BURLINGTON
HOUSE SCHOOL

Dogs in School Policy

Responsible person: Nicola Lovell

Review Cycle: Annual

Last review date: September 2025

New review date: September 2026

In all Burlington House School policies, the words "Burlington House School" refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

Burlington House School is owned and operated by **Cavendish Education.**

General Introduction:
This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that **all children can achieve**.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023 considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance

- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

1. Introduction

1.1 This document provides direction and guidance for when a dog is present in school for any reason.

1.2 All Schools in the Cavendish Education group follow the guidance provided by The Dogs Trust guide to the use of school dogs and The National School Dog Alliance

1.3 For this Policy Document, the term "dog owner(s)" includes any person or persons in charge of a dog.

1.4 Contact with animals can benefit pupils educationally and emotionally, increase their understanding of responsibility and develop empathy and nurturing skills. In addition, pupils can take great enjoyment from interaction with dogs, although some pupils can be frightened by dogs.

1.5 The school accepts its responsibility to exercise due diligence in protecting the welfare of all on campus, in terms of health and safety, employment and public liability. The school also accepts its responsibility to exercise due diligence in protecting the physical and emotional welfare of dogs accepted as routinely present on campus. In exercising those responsibilities, the school requires dog owners to:

- take full responsibility for the care of and control of their dogs
- take all appropriate steps to ensure that no injury is sustained or distress is experienced by any person or the dog
- immediately accept and act upon any instructions given them by the school
- report to the school office any incident where injury is sustained by any person or other animal or the dog itself while the dog is on campus

1.6 The risk of bringing a dog into a school environment is managed via the school's Dog Risk Assessment (see Annex 1 below) and the Dog Application Form for staff (see Annex 2 below).

1.7 Dogs may be brought into school routinely or on occasion

- by arrangement by outside agencies eg Guide Dogs for the Blind, animal rescue charities such as the Dogs Trust, training for agencies such as the police
- by staff members, parents, pupils or visitors for whom it is accepted as appropriate that those with disabilities are entitled to the benefit of an appropriate assistance dog
- by arrangement where the dog acts as a therapy or pastoral support dog in the school

1.8 The school is mindful of the provisions of the Dangerous Dogs Act 1991 which:

- prohibits the ownership of certain types of dogs
- and prohibits allowing any dog (of any breed or type) to be dangerously out of control

1.9 The school reserves the right to withdraw permission, at its discretion and without notice, for any individual to bring a dog onto or have a dog on campus.

2. Bringing dogs into the school

2.1 The following arrangements must be in place before any dog is brought into school:

- Formal written approval by the Head Teacher via the Dog Application Form (see Annex 2) must be gained in advance for a dog brought in by a member of the school staff.
- Formal written approval by the Head Teacher must be gained in advance for an educational / therapy dog visit brought in by a person who is not a member of the school staff.
- A dog may not routinely attend on campus until and unless the centralised Dog Log has been satisfactorily completed.
- Relevant parents must be notified of the intention to bring a dog into a classroom or other teaching or pastoral environment.
- Allergic reactions cannot be discounted from handling dogs, or just from being near them. Pupils known to have allergic reactions to dogs must have their access appropriately controlled.
- Consideration should be given to the temperament and the characteristics of the breed of dog being brought in, including the size of the dog, its age and sex.
- Any dog brought onto campus must be microchipped.
- Any dog brought onto campus must be trained to an adequate level.

- Dogs must have appropriate, up-to-date vaccinations/immunisations and worming and flea treatments.

- Dogs must be covered by adequate Public Liability Insurance or a similar third-party/Public Liability pet insurance (see Section 3 below).

- Dogs that are ill must **not** be brought into school.

- A dog with young puppies (those under the age of ten weeks) must **not** be brought into school, as there is the risk of the mother becoming overprotective.

- A dog must be kept on a lead at all times and under the full control and supervision of its owner or other responsible adult while on campus.

- Certain locations at the school are not appropriate for any dog to be in; these are eg kitchens, toilets, etc

- Pupils must not be left alone with a dog; there must be appropriate adult supervision at all times.

- Pupils should be reminded of what is appropriate behaviour around a dog. Dog owners should be permanently aware that an incident may depend on the behaviour of the pupil before the accident as well as on the dog itself. Pupils must be reminded that they should

    - not make sudden movements
    - not stare into a dog's eyes, as this could be threatening to the dog
    - not to put their face near a dog
    - always approach it standing up
    - not go near or disturb a dog that is sleeping or eating
    - not feed a dog
    - not eat close to a dog

- Pupils must not be allowed to play roughly, provocatively or otherwise inappropriately with a dog.

- The number and character of pupils who would be meeting/patting/stroking or otherwise engaging with a dog must be considered and taken into account by the dog owner. A large number of pupils, or over-excited pupils, could cause a dog to become nervous and agitated.

- Pupils should wash their hands after handling a dog.

- While in school, a dog interacting with pupils must work to a clear, written timetable, ensuring a programme which incorporates sufficient 'downtime' for it. A dog must have a dedicated quiet space in the school, away from pupils, for rest.

- Any dog must be accompanied at all times by its nominated handler(s) who are responsible for all interactions with pupils and the dog's wellbeing while in school.

- The owner/handler must ensure that alternative arrangements are permanently in place for the care of a dog on occasions when the dog is scheduled to go to school but is unable to do so, either because of a change of circumstances in school or because it is unwell.

- Growling or baring of teeth, flattened ears, tail lowered or between their legs, hiding behind their owner, whining or growling are signs that the dog is unsettled. Dogs displaying any of these warning signs should be immediately removed from the location.

- If a dog is injured or becomes unwell for any reason, the owner/handler must remove it immediately and tend to it appropriately, reporting this to the school office at the earliest convenient moment.

3. Insurance and other arrangements

3.1 For insurance and other purposes, the following categories of dogs apply:

- assistance dogs
- therapy dogs
- visitor dogs
- staff dogs

The following arrangements apply to each category.

3.2 **Assistance dogs**

3.2.1 When a pupil, parent, teacher or visitor whose disabilities entitle them routinely to the benefit of an appropriate assistance dog, the dog must have current assistance dog certification approved by the school, typically having been trained with a member organisation of Assistance Dogs UK.

3.2.2 The school requires the owner of an assistance dog routinely coming into school to have adequate current assistance dog liability insurance arrangements in place.

3.3 **Therapy and educational dogs**

3.3.1 Therapy dogs performing a formal therapy function must have current therapy dog certification approved by the school.

3.3.2 The school requires the owner/handler of a therapy dog to have adequate current therapy dog liability insurance arrangements in place.

3.3.3 The school requires the owner/handler of an educational dog to have adequate current liability insurance arrangements in place.

3.3.4 Where a certificated therapy dog belongs to a staff member and while it works full time in the school without direct payments being made for the dog therapy services, the school may from time to time make appropriate arrangements with the dog owner to share the financial costs of the therapy such as insurance and veterinary costs during the period of therapy work by the dog.

3.3.5 Working therapy and educational dogs must have in place a current timetable, lesson plans and full-risk assessments.

3.4 **Visitor dogs**

3.4.1 Visitor dogs may be brought on to campus occasionally or routinely by arrangement by outside agencies e.g. Guide Dogs for the Blind, animal rescue charities such as the Dogs Trust, and training for agencies such as the Police.

3.4.2 The school requires adequate current public liability insurance arrangements to be in place for visitor dogs brought in by arrangement by outside agencies.

3.5 **Staff dogs**

3.5.1 Before a staff member can bring a dog into school, permission must be gained via the Dog Application Form (see Annex 2).

3.5.2 The school requires adequate current public liability insurance arrangements to be in place for staff dogs. It is expected that this will be arranged under eg the owner's house insurance, as a separate standalone liability policy (often available with vet fee policies), through Dogs Trust links, or through some other acceptable arrangement.

4. Parents bringing dogs onto school grounds

4.1 Parents who bring their dog into the school grounds, e.g. while walking their pupils to or from school, should keep their dog on a lead at all times. The adult must always have control of the dog. Pupils must never be left alone with or in charge of the dog.

4.2 Any dog faeces must be cleared and disposed of immediately by the owner. The School does not provide dog faeces bins.

4.3 Aggressive dogs, or those with a history of aggression, must **not** be brought onto school grounds.

4.4 Parents should keep their dog(s) away from other dogs on campus as it is not always possible to gauge how dogs can react towards each other.

4.5 This information is circulated to parents through the school website.

5. Stray dogs on school property

5.1 If there is a stray dog on campus, a member of staff should contact the local Council Dog Warden to arrange for the removal of the dog from the school.

6. Dog owners unrelated to the school walking or exercising their dog(s) on the school campus

6.1 The school campus is private property and should not be used to exercise dogs by anyone unrelated to the school.

6.2 In the first instance, if it is safe to do so, a member of staff should approach the dog owner and ask them to leave.

6.3 If the practice continues, or if it is not practicable to approach the dog owner, the school should contact the Council Dog Warden or the police, and notify in writing the Headteacher of the incident.

7. Dog ownership - resident staff

7.1 Any (permanently or temporarily) resident member of staff bringing a dog onto the school campus will need to have

- completed the dog registration form (Annex 2) and present it to the school office
- provided proof of current vaccinations
- provided proof of adequate current public liability insurance, the record of which will be held by the school office

7.2 The school requires that any dog brought onto campus by a member of staff is trained to an adequate level to be kept under control by the owner.

7.3 Because of the potential risk to pupils, staff or other persons from a dog, all resident dog owners must ensure that a dog owned by them or under their responsibility (e.g. when "dog sitting" for someone else) is under due and effective control at all times. A dog belonging to a resident staff member must be kept on a lead at all times when it has access to pupils and to other staff members.

7.4 If a dog of a resident staff member behaves, or may reasonably be expected to behave, aggressively towards someone, it is necessary for the owner to have due regard for this, and to take any appropriate steps (eg muzzling the dog when in a non-private place and/or keeping it on a lead).

7.5 The school reserves the right, at its discretion, to require any resident dog owner to manage a dog under his / her responsibility as directed. While a previous incident of aggression by a dog is not a necessary precondition for the school to require specific controls over an individual dog, such incidents must be brought without delay to the attention of the school management. These controls may include suitable restraint under certain circumstances, banning the dog from particular locations or occasions, and requiring the dog to be removed from the campus altogether.

7.6 Certain specific locations on campus have special Health and Safety considerations, where it is not appropriate for a dog of a resident staff member either to be inadequately restrained (eg not in a 'crate') or to be there at all. These locations include: [eg kitchens, toilets, etc].

7.7 It is the responsibility of the dog owner or handler to ensure the immediate removal of faeces, especially from "managed surfaces" such as mown grass areas, paths etc, and to make their own suitable arrangements for disposal. The school does not provide dog faeces bins.

8. Any other dog arrangements

8.1 If the school wishes to make any other dog arrangements on campus or a school trip, in advance of the occasion they must present their proposed arrangements (including all relevant documentation such as Risk Assessments) in writing to the Principal/Education Director for formal prior approval.

9. Disciplinary Procedure

9.1 The school reserves the right, at its discretion and without notice, to require any dog owner bringing their dog onto campus to manage a dog under their responsibility as directed.

9.2 The school may, at its discretion and without notice, withdraw permission for the presence of any dog on campus.

9.3 If a substantial or serious attack takes place, the dog is likely to be banned from campus altogether. The police are likely to be involved.

9.4 A failure by a member of staff to comply with the terms of this policy may result in a disciplinary investigation and subsequent action.

9.5 An injured person may always take due action on their behalf.

10. Complaints

10.1 Staff or other persons who wish to complain about the behaviour of a dog on campus belonging to a member of staff should process their complaint following the relevant complaints policy of the school.

11. Review of implementation

The implementation of this Policy is reviewed annually by the school's Senior Leadership Team in consultation with staff and a report is made to the Governance Body.

The school may submit to Cavendish Education proposals for amendments to this Policy.

Annex 1:
Dog Risk Assessment

Annex 2:
Application by a staff member to bring a dog into school or to have a dog as a resident staff member