

Date: February 2024
Author: Assistant Bursar (Prep)
Owner: Bursary

Document No: SPS_BUR_014
Version: 001



Dogs on Site Policy

- 1) **Guiding Principles.** The safety of those on site, and in particular, the pupils, is paramount. Most dogs are generally safe, but no dog can be trusted completely under all circumstances. Most children enjoy the company of dogs, but dog owners should recognise that:
 - a) Some pupils will be dog-phobic/frightened.
 - b) Dogs may be a trigger for an allergy.
 - c) Dangerous infections can be passed from dogs to humans, in particular from dog faeces where infections may be dormant but potentially harmful for two years.

- 2) **Hygiene.** Children require instruction in personal hygiene when handling dogs (or other pets). Younger children should only be allowed to handle dogs (or other pets) under supervision and when Staff ensure that they wash their hands immediately afterwards.

- 3) **Dogs on site.** The School has a duty to promote the welfare of animals, including dogs on site. Resident Staff may have a dog on site subject to adherence to the conditions below and any relevant clause in their tenancy agreement. Non-resident Staff are encouraged not to bring dogs on site, but may do so from time to time subject to receiving permission from the Head/Assistant Bursar and conditions being met;

- 4) **Conditions for Staff to Have Dogs on Site.** Staff shall not bring or keep a dog on the School site without the knowledge of the Head, Assistant Bursar, or in their absence the Senior Deputy Head Teacher (Academic). Staff shall not bring or keep a dog on the School site unless they have completed the Dogs on Site declaration;
 - a) Staff dogs will be kept on a lead when they are on site unless in a Staff residence.
 - b) When walking their dog in the School grounds Staff shall carry a poop-scoop, or similar, and clear up any dog faeces completely.
 - c) Staff shall make every effort to toilet-train their dog so it does not use the School grounds.
 - d) Staff will not walk their dog on sports pitches or children's play areas.
 - e) Staff shall only take their dog into Sick Bays, classrooms, the School Office or within the fenced boundary of the Pre-Prep if the role of the dog is for the benefit of the children – information is included in the risk assessment.
 - f) Staff shall make every effort to keep their dog in the best of health and all vaccinations must be up to date.
 - g) Staff members shall ensure that the dog is under their control before answering a knock on the door.
 - h) Staff are not to allow their dog contact with pupils who are known to be fearful of or have an allergy to dogs.
 - i) The dog is insured in accordance with this policy and a copy of the policy is submitted with the declaration. There is Public Liability cover of at least £3M.
 - j) A sign to be displayed on the door informing all that a dog is in the room – a Staff member's responsibility and at their expense.

- 5) **Pupils.** Prep children shall be reminded by the Staff member to wash their hands after each contact with animals. Pre-Prep children shall be introduced to the enjoyment and care of animals as well as the hygiene issues. They should only handle animals under the direct supervision of Staff, who will ensure that the children wash their hands thoroughly immediately afterwards.

Date: February 2024
Author: Assistant Bursar (Prep)
Owner: Bursary

Document No: SPS_BUR_014
Version: 001

- 6) **Parents' dogs.** Parents are discouraged from bringing their dogs into the School. They asked to keep them on a lead at all times and to avoid any contact between their dog and children other than their own. They are asked not to take their dogs into any School buildings, other than at match tea when special permission is required by a member of SLT, onto sports pitches and play areas, and within the fenced boundary area of the Pre-Prep.

- 7) **Responsible Person.** The Assistant Bursar (Prep) shall be responsible for the implementation of this policy, or in her absence the Senior Deputy Head Teacher (Academic). If at any time the Assistant Bursar considers the presence of a dog to conflict with the safety of the pupils or the interests of the School, permission for the dog to be on site will be withdrawn.

- 8) **Declaration.** All members of Staff bringing a dog onto site is to complete the declaration annually after written permission is received from the Head/Assistant Bursar:

DECLARATION: DOGS ON SITE

To be completed and signed annually by members of Staff for each dog they wish to bring or keep on site

- My dog is (description of dog):
- This dog is fully inoculated, and microchipped and I will ensure it remains so.
- This dog has been wormed within the last six months, and I undertake to have it wormed at least every six months.
- The Dog is fully insured and will remain so. A copy of the policy is attached.
- This dog has never attempted to bite people or shown aggressive tendencies. If it ever does in the future, I shall not bring it to School again and I will inform the Assistant Bursar.
- I have read the School Policy: Dogs on Site. I undertake to adhere to it.

Staff member (dog owner)	Acceptance by Assistant Bursar
Signature:	Signature:
Name:	Name:
Date:	Date: