastwood Nottingham NG16 3GR	01773 533254	No 24 hours Emergency service
Rushcliffe Veterinary Centre	Collington Way West Bridgford Nottingham NG2 7LR	0115 982 1717	No 24 hours Emergency service
Priory Veterinary Group	10a Derby Road Beeston Nottingham NG9 2TJ	0115 943 0898	No 24 hours Emergency service
Minter Veterinary Centre	Orchard Lodge Newark Road Southwell NG25 0ES	01636 812133	Has a 24 hour emergency service
Buckley House Vets	51 West Street, Hucknall Nottingham NG15 7BY	0115 952 7271	Has a 24-hour emergency service