



Tormead Family

Animals in School Policy

This policy also applies to EYFS

Tormead Limited includes two schools with one Governing Body:

- Tormead School (Preparatory and Senior School), Cranley Rd, Guildford GU1 2JD ("Tormead") and
- Rydes Hill Preparatory School and Nursery, Aldershot Rd, Guildford GU2 8BP ("Rydes Hill")

This policy refers to both schools.

Introduction

This policy sets out the school's approach to animals on site in order to ensure the health, safety, wellbeing and safeguarding of pupils, staff and visitors, while supporting educational and therapeutic activities where appropriate.

Scope

This policy applies to all pupils, staff, volunteers, visitors and contractors and covers all animals brought onto or kept on school premises, including during school holidays.

General Principles

The school recognises the educational and therapeutic benefits that controlled contact with animals can offer, but the presence of animals must not compromise health and safety, safeguarding, hygiene, or welfare standards.

No animals may be brought onto the school site without prior approval and adherence to this policy. The Animal Welfare Act 2006 places a duty on schools to make provision for the welfare of any animal that they are responsible for.

Under this Act, the components of an animal's welfare include the need for:

- A suitable environment.
- A suitable diet e.g. food and fresh water.
- The ability to exhibit normal behaviour patterns.
- Suitable housing with, or away from, any other animals.
- Protection from pain, suffering and disease.

The Head of Estates & Facilities and the member of staff responsible for the animal(s) will conduct a risk assessment prior to the arrival of any animals on site during term time to ensure that all risks are manageable and are controlled.

Where animals are brought in for a short period, e.g. for a day, an appropriate and detailed protocol will be implemented that ensures the wellbeing of the animal, and the health and safety of others, for the duration of the visit.

This will include the provision of assurances from the owner as to the means of transporting and housing the animal, and the responsibility to bring any equipment, food or water likely to be required during the day.

Pets on School Site

In general, staff are not permitted to bring their pets to school during term time. If a member of staff needs to bring their pet to school during term time, they must request permission in advance from the Head of Estates & Facilities. A risk assessment may be required depending on the type of pet and the circumstances of the visit. A risk assessment will consider any relevant known allergies amongst staff and pupils.

Pets are permitted, but not encouraged, on site during school holidays, subject to the following conditions:

- Pets must not be allowed into buildings unless explicitly authorised.
- Owners are responsible for ensuring pets are well behaved, under control, and that any fouling is cleared immediately.
- Pets must not be brought onto site if they pose any risk to others.

- Dogs must be kept on a lead at all times when moving around the site and other pets appropriately transported. Pets must be kept in the owner's office for the remainder of the time.
- Dogs should be walked offsite.

Pupils and parents are not allowed to bring pets to School.

Dogs at the Urnfield

During organised sporting events and games lessons visitors to the Urnfield are permitted to bring dogs on to site as long as they comply with the following:

- Dogs must be kept on a lead at all times.
- Dogs must not enter the MUGA pitch/spectators area or be walked on the running track area.
- Dogs must not be taken inside the Pavilion.
- Owners are responsible for ensuring dogs are well behaved, under control, and that any fouling is cleared immediately.
- Dogs must not be brought onto site if they pose any risk to others.

School Therapy Dog

The school has an approved therapy dog. The therapy dog may attend school during term time only when all of the following requirements are met:

- The dog is fully trained, temperament assessed and suitable for work in a school environment.
- The dog has up-to-date vaccinations, flea and worming treatments, and regular veterinary health checks.
- A named, responsible handler is present at all times while the dog is on site.
- Pupils' allergies, fears, cultural considerations and parental consent (where required) are considered.
- Clear procedures are in place for hygiene, interaction, supervision and risk management.
- A current risk assessment is in place and reviewed regularly.

The therapy dog must not:

- Be left unsupervised with pupils.
- Enter food preparation areas, toilets, or any restricted areas.
- Be involved in activities where pupils' safety could be compromised.

Animals Kept on Site

The only animals routinely kept on the main site are chicks during the initial hatching period, as part of an educational experience. The hatching of chicks must be:

- Planned and time limited.
- Closely supervised by staff.
- Supported by appropriate animal welfare arrangements.
- Managed with clear hygiene controls, including handwashing procedures.
- Following the hatching period, chicks must be rehomed appropriately in line with welfare guidance.

Bringing Animals or Reptiles onto Site for Educational Purposes

Teachers or staff wishing to bring any animals or reptiles onto the school site for educational purposes must obtain prior written agreement from the Head of Estates & Facilities and complete a risk assessment that identifies:

- Potential health and safety risks.
- Allergy considerations.
- Handling and supervision arrangements.
- Hygiene and infection control measures.
- Animal welfare considerations.

If staff engage with a company who specialise animals or reptiles for educational purposes, prior written agreement from the Head of Estates & Facilities must be obtained. In addition, the member of staff organising the visit must ensure the company provides the school with proof of insurance and a risk assessment which will consider known allergies of staff and pupils.

There must always be adult supervision when pupils are in contact with animals. Pupils will be taught that they are not to handle any animals without adult supervision.

The following considerations must be checked in advance of any such activities:

- The animal is used to being handled.
- The animal is not likely to be stressed by excitable pupils.
- Where there is a correct way to hold any animal, this is taught to pupils from the outset.

Animals or reptiles must not be brought onto site without this approval. Animals considered unsuitable or high-risk will not be permitted under any circumstances.

Staff must identify any modifications which may be required to meet the needs of pupils who have animal fears or allergies.

Health, Safety and Hygiene

Staff must ensure that handwashing takes place after any contact with animals.

Animals must not have access to food preparation or eating areas.

Any incidents involving animals (including bites, scratches or allergic reactions) must be reported immediately on Smartlog and will be dealt with in accordance with the school's First Aid Policy. If any serious incidents occur the Head must be informed immediately.

Parents of injured pupils will be notified of the injury as appropriate.

Unsuitable animals

Animals that present unacceptable risks must not be brought into the school.

Wild birds and mammals taken from the 'wild' will not be brought into the school directly as they may be harbouring diseases or parasites transmissible to humans.

Dangerous animals, as defined by the Dangerous Wild Animals (DWA) Act 1976, may not be brought into school. These animals may present a risk to pupils and staff, and there may also be welfare risks to the animals themselves.

If stray or wild animals are discovered on site, the Premises team should be alerted immediately. Staff and pupils should not approach the animal.

Safeguarding and Inclusivity

The school will consider pupils' individual needs, including medical conditions, allergies, phobias and cultural or religious considerations.

Alternative arrangements will be made for pupils who are unable to take part in activities involving animals.

Responsibilities

The Governing Board is responsible for:

- Ensuring the effective implementation of this policy.
- Ensuring staff roles and responsibilities are clearly defined and monitored.
- Ensuring that the Head puts effective measures in place to protect staff, pupils and the animals on the school's premises.

The Headteacher is responsible for:

- Overall compliance with this policy.
- Put effective measures in place to protect staff, pupils and the animals on the school's premises
- Investigating incidents linked to animals on site and reporting findings to the Governors.

Head of Estates & Facilities

- Approval of animals on site and ensuring risk assessments are completed
- Establishing cleaning and feeding rotas for animals that live on the school premises.
- Assigning a staff animal handler to take responsibility for the welfare of each animal.
- Ensuring the staff animal handler has sufficient knowledge to take on the role.
- Organising training for the staff animal handler where necessary.

The staff animal handler/owner is responsible for:

- The welfare and husbandry of animals on the school premises at all times.
- Conducting a risk assessment with the Head of Estates & Facilities prior to the arrival of any animals to ensure all risks are manageable and controlled.
- Organising relevant training for staff members and pupils regarding the care of animals in the school.
- Ensuring that the school keeps an adequate supply of food, water, and housing equipment for the animals in the school at all times.
- Finding a sufficient and reliable supplier for the food and equipment needed.
- Keeping up with the animal's vaccinations and treatments where necessary.
- Keeping the Head of Estates & Facilities informed of the animals' health and welfare.

All staff members are responsible for:

- Supervising pupils' interaction with the animals where necessary.
- Teaching pupils about the needs of the animals and how to handle and care for them where appropriate.
- Reporting any concerns regarding the animals, their welfare, and pupil interactions to the Head of Estates & Facilities.
- Complying with the requirements of this policy when bringing animals on site for educational purposes.