



Health & Safety Policy

Dogs in School - HSP 30

Key Document Details

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Version	Date	Page document	Change	Origin of change e.g. Change in legislation, Policy review.
1.2	September 2020		No significant changes	
1.3	March 2021	3	Dog owner responsibilities – authorisation. Updated risk assessment	
1.4	September 2022		No changes	
1.5	September 2024		Improved layout to support printing and rebranded.	

Title:	Dogs In School HSP 30
Author(s):	Sarah Heath/David Maine
Date:	September 2024
Review date:	September 2027
Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff. It also applies to all premises where TWHF is either the ‘employer’ or is in control of the premises.

Definitions

For the purpose of this policy, the following definitions apply;

Dogs in School	Any dog brought into a school or workplace environment or educational or social reasons
Authorisation	All dogs being brought into schools or workplaces must be authorised by the School Head teacher or Line Manager using HSF30.1
Dogs in School	Any dog brought into a school or workplace environment or educational or social reasons

Policy Aims

This document details how The White Horse Federation (TWHF) ensures that dogs brought into schools or workplaces are done so safely following a structured authorisation process.

TWHF recognises that there are both positive and negative aspects to having dogs in our schools and workplaces. A child's understanding of responsibility, empathy and nurturing can be increased through interaction with animals, but some children or members of staff may suffer from allergies or phobias.

Policy

TWHF is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, and any other class of person who may work on, visit, or use its premises, or who may be affected by its activities or services.

Any dog being brought into a school or workplace environment, must be approved by the School Head teacher or Line Manager following the correct request and authorisation process.

Risk

Injury or illness caused by unmanaged dogs in schools or workplace environments.

Responsibility

This responsibility is discharged primarily at the line management/operational level.

Roles & Responsibilities

Roles and responsibilities are defined in HSP 2 Organisation.

Any specific actions are detailed in the arrangements section below.

Arrangements

1.1 Service animals

The policy does not prohibit service animals. In accordance with the Equality Act 2010, reasonable adjustments must be made by TWHF to accommodate any request to bring assistance animals onto TWHF schools/workplaces. They must be allowed to move freely with their owners and alternative arrangements should only be applied to assistance animals where their presence poses a significant risk to health or safety (food preparation or storage areas, allergies, phobias etc).

1.2 Therapy Dogs

Where a registered therapy dog is brought into a TWHF school for therapy purposes (such as the 'read2dogs scheme'), the Pets as Therapy programme certificate must be provided and a copy retained by the Head teacher of the school.

1.3 Head teacher/line manager responsibilities

The Head teacher or Line Manager has overall responsibility for handling requests to allow a dog to be brought into a school or workplace, conducting risk assessments and deciding whether the individual school/workplace is an appropriate environment for a dog. It is the Head teacher/Line Manager's responsibility to ensure that measures have been put in place to keep the dog away from any pupils/students or members of staff who object to the dog. A sign should be made visible in the reception area, to alert visitors of the dog's presence and parents should be notified within schools.

1.4 Dog owner responsibilities

The dog owner must complete a request form and provide proof of the dog's up to date vaccination record and appropriate insurance certificate to their Head teacher/Line Manager.

The responsibilities outlined in the request form include:

- Before allowing a dog into school on a regular basis, it will be assessed by a Certified Clinical Animal Behaviourist (CCAB)
- Dog owners should familiarise themselves with the Dogs Trust Guidance HSG 30.2.
- The Dogs in School risk assessment GRA 30.1 shall be completed and reviewed by the Head teacher/Line Manager prior to the dog being allowed in school.
- The dog must be personally insured to include liability cover – any liability claim against the dog will sit firmly with the owner. Check with your insurer as you may need to insure them as a working dog.
- The dog must be appropriately vaccinated, free of parasites healthy and not in season
- The dog should be clean, regularly groomed and have claws trimmed

- The dog must always wear a collar, detailing your name and contact details and any other legal requirements in the keeping of animals should be met (The Control of Dogs Order 1992)
- The owner is responsible for ensuring the dog does not come into contact with any pupils/students or employees who have objected to its presence
- The dog must be under your control at all times – either restrained by a leash or secured in an appropriate area – it will not be allowed to roam freely in corridors, classrooms etc.
- The dog must never be left alone with pupils/students – the owner must be present at all times
- The owner is responsible for immediately disposing of faecal matter in a proper and safe way
- The welfare of the dog should be taken into account at all times – this includes ensuring the temperature/environment is suitable, that the dog can retreat to a quiet safe place when needed, fresh water is available, the dog has access to outside areas, receives regular breaks, and is not kept in confined spaces or in your car (The Animal Welfare Act 2006)
- The dog should be mature, housebroken, well trained and must not cause a nuisance to others (no excessive barking, offensive smells, jumping up etc.)
- The dog will not be allowed into areas where food is prepared/served or into the toilets
- The owner should monitor the dog's body language at all times and must ensure that large groups of children do not surround the dog, as this may cause the dog to become agitated or nervous
- The owner must accept full responsibility for any damage or injury caused by your dog

If the dog owner fails to meet any of these responsibilities, they will be asked to take their dog home and will not be given permission for the dog to accompany them to school again.

Once a Head teacher/Manager receives a completed HSF 30.1 Dogs in School Request Form, they should follow HSG 30.1 Dogs in School Authorisation Process.

1.5 Incidents procedure

In the event of an aggressive incident or bite occurring (even playfully), the parents of the pupils/students concerned will be contacted immediately.

If there is a wound, it should be cleaned with a sterile, non-sticky dressing and appropriate medical attention will be given.

An accident/incident form (EVOLVE in secondary's schools or HSF 5.1 accident form in primary schools) should be recorded and reported, which will be reviewed by the Head teacher or Line Manager and sent to the Health and Safety Manager.

A full investigation will take place and the suitability of having the dog at work will be reassessed.

1.6 Complains procedure

If an employee has concerns resulting from a dog at school or work, they are encouraged to talk to the dog's owner in the first instance. If this does not resolve the issue, they should raise their concerns with their Line Manager/School Head teacher. Should the issue remain unresolved, a grievance should be raised in line with the usual grievance procedure.

1.7 Limitations of this Policy

The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

1.8 Appendices

1. HSF 30.1 Dogs at School or Work Request Form
2. HSG 30.1 Requesting permission to bring a dog to schoolwork
3. HSG 30.2 Dogs Trust Guidance
4. GRA 30.1 Dogs in School