



St Mary's
Colchester

ANIMALS ON SITE PROCEDURE

Introduction

The purpose of this document is to provide guidance on the bringing of animals into school either alongside an employee or while parents are picking up their child(ren).

Only dogs are allowed to be brought onsite by St Mary's School staff. However, staff may only bring dogs onsite outside of term time when the pupils are not present and with the agreement of the Principal. Prior to any dog coming onto the School grounds, the attached declaration must be signed by both the staff member and the Principal.

1. Guiding Principles

The safety of those on site, and in particular the pupils, is paramount. Most animals are generally safe, but no animal can be trusted completely under all circumstances.

Most children enjoy the company of animals, but owners should recognise that:

- a) Some pupils may be phobic/frightened of certain animals
- b) Animals may be a trigger for an allergy

2. Dogs on Site

The school has a duty to promote the welfare of animals, including dogs, on site. Staff and visitors may have a dog on site subject to adherence to the conditions.

3. Conditions for Staff to Have Dogs on Site

Staff shall not bring a dog on the School site without the knowledge of the Principal, or Head of Senior School or Head of Lower School. Staff shall only bring their dog onto site outside of School term times when the pupils are not present. Staff shall not bring a dog on to the School site unless they have completed the declaration in Appendix 1.

Staff must adhere to the following guidelines when bringing a dog on site:

- a) Staff dogs shall be kept on a lead when they are on site but outside the staff member's office or classroom.
- b) When walking their dog in the School grounds staff shall carry a "poop scoop" or similar and clear up any dog faeces completely.

- c) Staff shall make every effort not to walk their dog on sports pitches or children's play areas.
- d) Staff shall make every effort to keep their dog in the best of health.
- e) Staff members shall ensure that the dog is always under their control.
- f) Staff should ensure that the dog is insured for public liability.
- g) A sign is to be kept on the door informing all that a dog is in the room.

4. Parents' dogs and / or other animals

Parents and visitors should not bring animals onto the school site, unless it is a dog which must be kept on a lead at all times and under control. They are asked not to take their dogs onto sports pitches and play areas, or within the fenced boundary area of the Prep/Kindergarten. Parents are advised that dogs are only allowed in the car park areas at both Lower and Senior school sites.

5. Responsible Person

The Principal shall be responsible for the implementation of this policy, or in her absence, the Head of Senior School or Head of Lower School. If, at any time, the Principal considers the presence of a dog to conflict with the interests of the School, permission for the dog to be on site will be withdrawn.

6. Declaration

Any member of staff bringing a dog onto site is to complete the declaration annually.

Reviewed/Approved: September 2023
Next Review: Autumn 2024

APPENDIX 1: DOGS ON SITE DECLARATION

To be completed and signed annually by members of staff for each dog they wish to bring or keep on site.

- My dog is (description of dog):
- This dog is fully inoculated and I will ensure it remains so.
- This dog has been wormed and de-flea'd regularly according to vets' advice
- The dog has public liability insurance.
- This dog has never attempted to bite people or shown aggressive tendencies. If it ever does, in the future, I shall not bring it into School again and I will inform the Principal.
- I have read and understood the Dogs on Site Procedure and I hereby undertake to adhere to it.

Staff Member (dog owner)

Signature:

Name:

Date:

Acceptance by Principal

Signature:

Name:

Date: