



CLAYTON VILLAGE PRIMARY SCHOOL

DOGS IN SCHOOL POLICY

Introduction

Clayton Village Primary School recognises that there may be concerns regarding the introduction of a school dog. This policy sets out the school's approach in both identifying the risks and managing them adequately.

Legislative Background

The following of government legislation and advice can be applicable to the control and welfare of dogs in public places in general and in schools in particular.

- Health and Safety at Work Act 1974
- Environmental Protection Act 1991
- The Litter (animal droppings) Order 1991
- Dangerous Dogs (Amendment 2014) Act 1997
- Animal Welfare Act 2006 (see appendix A)
- Anti-social Behaviour, Crime and Policing Act 2014
- DFE advice on standards for School Premises 2015

Possible scenarios include:

- Dogs being brought to the school gate/door by parents/carers taking children to or meeting them from school
- Brief callers to school who bring a dog with them
- Disabled staff bringing a guide or assistance dog to work
- Dogs being brought into school for planned educational purposes
- A school having their bespoke school dog (see appendix A)
- Dogs being exercised by the public on school land
- Dogs straying on to school land

Background

Advantages of dogs in educational settings

We acknowledge that in school, children can benefit educationally and emotionally, increase their understanding of responsibility and develop empathy and nurturing skills through contact with a dog. The value of schemes such as 'Pets as Therapy' is widely accepted as a powerful aid to the stimulation of and communication with children especially those of primary school age. Studies have shown that the presence of companion animals can improve the well-being of children and lower their levels of anxiety simply by making the environment happier, more enjoyable and less foreboding.

Disadvantages of dogs in or near school building

However, the school also acknowledges that some families choose not to have dogs or other pets and we must respect their right to hold this view. We also recognise that bringing dogs on to the school premises could pose a health and safety risk to our pupils

and others on site and it can be unsettling to some children if dogs are close by as they arrive and leave school.

There are added risks of dog fouling, dogs biting and dogs showing unpredictable or even aggressive behaviour. We recognise that even well-behaved dogs can behave uncharacteristically when placed in an unfamiliar, busy, noisy and crowded school environment and that this can leave to misbehaviour by even the best-trained pet.

Children, too, can behave unpredictably when in the presence of dogs, especially if they are not used to being with them or indeed are actually frightened of them. There is also the risk that contact with animals can result in infestation by parasites and infection including gastro-intestinal or fungal infections. This is particularly a risk for pregnant women or persons with a weakened immune system. There are also both adults and children who have an allergic reaction to the proximity of certain types of animal, including dogs.

View of the RSPCA

We are mindful of the fact that the RSPCA is opposed to the use of animals in education if distress or suffering is or is likely to be caused to the animal. They believe that children and young people can be taught about animals without keeping pets in the classroom, and therefore strongly discourages the keeping of animals in schools. Their literature states that schools can be noisy and frightening places for some animals and it is very difficult to look after any animal's needs properly in a classroom environment.

School is insistent that the policy and code of conduct must be strictly adhered to at all times.

Staff of Clayton Village Primary School recognise that dogs are an important part of the lives of some of our families and, as such, are often included in day-to-day activities, such as walking children to and from school. In our teaching, we promote good relationships with and treatment of animals. We acknowledge and accept the concept of pets as family members and encourage pupils to accept the responsibilities associated with pet ownership.

We must bear in mind too, that many of our staff may themselves be dog owners.

We fully accept that there are legitimate concerns and risks associated with bringing dogs or other animals onto school premises.

Roles and responsibilities

- School has the responsibility to ensure that the school has a written 'Dogs in School' policy in place.
- The Headteacher is responsible for implementing this policy, which may be delegated to a member of the senior leadership team/designated person.
- All staff are required to abide by the policy.
- The health and safety officer is responsible for providing information, advice and guidance as and when required.

Code of conduct

School requires all staff, parents and visitors whose dogs accompany them on site to adhere to this policy.

- No dogs are permitted on the school premises unless on an official organised visit.
- All visiting dogs must be on a lead or harness that keeps the dog reasonably close to the adult who is in control of them.

- No dogs (apart from Elvis, our school dog) are allowed inside the school building unless they are assistance dogs or are from an officially recognised organisation such as Guide Dogs for the Blind, PAT (Pets as Therapy) dogs, Dogs' Trust workshops etc on an educational visit or as part of a timetabled lesson.
- Visiting dogs must not be left unsupervised on the school premises at any time and must not be left in the sole care of a child under the age of 16.
- If a dog is going to be in school for educational purposes, staff must know in advance and parents must be informed by letter and/or online.
- If any staff, parents or child object to an animal's presence then, as far as possible, arrangements must be made to ensure the animal is kept away from them.
- If there is a member of staff or regular visitor who is reliant on a guide dog or dog assistance in any way, that animal must be allowed to accompany the staff member at all times.

Family dogs

- Dogs must be kept away from entrance ways so that children have a choice of whether or not to come into direct contact with dogs.
- No dog may be left tied up and unattended on or near the school site at any time.
- No dog should be left unattended in a vehicle on or near the school premises for any longer than 10 minutes and that vehicle should be properly ventilated at all times. In hot weather, this time must be no more than 5 minutes even with ventilation.
- Dogs are not allowed on children's outside play or sports areas.
- Members of the public may not walk or exercise their dogs on school land. If an offender persists after an initial warning, then the school should approach the local authority dog warden or the police.
- If there is a stray dog on the school grounds, the school should contact the local authority warden for advice. Pupils should be kept indoors until the animal has been safely recovered.

Guidance for using dogs in an educational context

The following guidance and code must be adhered to:

- A risk assessment is carried out before the visit.
- The organisation supplying the dog must show evidence that the dog has a suitable nature and temperament.
- The organisation must have public liability insurance.
- Parents and carers must be informed of the visit and the extent of interaction likely between pupils and the animal. Permission slips from parents should be obtained.
- Alternative arrangements must be made for any child who does not wish, or whose parents do not wish him/her, to participate in the lesson.
- All necessary arrangements must be put into place before the visit as agreed with the organisation bringing in the dog. This should take into account the breed of dog, age group of the pupils and numbers of children involved.
- Consideration must be taken of any allergic reaction to dogs that pupils and staff may have.
- All dogs coming into classrooms must be properly vaccinated and treated for parasites, regularly groomed and checked for signs of infection or illness.
- The dog's claws should have been trimmed.
- If the dog is ill, it must not come into school.

- Only authorised people should feed the dog. Pupils should not feed or eat close to the dog.
- Any dog foul should be cleaned immediately and disposed of appropriately.
- Pupils should have been taught the appropriate behaviour around dogs before the visit.
- Good hygiene and handwashing procedures must be in place for pupils.

Elvis – our school dog

In addition to the below - School Dog frequently asked questions can be found in Appendix B.

Management day-to-day

Elvis will:

- not be allowed into school if unwell
- be kept on a lead when moving between classrooms or on a walk
- be under the full control and supervision of an adult at all times
- be fully trained
- have had all injections
- never be taken off the site by pupils

Pupils will:

- NOT have sole responsibility for, or be left alone with Elvis
- meet Elvis personally in a group of no more than 3 children
- be reminded of what is appropriate behaviour around Elvis every time they meet him
- always remain calm around him
- not make sudden movements
- be gentle
- not stare into the dog's eyes as this could be interpreted as a threat
- not put their face near the dog
- always approach the dog standing up
- not be allowed to disturb Elvis if he is sleeping or eating
- never be allowed to feed Elvis
- learn about how dogs express their feelings through their body language. (Growling or baring of teeth indicates that the dog is feeling angry or threatened. Flattened ears, tail lowered or between their legs, hiding behind their owner, whining or growling are signs that the dog is frightened or nervous. If the dog is displaying any of these warning signs he should be immediately removed from that particular situation or environment.)
- receive information about looking after pets and shown how to stroke Elvis

Health and safety principles:

- Children will always wash their hands after touching Elvis

- Any dog foul will be cleaned immediately and disposed of appropriately by the dog's owner. Children must never attempt to do this

Should a bite (even playful) occur:

- parents will be contacted immediately
- the wound will be cleaned and covered with a sterile, non-sticky dressing
- the child/adult will be released for medical attention
- all staff will be informed
- a full investigation into the circumstances will be led by the Headteacher
- the suitability of the dog will be re-assessed by the dog's veterinary surgeon and this advice shared with school governors who will make the final decision about him remaining in school
- All learning areas of the school will have an Elvis Code of Conduct for pupils (Appendix C) displayed. Staff will ensure that this is known by all pupils.
- Staff areas have an Elvis Code of Conduct for staff (Appendix D)
- The risk assessment will be reviewed annually (Appendix E)

Policy approved by Headteacher: Date:

The date for the next policy review is February 2024

Animal Welfare Act 2006

If an animal or animals come on to school premises, whether on a permanent or temporary basis, those adults involved are subject to the Animal Welfare Act 2006. This includes any member of staff or visitor who is reliant on a guide or other assistance dog, although of course such animals are always wholly welcome in school.

This Act equally applies to schools that may have a school dog, or keep animals in school.

The Act places a legal obligation to ensure that the needs of an animal are met. The most important requirements of the Act are:

- The need for a suitable environment
- The need for a suitable diet (food and fresh water)
- The need to be able to exhibit normal behaviour patterns
- Any need that the animal has to be housed with or apart from other animals
- The need to be protected from pain, suffering, injury and disease

These responsibilities do not end at the finish of the school day, but continue as long as the animal remains in school, and includes evenings, weekends and holidays.

Personal responsibility exists irrespective of whether the animal in question was bought by the school or owned by staff, pupils or parents.

If an animal's needs are not being adequately met while at school, criminal prosecutions could in theory be brought against all persons over the age of 16 who had responsibility for the animal.

School Dog Frequently Asked Questions (FAQs)

Q Who is the legal owner of the dog and who pays for its costs?

A The legal owner of the dog will be Miss Cradock; she will bear the costs associated with owning the dog.

Q Is the dog from a reputable breeder?

A Yes. The dog is from a home where both parents were seen and has been specifically chosen for its temperament.

Q Will the dog be a distraction?

A The dog will be kept in Miss Cradock's office. The office is separate from the classrooms / playground area to ensure the dog only comes into contact with children who are happy to have contact, under strict supervision. The dog will also have a space to spend time in classrooms, the library and in the garden where children can interact safely. The dog will also attend meetings with staff to support further socialisation.

Q Has a risk assessment been undertaken?

A Yes, we have carefully considered having a dog in school and sought advice from many sources, including other schools that successfully have a school dog and a reputable dog behaviourist.

Q Who is responsible for training?

A Miss Cradock is the legal owner of the dog and as a result, will be responsible for his training. Appropriate professional training has been obtained for the dog and key staff members.

Q How will the dog be toileted to ensure hygiene for all?

A In the interest of health and hygiene our school dog will be toileted when taken out for short walks in the grounds. Only staff members will clear away any mess appropriately leaving no trace on the ground, cleaning the area with disinfectant if needed. Our policy of no dogs in the playground is still applicable as we are unable to put effective control measures in place that guarantee temperament and safety when children come into unsupervised contact with unknown dogs.

Q How will the dog's welfare be considered?

A The dog will be walked regularly and given free time outside. Parents will be able to give permission in advance to allow their child to be able to walk with a member of staff and the dog during that time. This will also be used as a behaviour reward, in line with our behaviour policy. The dog will have unlimited access to water and will be fed only by Miss Cradock. We will work carefully to ensure the dog's welfare is always considered.

Q How will the dog be managed where children have allergies?

A Children who may possibly have an allergic reaction to the dog will not need to touch him. We already manage a number of allergies at school and this will be no different for children and adults that are allergic to dogs. Individual needs will always be met and we are happy to work with parents to put additional control measures in place for individual allergies. The dog is given a high quality food and regularly groomed to reduce any possibility of allergens.

Q My child is frightened of dogs; how will you manage this?

A Access to the dog is carefully managed and supervised and children do not need to have close contact with it unless permission for this has been given. We hope to work closely with parents of children who are fearful of dogs to alleviate their fear and to teach them how to manage this.

Code of Conduct – Pupils

ELVIS
STUDENT CODE OF CONDUCT

Elvis is everyone's friend. Please love him as if he were your own. Here are a few simple rules to make his and our lives happy and easier:

- Remain seated or, if working standing up, at your table.
- Remain quiet. Loud noises or shouting will frighten Elvis.
 - Do not approach him unless you have been given permission.
 - Stroke his back, not his face.
 - Never allow him to lick you.
- He will always be on a lead with an adult. Children will not be allowed to hold the lead.
 - Do not feed him.
- If there is too much noise or crowding, Elvis will be removed from Class.

General rule: If you are frightened DO NOT scream, wave your hands around and run away.

Elvis (and all dogs) will think you are playing and he will chase you and jump up.

If you are frightened, please move away from him slowly and let an adult know.

If he is close to you and you are frightened, cross your arms and turn your back to him.

Code of Conduct – Staff

ELVIS
STAFF CODE OF CONDUCT

Elvis is everyone's friend. Please love him as if he were your own. Here are a few simple rules to make his and our lives happy and easier:

1. Elvis is still a puppy and needs a lot of sleep, so if you see that he is asleep in the office please DO NOT come in and wake him. (This is also our time to complete our work!)
2. Please do not feed him ANY treats unless they have been given to you from his allowance of special dog treats. (Chocolates, grapes and raisins are very dangerous to him.)
3. To keep him calm, please don't fuss over him. I know this is hard, but he is learning and although we think he's funny, he then thinks he is allowed to carry on, and although this is OK while he is a puppy, it's not so good when he is full grown and powerful. Please ask if you wish to see him. There is a right time for fuss and rewards.
4. Encourage children to do the same. The calmer Elvis is, the better results we will get.
5. He is always willing to go for walks. If you fancy a walk around the neighbourhood (it's a great way to get some exercise, fresh air and a release of tension with a break from the norm) you are more than welcome to take him out. I will put a rota on my door if you want to nominate a day.

RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE		Clayton Village Primary School				
Assessor/ Person(s) assisting with the assessment		Janine McCormack – School Business Manager Rebecca Cradock - Headteacher Heidi Rahim – Deputy Head			DATE	12/10/2019
TASK / ACTIVITY (Include duration and frequency of task activity)		School Dog (Elvis)				
					Occurrence/Severity	
Likelihood of Occurrence	Severity of Outcome					<p>Likelihood of occurrence X Severity of outcome = Risk Rating</p> <p>Example:</p> <p>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</p>
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	

The value of pet “therapy” is widely accepted as a powerful aid to stimulation and communication. Studies have shown that the presence of companion animals can improve the well-being of children and lower the rate of anxiety, simply by making the environment happier and more enjoyable. CVPS have considered obtaining a dog as a school pet for some time and the decision has been made to go ahead with this project. The rationale behind this decision is as follows :

- For the school to have a pet that was able to live as naturally as conditions would allow.
- For the animal to be properly cared for outside of the school day.
- To have a pet that the children could interact with and also be of benefit to the children’s social and emotional development.

It is accepted that interacting with animals is not appropriate for all children, but for some it has the potential to provide many positive benefits. Any parent who does not want their child to interact with the dog is invited to write to the Headteacher to inform school of their wishes. There are no diseases associated with the puppy as the Headteacher will be responsible for vaccinations and completing regular health checks and necessary veterinary treatment. The dog will also be insured.

The risk assessment below is a working document and will be checked annually by key staff and the Governing Body.

Location of dog base : Headteacher's office	Location of toileting : Rear of main building, within a designated area	Hygiene : a comprehensive bag containing poo bags/plastic bags, kitchen roll, antibacterial spray, rubber gloves	First Aid : a First Aid kit to be kept in the medical room
Expected activities : reading with pupils, working with pupils, behaviour support, reward activities	Training advice from :	Registered veterinary practice :	Preliminary fact finding : discussion with other Headteachers with school dogs, research and reading around the benefits of animals in school
Cost of insurance :	Cost of initial training undertaken by Headteacher :	Other costs : all vet bills and medical insurance paid by the Headteacher	Food : to be paid by the Headteacher. Elvis is ultimately the responsibility of Miss Cradock both in a well-being and financial aspect
Children to be briefed by : Headteacher	Adults to be briefed by : Headteacher		

Part B

What are the hazards and What could happen	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
Animal Health	<ul style="list-style-type: none"> The dog has been chosen and will be trained to be sociable and good natured Care outside of school hours is the responsibility of the Headteacher (Elvis lives at Miss Cradock's home) All necessary vaccinations (in accordance with the European Pet Passport Scheme) have been/will continue to be undertaken (a record is kept of these) and regular visits to the vets will take place to ensure general health and well-being Experienced members of staff are involved in ensuring housing, feeding care and handling requirements are met within school 	LOW 1		LOW 1

What are the hazards and What could happen	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
	<ul style="list-style-type: none"> • Elvis' cage is always kept clean and secure and is a suitable size • Elvis is prevented from having contact with any sources of disease or contamination • Elvis is supervised at all times by an adult 			
Scratches, bites and injuries	<ul style="list-style-type: none"> • Children and adults are given clear instructions and demonstrations on how to handle Elvis correctly • Children are never left unsupervised with Elvis and should any child handle Elvis forcefully or incorrectly the supervising adult re-iterates the correct handling techniques. If a child repeatedly handles Elvis incorrectly, they will be prohibited from further access • Initial and ongoing training takes place by a qualified trainer to specifically train Elvis to be around children • Elvis is kept on his lead when travelling around school during school hours • Elvis is supervised by an experienced adult when in classrooms and is put back on the lead if he becomes over excited • A First Aid kit will be available in the Medical Room and hand cleansing facilities are available 	LOW 3		LOW 3
Dog getting over excited when interacting with children	<ul style="list-style-type: none"> • The dog will always be in the care of a responsible adult and will never be allowed to roam freely around the school premises • Children will not be unsupervised with the dog • The dog will always be on a lead 	LOW 3		LOW 3
Injury from defective housing or equipment	<ul style="list-style-type: none"> • Elvis' cage and equipment are inspected regularly and any defects repaired immediately or a replacement purchased 	LOW 2		LOW 2

What are the hazards and What could happen	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
Allergies and phobias	<ul style="list-style-type: none"> • A communication was sent to parents/carers, prior to Elvis coming into school, asking for school to be informed of any known allergies. A list of these is kept on SIMs • Any pupil or staff member with a known allergy/phobia to dogs will have no or restricted access to Elvis • Elvis to be kept clean and well groomed • Regular vacuuming and cleaning of office • Lint rollers provided for dog hair removal • All pupils and staff wash their hands before and after interaction with Elvis • Signs to be put up warning of dog presence and any expected procedures or avoidance if necessary 	LOW 4	<ul style="list-style-type: none"> • <i>A list of any allergies/phobias to be available in the office and with the Headteacher at all times and office staff to ensure this is updated as appropriate</i> • <i>Anti-bacterial hand gel to be made available at all times</i> 	LOW 2
Noise, barking	<ul style="list-style-type: none"> • The dog is a breed that is very sociable and good natured • As Elvis is introduced to school at an early age he will become acclimatised to a noisy environment so the risk of barking will be greatly minimised • Elvis will be removed from any situation that is causing him to bark 	LOW 2		LOW 2
Fire Drill - evacuation of the dog	<ul style="list-style-type: none"> • A clear evacuation exit should be available for Elvis and he must not be left in a locked room • Elvis will be under the supervision of a member of staff at all times 	LOW 3		LOW 3
Infection – causing illness	<ul style="list-style-type: none"> • All pupils and staff wash their hands before and after interaction with Elvis • Elvis will be wormed, vaccinated and kept free of fleas, ticks, etc • If Elvis defecates on the school site this is cleaned 	LOW 4	<ul style="list-style-type: none"> • Areas outside where Elvis defecates are to be disinfected with a suitable product • An area will be fenced off with notices displayed that it is a dog 	

What are the hazards and What could happen	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
	<p>up immediately by an adult and disposed of in the appropriate external bin. The area is disinfected</p> <ul style="list-style-type: none"> • The Headteacher's office is cleaned on a daily basis by the Cleaning Team • Elvis is trained to toilet in areas of the grounds that children have limited access to • A bag containing poo bags/plastic bags, kitchen roll, antibacterial spray, rubber gloves, etc will be carried by the member of staff walking the dog • Elvis will not come into school if he is ill or if he becomes ill during school time, he will be taken home at the earliest opportunity. Children will not interact with the dog • Elvis is not allowed in the Dining Hall during mealtimes or in any areas of school where food preparation is taking place 		exercise and toilet area at the rear of the school. This will be out of bounds to pupils	LOW 2
Injury or health claim made against school in relation to the dog	<ul style="list-style-type: none"> • Measures in place to reduce any risks to a minimum. • Any claims are covered under the school's insurance policy • Pupils are not left unsupervised with Elvis 	LOW 4	<ul style="list-style-type: none"> • Robust procedures in place to investigate any claims thoroughly 	LOW 2

Part C

Links to other risk assessments and or safe working instructions - please state	Health & Safety Policy	
Name and Sign When the assessment is complete it should	Lizzi Styles - Operations Manager Heidi Rahim - Headteacher	Date

be signed to say that is the case and all identified actions have been implemented		
Review -		
Reviewer Name & Date	Lizzi Styles 22.02.2023	Notes

