

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Day Care for Dogs: Required procedures and records to be kept

This document highlights the written policies, procedures and records that are required to meet the minimum conditions.

With your completed application form you need to submit the following:

- 1) all your written procedures (these are all listed on pages 1 and 2 of this document)
- 2) your client booking form or register (details of what your booking form/register needs to include can be found on page 3 of this document)
- 3) consents from the owner (this could be part of your client booking form or a separate terms and conditions form (all the required consents can be found listed on page 4 this document)

By submitting all the above will ensure you will meet the minimum conditions for a license to be granted.

List of required written procedures for providing Day Care for Dogs

4.3) Written training policy for all staff (must include annual appraisal, Continuous Professional Development, recognition of knowledge gaps)

7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments. A facility must create a written programme that shows how they provide an enriching environment.

7.5 All immature animals must be given suitable and adequate opportunities to:

(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and

(b) become habituated to noises, objects and activities in their environment. There must be written procedures in place for dogs that are under one year of age. They must be housed separately from older dogs unless the owner has given written consent for them to mix with other dogs.

8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary. A written policy must be followed to monitor a new dog added to a group. This is to avoid stress to new or existing animals. **Note: This would be a trial familiarisation session for new dogs and could be recorded on the booking form**

9.1 Written procedures must—

(a) be in place and implemented covering—

(i) feeding regimes

(ii) cleaning regimes

(iii) transportation

(iv) the prevention of, and control of the spread of, disease

(v) monitoring and ensuring the health and welfare of all the animals

(vi) the death or escape of an animal (including the storage of dead animals)

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(b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.

10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies. There must be a written policy in place for dealing with emergencies, including extremes of hot and cold temperatures and abnormal weather conditions. An emergency drill programme must be in place with annual testing, or as determined by fire risk assessments. All new members of staff must have an emergency drill as part of their induction programme.

There must be a plan to house the dogs should the premises become uninhabitable.

10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police. **Note: Your emergency plan should be one to two sides of A4 and cover all the requirements stated above**

26.2 A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered with must be implemented. **Note: The preventative health care plan template on page 5 can be signed by your registered veterinarian**

Records to be kept by operator and will be checked during inspections:

Condition	Details of what to record
4.3	Staff training records (records of courses, written or online learning, keeping up to date with any research or developments and annual appraisals)
6.2	Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed. The amount of water a dog drinks must be checked. The owner must be told if the dog is drinking too much or not enough.
7.3	The animals' behaviour and any changes of behaviour must be monitored. Changes of behaviour must be recorded and the owner must be told if there are signs of: <ul style="list-style-type: none"> • Suffering • Stress • Fear • Aggression • Anxiety
9.4	An up-to-date veterinary vaccination record must be seen to show that dogs, including resident dogs, have current vaccinations against:

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	<ul style="list-style-type: none"> • Canine parvovirus • Canine distemper • Infectious canine hepatitis (adenovirus) • Leptospirosis • Other relevant diseases <p>Note: you are required to keep a record of the vaccination status of all dogs on your premises at all times. You could keep copy of the vaccination cards or record the expiry date of the vaccination for each dog on a spreadsheet.</p>
9.14	<p>Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian must be sought and followed.</p> <p>Presence or absence of faeces and urine must be monitored daily. Anything unusual must be recorded and acted upon.</p>
23.1	<p>All dogs must be screened before being admitted to the premises to ensure that they are not afraid, anxious or stressed in the presence of other dogs or people and do not pose a danger to other dogs or staff.</p> <p>You must keep a record of each screening you do.</p>
25.1	<p>A register must be kept of all the dogs on the premises which must include:</p> <p>Note: all the information below must be contained in your client booking form</p> <ol style="list-style-type: none"> a) Arrival and departure dates b) Name of dog and its age, sex, neuter status, microchip number and a description of it or its breed c) The owner's name, postal address, telephone number, email address and emergency contact details d) In an event of an emergency, a local contact's name, postal address, telephone number and email address e) The name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog f) Details of the dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise g) Details of the dog's diet and related requirements h) Consent forms (<i>see table below</i>) i) Record of the date or dates of each dog's most recent vaccination, worming and flea treatments j) Details of any medical treatment the dog is receiving

17.1 j) Client Consent

Condition Number	Details of consent
	<p>Note: these could be included as part of your client booking form or a separate terms and conditions page</p>

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5.2	A dog must not be in a crate for longer than one hour in any 8-hour period. They must only be crated if it forms part of the dog's normal routine. The dog's owner must have consented to the use of the crate.
6.1	If a dog needs to be fed during the day, they must be fed according to its individual needs. Any dietary requirements must be discussed and agreed with the owner. Dogs must be separated for feeding unless the owner has given written consent allowing them to eat with others.
7.1	A facility must create a written programme that shows how they provide an enriching environment. This must be agreed with the owner.
7.2	The owner must consent to their dog being walked with others.
7.5	There must be written procedures in place for dogs that are under one year of age. They must be housed separately from older dogs unless the owner has given consent for them to mix with other dogs.
9.4	If there is evidence of external parasites such as fleas, ticks or lice, the dog must be treated with an appropriate product authorised by the Veterinary Medicines Directorate (VMD) and licensed for use in the UK. Treatment must be discussed with a vet before giving it to the dog. The owner must consent to this.
9.7	Where necessary, animals must receive preventative treatment by an appropriately competent person. Any treatment must have: <ul style="list-style-type: none"> • Consent of the owner • Direction from a vet
9.8	The dog owner and licence holder must agree which vet will be used. This decision must be recorded.
9.10	Medicine must only be used: <ul style="list-style-type: none"> • With the owner's consent • Following a discussion with a vet
9.12	The licence holder must keep a record of all euthanasia and the identity of the qualified veterinarian that carried it out. The owner or designated main point of contact must be contacted to give consent. Unless imperative for the welfare of the dog, euthanasia must not take place until consent is given.
22.1	Dogs must be fed to meet the individual dog's needs and with the owner's written consent

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Veterinary (which we need to see evidence of during the inspection)

Note: The preventative health care plan template can be used to cover all 3 of the conditions below

Condition	Details
9.3	Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals. If the isolation facility is at another location, such as a local veterinary practice, the licence holder must be able to show evidence that this is ready to use (e.g. A letter/email from the practice)
9.8	The license holder must register with a vet
26.2	A preventative healthcare plan agreed with the vet with whom the license holder has registered with

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Operators logo

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Preventative Healthcare Plan for Business providing the following boarding activities

- Boarding Kennels for dogs
- Catteries
- Home Boarding of Dogs
- Day care for dogs

Dear {VETS PRACTICE NAME}

As a licensed and insured provider of dog and / or cat boarding (delete as necessary) under the above legislation we are required to operate as per the required licence conditions. One of the licence conditions is to provide a Preventative Healthcare Plan in accordance with our business.

Please could I ask by signing this letter that you agree that you are my businesses' nominated veterinary practice with which I am registered and confirm that you are able to treat and / or isolate any animals as required that are in my care as part of my boarding business.

In the event of the death of an animal, I would ask your practice to cold store the body upon the owners return.

In the event of an infectious disease of a dog, I would ask your practice to provide an isolation area until such disease is brought under control and/or upon the return of their owners.

In any of the above events, the owners will have already been contacted and have signed my vet release form, giving me permission to seek care for their animal at my nominated veterinary practice. I would supply their owners' written consent form, their own vet's details and an up to date copy of their animals vaccination records.

I confirm that all animals boarded as part of my business are fully vaccinated and have been treated for parasites in accordance with veterinary recommendations and I operate as per the procedures and conditions set out in the regulations

If you agree to this please could you sign this letter and return to me via email or post, or alternatively I can collect the letter at a convenient time for yourself.

My email is {YOUR EMAIL ADDRESS}

My address is {YOUR ADDRESS}

My mobile number is {YOUR MOBILE NUMBER}

Kind regards

{YOUR NAME}

I _____ of {VETS PRACTICE NAME} Date _____