

## 1. Scope

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All employees of Expanse Learning Wigan School (Hereafter named the School)

## 2. Introduction

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Students can benefit educationally and emotionally, increase their understanding of responsibility and develop empathy and nurturing skills through contact with a dog. In addition to these benefits, students take great enjoyment from interaction with a dog.

### *Is there a risk in bringing a dog into a school environment?*

Yes, there is, though there are a variety of accidents, which can happen within the school environment which far exceed the number of injuries or incidents caused by a dog. Therefore, it is just another risk that needs to be managed. A thorough risk assessment has been carried out and this is included in this document (see appendix 3).

Dogs are not allowed anywhere on the school site at any time unless specifically authorised by the Head Teacher. This includes drop off and collection times. This policy outlines measures put in place to allow the school dog to be present.

## 3. School Policy

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The dog will be owned by Mr Ed Hanley, Assistant Head Teacher.

- The Governors have the right to refuse entry to the dog.
- Only the school dog is allowed on the premises. All other dogs must not come on site unless they are a known therapy or assistance dog and the Head Teacher has been informed beforehand.
- The dog is a Cockapoo chosen because it is an intelligent breed that will respond well to training and which is known to be good with students, which sheds little hair, are hypoallergenic and is very sociable and friendly.
- The Chair of Governors and the Board of Governors agree that a school dog will benefit the students and staff of Expanse Learning Wigan School.
- Staff, parents and students have been informed by letter that a dog will be in school. School has produced a risk assessment, and this will be reviewed annually.
- Staff, visitors and students known to have allergic reactions to dogs must not go near the dog. All visitors will be informed on arrival that there is a dog in school.
- If the dog is ill, she will not be allowed into school.
- The dog will be kept on a lead when moving between classrooms or on a walk and will be under the full control and supervision of a trained adult.
- Students must never be left alone with the dog and there must be appropriate adult supervision at all times.
- Students should be reminded of what is appropriate behaviour around the dog. Students should remain calm around the dog. They should not make sudden movements and must never stare into a dog's eyes as this could be threatening for the dog. Students should not put their face near a dog and should always approach it standing up.
- Students should never go near or disturb the dog that is sleeping or eating.
- Students must not be allowed to play roughly with the dog. Everyone must wait until the dog is sitting or lying down before touching or stroking her.
- If the dog is surrounded by a large number of students, the dog could become nervous and agitated. Therefore, the adult in charge of the dog must ensure that s/he monitors the situation.
- Dogs express their feelings through their body language. Growling or bearing of teeth indicate that the dog is feeling angry or threatened. Flattened ears, tail lowered or between their legs, hiding behind their owner, whining or growling are signs that the dog is frightened or nervous. If the dog is displaying any of these warning signs she should be immediately removed from that particular situation or environment.
- Students should not eat close to the dog or feed the dog snacks. Students should be careful to stroke the dog on the body, chest, back and not by the face or top of head.
- Students should always wash their hands after handling a dog.
- Any dog foul should be cleaned immediately and disposed of appropriately.
- Parents will be consulted on allowing their child access to the dog.

- All visitors will be informed about the dog and related protocols on arrival and office staff will relay visitor issues to the Head Teacher asap. Appropriately trained staff will maintain records and anecdotal evidence of the work and impact of the school dog.
- The office will know the whereabouts of the dog and which staff are supervising at all times.
- The dog will be included in the fire evacuation procedure under the supervision of assigned staff.

## Actions

- If someone reports having an issue with the dog, this information must be passed to the Head Teacher or Corporate Services as soon as possible. All concerns will be responded to by the Head teacher.

## 4. Roles and Responsibilities

- The Board of Governors has a responsibility to ensure that the school has a written policy for dogs in School.
- The Head teacher is responsible for implementing this policy.
- Teachers, staff, students, parents and visitors are required to abide by this policy.
- The curriculum will support learning about dogs and how best to behave around our dog. This will include highlighting that not all dogs are well-trained, and that caution must be used around unknown dogs outside school.

## 5. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

<b>Impact of non-compliance for:</b>	
<b>Staff:</b>	Disciplinary action, Support, Action Plan
<b>Student:</b>	Disciplinary action, Support, Action Plan, Fixed Term Exclusion
<b>Legislation/organisational:</b>	statutory and non-regulated compliance. Prosecution, Financial Loss and Compensation Pay-out
<b>Compliance lead:</b>	Expansive Learning Wigan School (Head Teacher)
<b>Policy Reference:</b>	ELWS-OPR-022
<b>Version:</b>	1
<b>Agreed policy location:</b>	DatabridgeMIS and Company Webpage
<b>Does the policy require Governor approval?</b>	No

### Approval

<p><b>Prepared by</b> Scott Roberts (Assoc. CIPD) 01/09/2020</p>  <p>Head of Corporate Services</p>	<p><b>Approved by</b> Richard King 01/09/2020</p>  <p>Director of Schools, Pre 16 Education</p>	<p><b>Counter Signatory</b> Tony Brown 01/09/2020</p>  <p>CEO</p>
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### Version Control

Version	Date	Revision	Review Date
1	01/09/2020	First Issue	31/08/2020
2			
3			
4			
5			

## **Appendix 1 - Reasons to have a dog in school**

In summary, academic research has shown that dogs working and helping in the school environment can achieve the following:

1. Improve academic achievement
2. Increase literacy skills
3. Calming behaviours
4. Increase social skills/self-esteem/confidence
5. Teach responsibility and respect to all life
6. Help prevent truancy
7. Motivate students who are often less attentive

The following information has been taken from a range of sources to provide further detail about the benefits of having a dog in school:

### **Behaviour:**

In some schools, dogs are making a difference in the behaviour of students. Researchers report that students can identify with animals, and with empathy for the dog, can better understand how classmates may feel. It was found that violent behaviour in participating students declined by 55%, and general aggression went down 62%. Behaviour problems occur in school and these can interfere with learning. Some schools are using dogs to improve behaviour problems by promoting positive behaviour in students. In a controlled study, students were found to have fewer disciplinary referrals in schools with a dog than schools without. Students' behaviour improved toward teachers, and students also showed more confidence and responsibility. Additionally, parents reported that students seemed more interested in school as a result of having a dog at school.

### **Attendance:**

Case study: Mandy was a student with poor attendance and truancy. Mandy was encouraged back into school using caring for River, a dog, as an incentive. By telling Mandy that "if she didn't come to school to care for him, he wouldn't get walks, water or love," Mandy came to school almost every day for the rest of the year, only missing two days.

### **Education:**

Reading programmes with dogs are doing wonders for some students. Students who might be embarrassed to read aloud to the class or even adults are likely to be less scared to read to a dog. "It might be less stressful for a child to read aloud to a dog than to a teacher or a peer. After all, a dog won't judge or correct you." Dogs are used to encourage struggling readers to practise reading aloud. With the presence of a "calm and well-trained dog," students find social support and peer interaction.

Dogs are incredibly calm and happy to have student read to them or join a group of students in the library whilst they are having a book reading session. Dogs give unconditional acceptance, as they are non-judgmental, which is especially crucial to struggling, emerging readers. The dogs also provide confidence to students as they do not make fun of them when they read, but above all they make amazing listeners, providing the students with a sense of comfort and love. Research has proved that students who read to dogs show an increase in reading levels, word recognition, a higher desire to read and write, and an increase in intra and interpersonal skills among the students they mix with.

### **Social Development:**

Dogs in school offer an opportunity for improving social development. They are especially useful for teaching students' social skills and responsibility. Specifically, schools are using dogs to help older students build self-esteem; learn about positive and negative reinforcement, responsibility, and boundaries. Older students use dogs to help communicate, teach kindness, and empower students.

With a dog in school, students have the opportunity to learn how to care for the animal. This includes walking and grooming. Researchers report that involving students in the daily care of classroom dogs is a positive experience,

promoting their own daily care. The students also learn about responsibility, caring, and sharing when helping each other take care of a dog at school.

**As a reward:**

Dogs will be gentle and loving, but at the same time full of fun and enjoyment for the students. Those students who have performed incredibly well during the week or those who have made progress in a certain subject, or those who have achieved tasks set for them, will be rewarded with spending time during lunch or break to interact with these dogs. Walking, grooming, playing and training are some of the responsibility's students will be allowed to undertake. It has been proved that working and playing with a dog improves student's social skills and self-esteem. Support Dogs can work with students on a one-one basis and will especially help those students who have been bullied, abused, going through upsetting/difficult times or even scared/phobic of dogs. The dog will bring much joy and help to all the students they meet and are happy to provide plenty of hugs to the students they are spending time with. Students who struggle with social interaction can find a reassuring friend in a dog.

## Appendix 2 - School Dog Frequently Asked Questions (FAQs)

### Q: Who is the legal owner of the dog and who pays for its costs?

A: The legal owner of the dog will be Mr Hanley; he will bear the costs associated with owning the dog and insurance.

### Q: Is the dog from a reputable breeder?

A: Yes. The dog is from a home where both parents were seen and has been specifically chosen for its temperament.

### Q: Will the dog be a distraction?

A: The dog will be kept in the office area or pastoral room. The office is separate from the classrooms / playground area to ensure it only comes into contact with students who are happy to have contact and have parental permission for this, under strict supervision.

The dog will also have a space to spend time in classrooms, the atrium and on the playground (during supervised activities) where students can interact safely.

The dog will also attend meetings with staff to support further socialisation, following consultation with staff beforehand.

### Q: Has a risk assessment been undertaken?

A: Yes, we have carefully considered having a dog in school and sought advice from many sources, including other schools that successfully have a school dog and a reputable dog behaviourist.

### Q: Who is responsible for training?

A: Mr Hanley will be the legal owner of the dog and as a result, will be responsible training. Appropriate professional training will be obtained, and the dog will work towards being trained as a school dog through a reputable company with advice from the Pets as Therapy charity.

### Q: How will the dog be toileted to ensure hygiene for all?

A: In the interest of health and hygiene our school dog will be toileted when taken out for short walks in the grounds. Only staff members will clear this away appropriately leaving no trace on the ground, cleaning the area with disinfectant if needed.

Our policy of no dogs in the playground is still applicable as we are unable to put effective control measures in place that guarantee temperament and safety when students come into unsupervised contact with unknown dogs.

### Q: How will the dog's welfare be considered?

A: The dog will be walked regularly and given free time outside. Parents will be able to give permission in advance to allow their child to be able to walk with a member of staff and the dog during that time. This will also be used as a behaviour reward, in line with our behaviour policy. The dog will be kept in the Pastoral Room/HT office and will only have planned and supervised contact with students and visitors. The dog will be carefully trained over a period of time and will have unlimited access to food and water. We will work carefully to ensure the dog's welfare is always considered.

### Q: How will this be managed where students have allergies?

A: Students will not need to touch the dog, which will relieve the possibility of allergic reactions. We already manage a number of allergies at school and this will be no different for students and adults that are allergic to dogs. Individual needs will always be met, and we are happy to work with parents to put additional control measures in place for individual allergies. The breed of dog is known for minimal moulting, she is given a high-quality food and regularly groomed to reduce any possibility of allergens.

### Q: My child is frightened of dogs; how will you manage this?

A: Access to the dog is carefully managed and supervised and students do not need to have close contact with it unless permission for this has been given. We hope to work closely with parents of students who are fearful of dogs to alleviate their fear and to teach them how to manage this.

## Appendix 3 - Polly Risk Assessment

EXPANSE LEARNING PROGRESSION THROUGH EDUCATION AND CARE		Expansive Group – Risk Assessment				
Activity:	Expansive Learning Wigan School Therapy Dog		Location of Activity:	Tyrer Avenue, Wigan, WN3 5XE		
Activity Lead:	Health, Safety and Facilities Manager		Planned Activity Date:	2020/21 Academic Year		
RA Completed by:	Alistair Atkinson		Date Completed:	01/08/2020		
Description of Activity:		Communication Plan / Strategy				
<p>Students can benefit educationally and emotionally, increase their understanding of responsibility and develop empathy and nurturing skills through contact with a dog. In addition to these benefits, students take great enjoyment from interaction with a dog.</p> <p><b>Is there a risk in bringing a dog into a school environment?</b></p> <p>Yes, there is, though there are a variety of accidents, which can happen within the school environment which far exceed the number of injuries or incidents caused by a dog. Therefore, it is just another risk that needs to be managed.</p> <p><input checked="" type="checkbox"/> On site <input type="checkbox"/> Off site</p> <p>NB: No activity should take place without staff/tutors reading and signing this Risk Assessment.</p> <p>For more information regarding this form contact</p> <p>HSM- Alistair Atkinson <a href="mailto:Alistair.atkinson@expansivegroup.co.uk">Alistair.atkinson@expansivegroup.co.uk</a> Mobile 07772626566</p>		<ul style="list-style-type: none"> <li>All measures and controls listed below are reinforced throughout the site via Team Meetings and communications.</li> <li>The Full Policy is available within DatabridgeMIS and on the School Website</li> <li>Letters to Parents/Carers</li> <li>Databridge Policy Function</li> </ul>				
		Critical Feedback				
		<p>We will capture feedback from all stakeholders via:</p> <ul style="list-style-type: none"> <li>Communication (Telephone, SMS, email and Letters) and Surveys</li> </ul> <p>This will be reviewed, and any relevant changes made to the Risk Assessment and recorded in the section below.</p>				
Existing control measures			Compliance and Support Measures	Risk (Score 1 – 5)	Likelihood (Score 1 – 5)	Outcome
Hazard Identified	Who is at Risk?	Preventative and Protective Measures				
Dog getting over excited when interacting with students	Students/staff Scratched by dog 	<ul style="list-style-type: none"> <li>Polly will always be in the care of a responsible adult who will have received handling training.</li> <li>Students are not left with the dog unsupervised.</li> <li>Polly will always be on a lead when she is out of her pen / the Head's office / Pastoral Room.</li> <li>The dog will be trained regularly by experienced trainers.</li> <li>Students have been, and continue to be, taught the impact of their actions. Education of this nature is continually given to students, and often to whole school during assemblies, class time and PSHE lessons.</li> <li>Students will be taught what to do to prevent over stimulating or upsetting the dog and how to remain calm around her.</li> </ul>		3	2	6

## Expansive Group – Risk Assessment

	Students/staff Bitten by dog	<ul style="list-style-type: none"> <li>Polly will receive ongoing formal training, socialising and conditioning within the school environment (using staff from a reputable dog behaviourist company)</li> <li>Training with support working towards a Pets as Therapy Test and support calm behaviours to facilitate reading or nurture intervention, therapies, training and scent games.</li> <li>Students and adults will be reminded not to touch Polly's mouth, head and rear end and to stand, turn and say "whoops / Oh dear" if she attempts to jump up or mouth.</li> <li>ALL staff given permission to handle Polly will be given strict instructions to follow and appropriate training.</li> <li>Polly will attend the vets' regularly to make sure she is in good health.</li> </ul>		4	2	8
The dog gets loose from his pen or from his lead.	Students/staff scratched, or bitten by dog	<ul style="list-style-type: none"> <li>The dog's pen in the Head's office can be used to keep Polly safe and she will also roam free in the office. Staff will be alerted with signage and students only allowed in with supervision.</li> <li>Students and staff are taught not to tease her or taunt through the window.</li> <li>Office staff will ensure the reception window at the hatch is always left secure.</li> <li>If Polly does get loose the office staff or designated handler will call for support who will come and put the dog back on her lead and in the Head's office or her crate.</li> <li>SLT will support the safe containment of Polly within the office when she is present.</li> <li>Polly will always be on her lead when out of the offices or when trained adults are in strict supervision.</li> </ul>		1	2	2
Dog hair causing allergies	Students/staff have allergic reactions	<ul style="list-style-type: none"> <li>Parents have been asked to inform the school of any known allergies prior to introduction of the dog to school.</li> <li>Students will have the opportunity to interact with Polly as they wish and those with allergies would be able to opt out of interaction.</li> <li>Students will be taught to wash their hands after active participation with Polly.</li> </ul>		1	1	1
Students getting infection from the dog.	Students/staff will contract diseases that can be carried by dogs	<ul style="list-style-type: none"> <li>Should the dog defecate on the school site a member of staff will clear this up immediately and dispose of it in a safe manner.</li> <li>All immunisations (including rabies vaccination) are kept up to date in accordance with European Pet Passport scheme and the Head Teacher keeps a register of this.</li> <li>Flea treatment is carried out at monthly intervals. Worming treatment is carried out compliant with European Vet guidelines, at 3 monthly intervals.</li> <li>The dog will not go in the school dining hall at mealtimes; she will not be permitted into the food preparation area of the kitchen or the cooking room.</li> </ul>		1	1	1
Students getting infection from the dog.	Students/staff will contract diseases that can be carried by dogs	<ul style="list-style-type: none"> <li>Should the dog defecate on the school site a member of staff will clear this up immediately and dispose of it in a safe manner.</li> <li>All immunisations (including rabies vaccination) are kept up to date in accordance with European Pet Passport scheme and the Head Teacher keeps a register of this.</li> <li>Flea treatment is carried out at monthly intervals. Worming treatment is carried out compliant with European Vet guidelines, at 3 monthly intervals.</li> <li>The dog will not go in the school dining hall at mealtimes; she will not be permitted into the food preparation area of the kitchen or the cooking room.</li> </ul>		1	1	1
Claim is made against school re: behaviour of the dog.	School not adequately covered financially	<ul style="list-style-type: none"> <li>The school has public liability insurance and specialist working dog insurance via Pets in Business. The policy covers Polly in school and Mr Hanley has further insurance outside of school hours.</li> <li>Mr Hanley aims to have Polly assessed as a Pets as Therapy dog once her training and adolescence are completed. This will greatly reduce the cost of insurance.</li> </ul>		1	1	1



## Expansive Group – Risk Assessment

Action Plan						
Date	Description	Support required	Target date for completion	Date completed	Completed by	Comments

Declaration					
Risk Assessment completed by:		Risk Assessment reviewed and approved by			
Print Name:	Richard King	Print Name:	Alistair Atkinson	Review Instruction:	
Signature:		Signature:		Dynamic Assessment and Review	
Date:	01/08/2020	Date:	01/08/2020	Comments:	
Position:	Director of Schools	Position:	Health, Safety and Facilities Manager		

Employee Declaration			
I confirm that I have read and fully understood all hazards, risks and control measures associated within this Risk Assessment			
Print Name:	Position	Signature	Date
This Risk Assessment has been distributed via DatabridgeMIS to ALL employees who have access to the Wigan School MIS site. This will provide an Audit log of who has accessed and agreed to the RA.  A PDF version of the RA has been placed on the desktop of every iPad.			Distributed 1 <sup>st</sup> September 2020