

*Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers



# Newark Orchard School Dog Policy

## Reviewed June 2022

## **Introduction**

Research has shown many benefits to having dogs in school settings. Newark Orchard School has a school dog who works with our students to support the mental health and wellbeing of our students. This policy is designed to set out to students, parents and visitors the reasons for having a school dog at Newark Orchard school and to ensure that everyone understands their responsibilities. Although there is a risk in bringing a dog into a school environment, this can be mitigated against with a robust risk assessment to ensure the safety of all students, staff and visitors (Appendix A - Risk Assessment).

## **The benefits of a school dog**

School dogs have been proven to help develop students' behaviour, attendance and academic confidence, as well as increasing student understanding of responsibility and develop empathy and nurturing skills. At Newark Orchard School we have a school dog to support our staff team in bringing all of these benefits to our students.

## **Principles**

The Head Teacher and Chair of Governors, both agree to the school dog, Jasper working in the school.

Only the school dog (Jasper) is allowed in the school. All other dogs must not come into the building unless the Head Teacher has approved their presence prior to the visit and a risk assessment has been carried out.

Jasper is a Sprocker Spaniel (Springer cross Cocker Spaniel) and has been chosen because it is an intelligent breed that will respond well to training and which is known to be good with children and is sociable and friendly. He has been coming into school since he was a young puppy in order to familiarise him with the school, staff and students.

Jasper's legal owner is Simon Ellis. He has full responsibility for the welfare of the school dog and all expenses relating to pet insurance, food and other expenses and ensuring that the dog is vaccinated, wormed and flea treated.

Jasper's legal owner will have pet insurance and can provide evidence of this to support the Risk Assessment. The Risk Assessment will be reviewed annually.

The dog will be included in the fire evacuation procedure under the supervision of Margot Tyers or other staff members from the Admin Team.

Staff, parents and students will be informed that a dog will be in school.

Parents can indicate that their child is not allowed to be included in 'Jasper' sessions by emailing [office@newarkorchard.notts.sch.uk](mailto:office@newarkorchard.notts.sch.uk) or calling 01636 682255 to inform the Head Teacher.

The presence of a school dog will sign posted to visitors at reception and the school website. Reception staff will relay visitor issues to the Head Teacher as soon as possible so that Jasper can stay in his crate during their visit

Only staff confident to handle the dog in student sessions will have permission to do so.

## **Code of Conduct**

### **Staff Responsibilities**

- Margot will know the whereabouts of the dog and which staff are supervising at all times.
- If the dog is ill he will not be allowed into school. Simon Ellis has responsibility for ensuring appropriate alternative care for Jasper if he is not able to be in the school on a given day.
- Simon will inform the Head Teacher if Jasper is not coming into school for any reason so students can be pre-warned of sessions being cancelled
- Jasper must be kept on short lead when moving around school or on a walk and will be under the full control and supervision of the supervising adult. The extender lead must not be used.
- Jasper will be kept in the Head Teacher's office when not interacting with students for sessions.
- Staff, visitors and children known to have allergic reactions to dogs must not go near Jasper.
- Staff supporting sessions with Jasper have a responsibility to ensure all staff, students or visitors present are happy for Jasper to enter a room or space.
- Students must never be left alone with Jasper and there must be appropriate adult supervision at all times.
- Students will be reminded of what is appropriate behaviour around the dog before any interaction during the sessions
- If Jasper is surrounded by a large number of people or in a very busy environment, he could become nervous and agitated. Therefore, the adult in charge of him must ensure that s/he monitors the situation. If Jasper is displaying any warning signs such as growling or flattening of his ears, he should be immediately removed from that particular situation or environment by the staff member handling him and return to the Head Teacher's office.
- Any dog foul should be cleaned immediately, double bagged and disposed of appropriately by staff members only.

### **Student Responsibilities**

- Students whose parents have withdrawn consent are not allowed to attend Jasper sessions
- Students should be careful to stroke Jasper and always use soft, kind touches
- Students are not allowed to approach Jasper or disturb him whilst he is sleeping or in his crate
- Students are not be allowed to play roughly with Jasper.
- Students must wait outside the office until the staff member has Jasper on a lead and he is sitting or lying down before touching or stroking him.
- Students are not allowed to eat during sessions with Jasper.
- Students must always wash their hands after handling / stroking Jasper
- Students understand that any deliberate violence or threatening behaviour towards Jasper will result in an end to Jasper sessions.

## School Risk Assessment Record

<b>Operations/Work Activities covered by this assessment:</b>	SCHOOL RISK ASSESSMENT					
<b>Site Address/Location:</b>	London Road, Balderton NG24 3AL	<b>Department/Service/Team:</b>	Newark Orchard School			
<b>Assessment Date:</b>	28/04/2022	<b>Lead Assessor:</b>	Margot Tyers			
<b>Authorised By:</b>	Margot Tyers					
<b>Who Might Be Affected</b>	Employee <input checked="" type="checkbox"/>	Contractor <input type="checkbox"/>	Visitor <input checked="" type="checkbox"/>	Pupil <input checked="" type="checkbox"/>	Client <input type="checkbox"/>	Member of Public/Third Party <input type="checkbox"/>
<b>Note:</b> A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
Animal behaviour	Staff, pupils or visitors could be injured if the school dog is not comfortable in a specific school environment and reacts badly, including bites or scratches	<p>The dog will receive ongoing socialising and conditioning within the school environment</p> <p>Pupils and parents are warned of the hazard before sessions with the school dog and take part only with consent</p> <p>Students are taught appropriate behaviour around the school dog, what to do to prevent upsetting the dog and how to remain calm around him</p> <p>Students are closely supervised by an adult during Jasper sessions</p> <p>Students are never left with the dog unsupervised</p> <p>The school dog will always be in the care of a responsible adult who keeps the dog on a short lead and in full control.</p> <p>If the school dog exhibits any warning behaviours such as growling or lowered ears he will be removed immediately from students and returned to the Head Teacher's office</p> <p>The school dog resides in the office of the Head Teacher and is not out in the school community outside of designated sessions.</p> <p>The dog will always be on a lead when he is out of the Head Teacher's office. Signage will indicate that pupils are only allowed in this area with staff supervision.</p>	High	Medium	High	

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
		<p>In the event that a student, staff member or visitor is bitten or scratched a First Aider will inspect and assess the injury.</p> <p>The suitability of the school dog will then be reassessed by the Head Teacher</p> <p>The owner has pet insurance and this is kept up to date with records maintained</p>				
Disease, Illness & Allergic reactions	Staff, pupils or visitors could suffer ill health if they come into contact with animal faeces or urine or have an allergy to dogs	<p>All immunisations are kept up to date and Simon Ellis is responsible for keeping a record of this.</p> <p>Flea treatment is carried out.</p> <p>Worming treatment is carried out at 3 monthly intervals</p> <p>The dog will not go in the school dining hall at meal times; he will not be permitted into the food preparation area of the kitchen or the cooking room.</p> <p>The Education &amp; Health Leader keeps an up to date list of students with known allergic reactions and these students are not present during sessions with the dog</p> <p>The dog is taken regularly outside the school building for toilet facilities by a member of staff.</p> <p>All waste produced by the dog, whether accidental or routine, is handled and disposed of hygienically by staff members only. Contaminated items and surfaces are immediately washed and disinfected.</p> <p>Pupils and adults are not allowed to eat around the school dog. Pupils and adults must always wash their hands after handling the school dog.</p> <p>Immediate medical assistance will be sought where an allergic reaction does not subside once the animal and afflicted person are kept apart</p>				
Animal Phobias	Staff or students could suffer distress themselves or distress the school dog if they become scared or upset around the school dog	<p>Students are encouraged but never forced to take part in Jasper sessions.</p> <p>Where there are pupils with phobias, every effort is made to segregate the school dog from those with phobias – this may mean moving a student away until the dog is in his crate</p> <p>Outside of sessions the school dog is kept in the Head Teacher’s office and moves around the building outside of break and lesson changeover periods.</p> <p>sessions will take place only in specific areas of the school such as the Quad where students can avoid contact with the dog if desired.</p>				

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
School emergency evacuation (including drills)	The dog could become distressed by the evacuation and behave in an unexpected way, e.g become defensive or try to escape.	The school dog is accompanied by an adult at all times. In the event of an emergency evacuation, immediately proceed to the nearest fire exit and then the adult walks as far as possible from other people evacuating whilst maintaining a safe distance from the building. Where possible, the school dog to be present for sounding of the alarms outside of school hours to observe their response. If the dog manages to escape from an adult during the evacuation, the adult must still evacuate immediately and notify staff outside of the dog's absence	Yellow	Green	Green	
Complaint made against the school dog.	Students may become distressed during the suspension of sessions. The dog may have to remain off the school site. Staff involved in the incident may be upset and require support.	All staff supporting sessions have read and understood their responsibility during the sessions All students know and understand how they need to behave around and towards the dog Any accidents or incidents involving the school dog must be reported to the Head Teacher or member of SLT in her absence and recorded on cpoms. Following a complaint all sessions with the dog will be suspended while this is being investigated. The complaint will be dealt with by following school complaints procedure. The suitability of the school dog will then be reassessed by the Head Teacher	Green	Red	Yellow	
Additional Notes						

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.

Signature of Assessor:	Date:
Signature of Person Authorising:	Date:

Potential Severity of Harm	Major	Medium	High	High
	Minor	Low	Medium	High
	Negligible	Low	Low	Medium
		Rare	Possible	Almost Certain
Likelihood of Harm Occurring				

Definitions	
High	Take appropriate action within agreed period
Medium	Monitor & Review Situation
Low	No Action Required

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident							
Review Date	Comments/Amendments	Reviewed By	Signature	Review Date	Comments/Amendments	Reviewed By	Signature
Click or tap to enter a date.				Click or tap to enter a date.			
Click or tap to enter a date.				Click or tap to enter a date.			
Click or tap to enter a date.				Click or tap to enter a date.			
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The following table should be used for all staff to sign and date to confirm that the risk assessment has been read.

Print Name	Signature	Date		Print Name	Signature	Date