

# ASSISTANCE DOGS POLICY

## Policy Document Purpose Statement

This document sets out the policy in relation to assistance dogs within The Cornwall College Group.

## Application

The objective of this document is to provide clarity over working dogs on campus at Cornwall College.

## Interpretation

Further guidance on the use or interpretation of this policy may be obtained from the responsible post holder.

## Legislator / Regulatory Compliance

Compliance with relevant current Health and Safety legislation, Data Protection Act and other legislation / regulations named within the body of the document.

## Publication Restrictions

This document is for internal use but can be shared with external bodies if requested.

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# ASSISTANCE DOGS POLICY

## 1. Introduction and Purpose

- 1.1. The Cornwall College Group explicitly values Equality, Diversity and Inclusion (EDI) and is committed to providing a supportive environment for everyone including staff, students and visitors. We will work with individuals to meet reasonable adjustments in order access education and training.
- 1.2. This policy sets out a framework for the safe facilitation of dogs to assist students on campus.
- 1.3. The scope of this policy is to clarify where student dogs are permitted on campus and the rules and arrangements for dogs on site.
- 1.4. This policy explicitly refers to dogs but the policy and procedures can be applied to any other requests for assistance pets.
- 1.5. In all cases, a request must be made for an assistance or other dog on campus in line with this policy to ensure that the appropriate reasonable adjustments can be made and to ensure the appropriate welfare of staff, students and the dog.
- 1.6. It is important to recognise that not everyone likes dogs and that staff and students have a right to feel safe and comfortable in their place of work and study.
- 1.7.

## 2. Definitions

- 2.1. For the purpose of this policy, the following definitions are used:
  - 2.1.1. **Assistance Dog:** A dog that has been specifically trained to assist disabled people or provide medical assistance. Under the Equality Act 2010, assistance dogs are “legally permitted to accompany its client, owner, or partner, at all times and in all places, within the United Kingdom”. (unless there is a health and safety risk). The Equality Acts states that an assistance dog is:
    - a dog which has been trained to guide a blind person;
    - a dog which has been trained to assist a deaf person;
    - a dog which has been trained by a prescribed charity to assist a disabled person who has a disability that consists of epilepsy or otherwise affects the person’s mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects;
    - a dog of a prescribed category which has been trained to assist a disabled person who has a disability (other than one falling within paragraph (c)) of a prescribed kind. The dog must have been trained by one of the organisations registered as a member of Assistance Dogs UK (ADUK) or have undergone an equivalent programme. It must have the appropriate ID booklet from the Assistance Dog UK organisation or equivalent information available upon request to evidence certification or suitability to be an assistance dog; and it must have formal identification in the form of a formal working jacket or lead slip.
  - 2.1.2. **Therapy Support dog:** A dog that is provided by a therapist or as part of a treatment programme. It is not specially trained for assistance with daily activities and does not need to accompany their owner at all times.

- 2.1.3. Emotional support dog: An Emotional Support/Companion dog is owned by an individual to provide emotional assistance, this may be as a result of a disability but it does not assist a disabled person with activities of daily living; and they are not, under UK law, currently considered service animals. It may be registered with the Emotional Support Animals Registry UK but is not legally recognised as a service or assistance dog.
- 2.1.4. Working dog: A dog which performs a specific service related to a profession or training purpose, e.g. police dog. They will be with or supervised by their handler at all times.
- 2.1.5. Pets: A domestic animal kept primarily for a person's company, entertainment or protection.
- 2.1.6. Owner: The person who legally owns the dog and is responsible for their behaviour, wellbeing and health.
- 2.1.7. Handler: Someone who is authorised to handle the dog due to working practices. This will be in agreement with the owner. During this time, the handler is responsible for the safety, welfare and security of the dog.

### **3. Cornwall College Provision for Dogs**

- 3.1. Assistance dogs and working dogs are permitted on Cornwall College Premises and grounds by arrangement. Employers, placements providers, and partners will have their own policies and expectations regarding assistance dogs.
- 3.2. The Cornwall College Group does not recognise pets or emotional support dogs as assistance or working dogs.
- 3.3. The college may provide access to a therapy support dog as part of the Student Experience provision.
- 3.4. In addition to the above, dogs are only allowed on campus in the following instances:
  - 3.4.1. They are being used as part of curriculum such as for dog grooming or farm work
  - 3.4.2. They are in a residence and this agreed as part of a tenancy
  - 3.4.3. They are being walked through campus on a public right of way
  - 3.4.4. They are on campus as part of an agreed event e.g. dog show
  - 3.4.5. Express permission has been given for a specified reason by an appropriate member of senior management.
- 3.5. The request and requirements process for dogs on campus is outlined below and must be completed in all cases.
- 3.6. Specific campuses may have provision for arranging for pet dogs to be on campus, particularly on our land-based campuses as they will often support curriculum provision. Please refer to the specific campus agreements via the Head of Campus.

### **4. Responsibilities, Safety and Insurance**

- 4.1. Key principles for all dogs on campus are outlined below. Specific procedures for each type of dog is available in the procedures section.
  - 4.1.1. All requests will be considered on a case by case basis. Cornwall College reserves the right to remove or bar entry to an assistance or other working dog if any health and safety issues arise, there is dog misbehaviour, or due to owner / handler non-compliance.

- 4.1.2. The Cornwall College Group recognises that religious or cultural beliefs cannot be used to prohibit assistance dog presence.
- 4.1.3. The dog is sufficiently trained for their purpose and does not cause any harm or injury to others or damage to property.
- 4.1.4. An individual risk assessment will be completed by an appropriate manager (as outlined in each individual procedure) on campus with the owners / persons responsible for the dog. For working dogs, an individual or organisation risk assessment may be provided. This risk assessment will specifically look at the locations where the dog needs to be present; welfare of the dog including access to water and food; consideration of interactions with other staff, students and visitors; and appropriate exercising and toileting. Following this risk assessment, Cornwall College may restrict access to certain areas due to health and safety reasons but will explore compromises where possible.
- 4.1.5. The dog is under the control of the owner / handler at all times. In the very large majority of cases, this will mean that dogs are kept on a lead or in a secure environment.
- 4.1.6. Toileting and exercise must be appropriately planned for and the ongoing welfare of the dog is considered in line with the responsibilities of the dog.
- 4.1.7. The dog must be under control at all times and all waste must be cleaned up immediately and suitably disposed of.
- 4.1.8. The dog is not a distraction or nuisance to others.
- 4.1.9. Dogs must not be kept in vehicles on campus. Any incident where a dog is deemed to be distressed will be notified to the appropriate authority and disciplinary action may be taken.
- 4.1.10. The dog and owner / handler must adhere to any access restrictions in place (eg: specific workshops or locations).
- 4.1.11. Appropriate insurance must be in place for the dog and the location in which they will be working.
- 4.1.12. The dog is micro-chipped, fully vaccinated and a named veterinary service is recorded. If the dog is unwell it should not be brought onto campus. Proof of health and vaccination records from a registered vet are provided annually. This will always be before the start of the dog being on campus and then reviewed at the start of each academic year.
- 4.1.13. Conflict or complaints must be raised to Cornwall College and this will be dealt with inline with this policy and the general complaints procedure.
- 4.1.14. Owners and handlers are responsible for any damage to Cornwall College property or the property of individuals.

## **5. Interactions with dogs**

- 5.1. It is important to remember that dogs are animals and are on campus for a specific purpose. Therefore, staff, students and visitors must:
  - 5.1.1. Talk to the owner/handler, not the dog;
  - 5.1.2. Recognise that the dog is working and should not be distracted. Do not pet the dog without the owner / handler's permission.
  - 5.1.3. Not get angry at the handler if he or she does not want to stop to talk about their dog.
  - 5.1.4. Not feed the dog.

## **6. Procedures**

- 6.1. Assistance Dogs:

- 6.1.1. A request must be made to the college as part of application to study to the college using the Assistance Dog on Campus Request Form. A copy of the request is available on the college website and could be completed as part of the application / interview process. It should be submitted to the Programme Manager or Head of Campus.
- 6.1.2. The Programme Manager will review the initial request and gain the initial sign off from the Head of Campus. A risk assessment and agreed arrangements for the safety and welfare of all on campus can then be completed. Where risks can be managed, the arrangements can be put in place. If in doubt, please contact Health and Safety, Head of Campus or Director of Student Experience. A sample risk assessment is available on request from the Director of Student Experience.
- 6.1.3. In addition to section 4 above, the assistance dog owner must ensure:
  - The dog is accredited by ADUK and / or has appropriate alternative certification for their role to provide assistance.
  - Proof of public liability insurance is provided annually.
  - A written agreement with Cornwall College is agreed prior to bringing the dog onsite (other than for open events / interviews), with all documentation evidenced and a risk assessment completed with the specific arrangements for the individual, dog and access to college provision.
  - The dog is identifiable e.g. a jacket or lead slip, is on a lead at all times, and is always under control (noise or erratic behaviour will not be tolerated).
  - Good standards of husbandry & welfare, including parasite treatments, neutering, grooming, feeding and watering, and good hygiene. If the dog is unwell it should not be brought on site.
  - Toileting and exercise must be arranged regularly and as appropriate in line with the training for the dog (within the environmental context and timetable framework).
  - The welfare of the dog is monitored at all times.
  - Ongoing training is carried out to ensure continuing performance

## 6.2. Emotional Assistance Dogs:

- 6.2.1. The college does not recognise an emotional assistance dog as an assistance dog and therefore will not normally consider a request for these animals to be on site.
- 6.2.2. Where there is a letter from a doctor stating the need for this reasonable adjustment, a request can be made in line with the assistance dog process.
- 6.2.3. The campus may provide access to a therapy dog to provide an alternative reasonable adjustment (see below).

## 6.3. Therapy support Dogs:

- 6.3.1. Cornwall College campuses may be able to provide a therapy support dog on campus to support individuals with emotional assistance.
- 6.3.2. This may be provided through a recognised organisation or could be provided as a campus service.
- 6.3.3. All dogs working as a campus therapy support dog must have been through an assessment and sign off process with their owner.
- 6.3.4. The welfare of the dog must be considered at all times with arrangements made for when the dog is off-duty.
- 6.3.5. Once signed off as a campus therapy support dog they must have a college ID card.
- 6.3.6. The Student Experience Manager on campus will be responsible for agreeing to therapy support dogs and managing access to this service for students.

- 6.3.7. All agreements in section 4 must also be adhered to.
- 6.3.8. The dog must have planned time when they are off-duty and can be in a safe environment where they feel comfortable during this time.

#### 6.4. Pet Dogs

- 6.4.1. Pet dogs are not allowed on college campuses unless as part of a teaching provision or where a campus has provision for dogs to be on campus (such as kennels). Please refer to the specific campus agreements via the Head of Campus. This policy must be signed off by the appropriate ELT member. An appropriately experienced or trained member of staff should be identified to oversee the campus dog policy and processes on campus.
- 6.4.2. Dogs to be used in the curriculum must be risk assessed to ensure suitability of temperament and including all required medical requirements such as vaccinations, worming and flea control.
- 6.4.3. Dogs will not routinely be in offices but may be on site to support curriculum activities for example.
- 6.4.4. Dogs are only permitted in offices by agreement in advance in line with the campus dog policy and must be suitably restrained, secure and safe. Staff with allergies or a fear of dogs must be given full consideration and should not be required to work with a dog in their office.
- 6.4.5. Where an owner has permission to have a dog on campus for the day they may be exercised in an agreed designated area. The dog must be under control and all waste must be cleaned up immediately and suitably disposed of.

### 7. Related Documents

- Assistance Dog on Campus Request Form
- Campus support dog request form
- Risk Assessment Policy