



Cameley Church of England Primary School

Animals in School Policy

This policy is written with reference to the Christian Foundation of the school.

'Nurturing Faith: Inspiring Learning'
Our vision has been inspired by Matthew 17:20

"Let the words of Christ, in all their richness, live in your hearts and make you wise."
Colossians 3:16

Ratified _____ D R Wobey _____ Date ___29th March 2023___

Review Period ___two___ years. Next Review ___Term 4 2025___

Contents:

Statement of intent

1. Legal framework
2. Duty of care
3. Training for pupils and staff
4. Food
5. Housing and environment
6. Cleaning and maintenance
7. Animal handling
8. Infestation and disease
9. Injuries sustained to pupils and staff
10. Bringing pets and other animals into school
11. Injured animals brought in by pupils
12. Unsuitable animals
13. Monitoring and review

Appendices

- a) Animal Incident Log
- b) School Dogs Cameley Primary School
- c) Risk Assessment - Keeping animals in school
- d) Risk update September 2023

Statement of intent

Cameley CEVC Primary School believes that keeping animals is an effective way of maximising the educational opportunity and attainment of our pupils.

Whilst keeping animals at our school is particularly beneficial to our pupils, we understand that we have a legal duty of care towards any animals we are responsible for, and that this must be a priority at all times. This policy has been created in order to outline the key responsibilities and procedures for pupils and staff when looking after our animals.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:
 - The Pet Animals Act 1951;
 - The Wildlife and Countryside Act 1981;
 - The Dangerous Wild Animals Act 1976;
 - The Health and Safety at Work etc. Act 1974;
 - The Animals (Scientific Procedures) Act 1986;
 - The Management of Health and Safety at Work Regulations 1999;
 - The Animal Welfare Act 2006.
- 1.2. This policy also has due regard to school policies, including, but not limited to, the following:
 - Health and Safety Policy (TPT);
 - First Aid Policy;
 - Risk Assessments for Pepper and Lily.

2. Duty of care

- 2.1. The Animal Welfare Act 2006 places a duty on schools to make provision for the welfare of any animal that they are responsible for.
- 2.2. Under this Act, the welfare of an animal includes the following criteria:
 - its need for a suitable environment;
 - its need for a suitable diet (food and fresh water);
 - its need to be able to exhibit normal behaviour patterns;
 - its need to be housed with, or away from, any other animals;
 - its need to be protected from pain, suffering and disease¹;
- 2.3. The Headteacher and the designated member of staff responsible for the animals, Clare Gardner, will conduct a risk assessment prior to the arrival of the animals to ensure that all risks are manageable and are controlled.
- 2.4. Where animals are brought in for a short period - for example, 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 its visit.
- 2.5. 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,

¹ RSPCA (2012) 'Guidance for educational establishments', p.3

food or water likely to be required during the day. Advice from parents will be sought whenever necessary.

- 2.6. A named person will be responsible for the welfare and husbandry of the animals at all times.
- 2.7. Schools that keep a wide variety of animals will ensure a proper care programme is available for each creature, establishing the maintenance of minimum welfare standards.

3. Training for pupils and staff

- 3.1. All pupils and staff are aware of how to look after and care for the school animals including that only adults can deal with the cleaning out of animals and picking up and disposing of waste products.

4. Food

- 4.1. The school will establish a written care programme for each species of animal, which will be implemented by the designated, trained member of staff, and will be communicated to all other members of staff.
- 4.2. The Headteacher will establish a rota for looking after the animals before, during and after the school day, as well as during holidays and weekends. This rota will be given to all members of staff and will be posted in the school office.
- 4.3. The type and quantity of food required varies not only with species, but also with age, stage of production (e.g. lactating females have different requirements from other adults) and breed. The dietary requirements of each type of animal must be ascertained by consulting a vet or a livestock nutrition consultant.
- 4.4. Food for the animals will be sourced from a reputable supplier, to ensure it is of appropriate nourishment suitable to their age and breed.
- 4.5. A dry, vermin-proof container will be used to store the different animals' food, keeping it dry and preventing waste.
- 4.6. Food will be provided accordingly, depending on the animal, by a member of staff and/or pupils supervised by a member of staff.
- 4.7. All animals must have continuous access to a supply of clean, fresh drinking water.
- 4.8. Troughs and other containers must be suitable for the animals using them (e.g. the correct height and dimension to allow easy access) and must be easy to clean.
- 4.9. The school will ensure that there is an adequate supply of food available at all times to avoid any drought of food.

5. Housing and environment

- 5.1. Each animal house will be designed, sited and constructed to provide a suitable environment.
- 5.2. Where school-based animals are taken home by pupils, a suitable home-school agreement will be devised to encourage the observation of the same principles at home as those governing their husbandry in schools - both from the perspective of pupil safety and animal welfare.

6. Cleaning and maintenance

- 6.1. This is clearly important, both for the health of the animals and for those people looking after them. Hands will be washed before and, of course, after cleaning cages, tanks, etc. Rubber or plastic gloves will be worn whenever possible.
- 6.2. The school will establish a written cleaning rota to ensure each animal is cleaned and cared for to a specified standard.
- 6.3. When carrying out cleaning duties, the designated member of staff will wear personal protective equipment, such as plastic gloves, at all times.
- 6.4. After removing soiled litter material, cages must be scrubbed with hot water and liquid detergent.
- 6.5. Solid litter will ideally be incinerated; more conveniently, it could be sealed in strong plastic bags and placed with other waste in dustbins.
- 6.6. The detergent cleaner, as well as any other chemicals purchased, will be checked in accordance with the school's Health and Safety Policy to ensure that they are not hazardous to the animals or to the members of staff using them.
- 6.7. All bedding will be removed and replaced, and all droppings will be scraped into the bucket provided. Both the bedding and droppings will be disposed of appropriately by the member of staff carrying out the cleaning duties.
- 6.8. Detergent cleaner will be used to clean each animal house.
- 6.9. Contaminated surfaces will be properly washed and disinfected.
- 6.10. The water and food feeders will be cleaned on a weekly basis to avoid any build-up of green algae which can be harmful to animals.
- 6.11. When cleaning an animal house, the member of staff will check for any repairs that are needed.
- 6.12. Any works required will be reported to the Headteacher if new equipment is needed.

- 6.13. Cleaning routines and arrangements for the disposal of animal waste will be carried out with due regard for good hygiene standards. Pregnant staff and anyone with suppressed immunity will exercise particular caution and avoid all contact with animal waste products.

7. Animal handling

- 7.1. Pupils will naturally wish to handle animals, but 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 children;
 - where there is a correct way to hold any animal, this is taught to children from the outset.
- 7.2. If animals will be handled, the most important issue is the maintenance of good hygiene. When handling animals:
- do not consume food or drink;
 - cover any open cuts or abrasions on the exposed skin of hands and arms with waterproof adhesive dressings;
 - wash your hands with soap and water before and directly after handling animals;
 - keep animals away from your face;
 - children must be taught by staff the correct way to hold each animal.
- 7.3. Children must be taught by staff the correct way to hold each animal.
- 7.4. Careful handling of small mammals and other animals is most important; the animals will be sufficiently restrained, so that they cannot damage themselves or the handler.
- 7.5. Mammals will be handled daily if possible (unless breeding or nursing, when they will be disturbed as little as possible). In this way they will normally become quite tame and accustomed to being handled.
- 7.6. Gloves will not be worn unless it is known that an animal for one reason or another is likely to bite or scratch. In this situation: a pair of rubber gloves which does not particularly reduce dexterity, is a sensible precaution.
- 7.7. Handling small animals will always be carried out over a table or trough filled with a soft material such as sand/sawdust.
- 7.8. The handling of certain animals will be avoided altogether. Those which are nervous, nocturnal or prone to biting or scratching, will only be observed and not touched.
- 7.9. Other creatures, such as invertebrates, can be too fragile to be handled any more than absolutely necessary. Sometimes any handling of a pet should be limited to a designated member of staff, who will have the necessary expertise to do it properly.

7.10. Animals will be given adequate rest periods away from disturbances.

8. Infestation and disease

- 8.1. All members of staff are responsible for identifying ill health of the animals and reporting any concerns to the designated staff member, who will then contact the attending vet and inform the Headteacher.
- 8.2. If applicable a veterinary health plan will be developed in conjunction with the attending vet in order to arrange the following:
 - monthly visits and check-ups;
 - any additional check-ups as required;
 - treatment for prevention of external and internal parasites, including vaccinations;
 - response to, and provision for, seriously ill or deceased animals;
 - any other procedures necessary for the maintenance on the animal's health.
- 8.3. The likelihood of diseases being passed on to humans from pet animals is low. In all cases, good hygiene practices will be observed to reduce the risks even further.
- 8.4. The designated member of staff, in conjunction with the attending vet, is responsible for the general health of animals, including keeping up with vaccinations and ensuring the appropriate animals have been treated for worms and fleas.
- 8.5. Children with known allergies to specific animals must, of course, have restricted access to those that may trigger a response. In most cases, an allergic reaction will subside once the animal and the affected person are kept apart; in extreme cases, medical advice will be sought.
- 8.6. Salmonella bacteria may be carried by reptiles; good hygiene is again required, especially if aquatic reptiles, such as terrapins, are kept. Good general hygiene and hand washing are essential for risk reduction.
- 8.7. Children under five will not have contact with such reptiles or the environment in which the reptiles live or exercise.
- 8.8. In any case of infestation or disease, appropriate treatment will be sought immediately and the animal(s) will be moved into a separate enclosure away from the others until they are back to full health.
- 8.9. If the animals are found to have any disease which is contagious to humans, the Headteacher will inform parents/carers immediately and the animal(s) will be removed from the premises for appropriate treatment.

9. Injuries sustained to pupils and staff

- 9.1. Any injuries sustained to pupils or staff during the looking after of the animals will be reported to the Headteacher immediately, and will be dealt with in accordance with the school's First Aid Policy.
- 9.2. All incidents will be reported using the [Animal Incident Log](#).

10. Bringing pets and other animals into school

- 10.1. In addition to the general guidance given above, it is important that suitable arrangements are made in advance for the well-being of animals for the short time they are to be on the premises.
- 10.2. When a variety of animals will be together, consider the possibility of unwanted interactions. Animals must be housed properly and separately whilst on the premises and any containers used to transport them must be appropriate and retain the animal securely.

11. Injured animals brought in by pupils

- 11.1. It is not uncommon for pupils to take pity on an injured bird or mammal, and to bring it into school in the belief that it will be possible to successfully treat it and restore it to perfect health. Pupils will be instructed that attempts to retrieve 'abandoned' animals in this way may damage the animals concerned and spread infection, and that they should instead report the injury so that others can act appropriately.
- 11.2. Where a pupil brings an injured animal into school, the following procedure will be implemented:
 - appropriate precautions, such as quarantining the animal, will be taken to minimise the risk of transmission of disease or parasites;
 - scrupulous standards of hygiene will be maintained;
 - in all cases of doubt, expert advice will be sought from either a vet, the RSPCA or the People's Dispensary for Sick Animals (PDSA).

12. Unsuitable animals

- 12.1. Animals that present unacceptable risks must not be brought into the school.
- 12.2. Wild birds and mammals taken, even if legally, from the 'wild' will not be brought into the school directly as they may be harbouring diseases or parasites transmissible to humans.

13. Monitoring and review

- 13.1. This policy will be reviewed on an annual basis by the designated member of staff, in conjunction with the Headteacher, who will communicate any changes to all members of staff.

*"Let the words of Christ, in all their richness, live in your hearts and make you wise."
Colossians 3:16*

Appendix A Animal Incident Log

Date and time of incident:	Reported by:	Recorded by:	Description of incident:	Was property damaged? (Y/N)	Were pupils or staff placed in danger or harmed? (Y/N)	Recommended actions:

Appendix B

SCHOOL DOG Cameley Primary School

Based on the dog being owned by a member of staff and their responsibility. Permission will be given by the Headteacher, and only by the Headteacher, for a dog to be brought into and stay at school during each school day. It will be called the school dog. During the school day the dog will stay with Clare Gardner (Pepper) and Lucy Scott (Lily).

I have taken advice from the CHSU, Insurance Section and from RSPCA publications.

Requirements

The various guidance I have looked at would suggest that the school should have these requirements in place:

- parents & students need to be made aware in case they suffer from allergies. Parental permission must be given where students are interacting directly with the dog;
- the dog must not be able to roam freely;
- the dog must be covered by public liability insurance and the insurers made aware that the dog will be kept within a school;
- the responsibility for all aspects of health & safety for students, including risk assessment and the welfare of the dog rests with the dog owner;
- any damage to property must be paid for by the dog owner, (the school property insurance excludes damaged caused by animals);
- the dog must regularly, at least once per year, be checked by a vet for parasites;
- the dog must receive all inoculations recommended by a Vet, the vet being informed that the dog is kept in a school;
- the vet, during regular checks of the dog must confirm it is not suffering from any condition that could result in it displaying aggressive behaviour;
- the dog must also be up to date with worm and flea treatment;
- all persons touching the dog must wash or cleanse their hands afterwards;
- any legal liability for any act by the dog, failure in supervision or animal welfare, is solely the dog owners;
- sole responsibility for removing faeces is with the dog owner, students must not be asked to undertake this;
- the school has the right to ask for the dog to be removed from the premises immediately for whatever reason. If there is any incident of behaviour by the dog that gives a concern, either about its actual behaviour or potential behaviour, it will be removed from the school premises and cannot be brought back without the Headteacher's approval;

- the dog must be of a suitable breed, proven temperament and age to be kept within the school;
- the dog must have an appropriate level of training and clearly take commands from its owner;
- all of the dog's needs must be provided for, and at no cost to the school;
- all interactions between students and the dog must be directly supervised by its owner;
- the school will not bear any costs in relation to the dog;
- the dog owner will sign a legally binding document accepting they are responsible for all the above.

(NB There is a pre-determined question set on the EEC system to help produce a risk assessment for "bringing pets into school - Dog". However, some of the requirements would conflict with what is planned e.g. dog to be on a lead at all times, dog to wear a muzzle).

March 2023

Appendix C Risk Assessment

RISK ASSESSMENT FOR:	Keeping animals in school	
Establishment: Cameley Primary School	Assessment by: Clare Gardner	Date: 6.3.23
1st Review Date Due :	Manager Approval:	Date:

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Animal Health Diseases , parasites	Staff/Pupils and Visitors	Disease/infections	<ul style="list-style-type: none"> • Only healthy animals obtained from accredited or high-quality sources. • Animals must not be able to come into contact with wild rodents etc. due to the possibility of disease transmission. • Arrangements in place for care during holidays / weekends • Someone involved is experienced in the housing, feeding, handling and care requirements. • Cages and tanks kept secure and clean for the well-being of the animal and the pupils and staff. 	Yes	Yes
Bites and scratches	Staff/Pupils and Visitors	Disease/infections	<ul style="list-style-type: none"> • Pupils instructed in handling animals and closely supervised. • Keep animals away from face. • Mammals regularly handled. 	Yes	Yes
Cuts / minor injury from defective housing	Staff/Pupils and Visitors	Disease/infections	<ul style="list-style-type: none"> • Animal housing inspected regularly for defects. 	Yes	Yes

Allergy Phobias	Staff/Pupils and Visitors	skin rashes, irritation to the eyes and nose or breathing difficulties	<ul style="list-style-type: none"> • Children/staff known to have allergic reactions/phobias to specific animals have restricted access. • Good general hygiene and hand washing followed. 	Yes	Yes
Hygiene Infection	Staff/Pupils and Visitors	Disease/infections	<ul style="list-style-type: none"> • Adequate provision for hand washing (soap hot water) readily available. • Paper towels provided rather than communal hand towels. • Do not allow children to touch any part of their face with their hands before hands are washed. • Younger pupils should be seen to wash their hands. • All wounds on exposed skin are suitably covered. • Soiled bedding disposed of in sealed plastic bags with normal refuse. • Foodstuffs stored carefully to prevent contamination and infestation. 	Yes	Yes
Keeping farm animals	Staff/Pupils and Visitors	Disease/infections	<ul style="list-style-type: none"> • Check that other members of the school / neighbours are happy with arrangements. • Registration with DEFRA (only required if, for example you had > 50 chickens DEFRA encourage keepers to register voluntarily to alert owners in case of disease outbreaks). • Birds separated from wild birds and their faeces. due to the possibility of disease transmission. 	Yes	Yes

<p align="center">Additional Control Measures</p> <p><i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i></p>	<p align="center">Action by Whom</p> <p><i>(list the name of the person/people who have been designated to conduct actions)</i></p>	<p align="center">Action by When</p> <p><i>(set timescales for the completion of the actions - remember to prioritise them)</i></p>	<p align="center">Action Completed</p> <p><i>(record the actual date of completion for each action listed)</i></p>	<p align="center">Residual Risk Rating</p>
<p>Growing school 'Get your hands Dirty'</p> <p>New resource to help teachers consider the issues involved in growing plants/ caring for animals in school</p> <p>http://www.growingschools.org.uk/resources/resource.aspx?id=298</p>				
<p>DATE OF REVIEW:</p> <p><i>Record actual date of review</i></p>	<p>COMMENTS:</p> <p><i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i></p>			
<p>DATE OF REVIEW:</p>	<p>COMMENTS:</p>			
<p>DATE OF REVIEW:</p>	<p>COMMENTS:</p>			

RESIDUAL RISK RATING	ACTION REQUIRED
<p>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</p>	<p>The activity must not take place at all.</p> <p>You must identify further controls to reduce the risk rating.</p>
<p>HIGH (H) Possibility of fatality/serious injury occurring</p>	<p>You must identify further controls to reduce the risk rating.</p> <p>Seek further advice, e.g. from your H&S Team</p>
<p>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</p>	<p>If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.</p>
<p>LOW (L) Possibility of minor injury only</p>	<p>No further action required.</p>

Appendix D

School dog - Risk Update

March 2023

The school has two dogs.

When the dogs are on site during the day they are based with Clare Gardner (Pepper) and Lucy Scott (Lily).

Clare and Lucy are responsible for monitoring the behaviour of the dogs and the health and safety risks associated with them.

The dogs have been introduced to students and are proving to be placid.

Students who know the dog (Pepper) well are allowed to walk him on a lead.

Pepper and Lily are not excitable and are very well trained.

Children will not be asked to pick up dog mess and this will be always carried out by a suitable adult.

Dog faeces can contain the eggs of the roundworm 'Toxocara'. These eggs can survive in the soil for several years. If they are ingested or inhaled by humans, they may cause eye, liver, brain and respiratory problems such as asthma, hepatitis and epilepsy.