# **DAY CARE FOR DOGS**

# **PAPERWORK REQUIREMENTS**

Please note that this document has been created to help you ensure that you submit all of the relevant documents to the Local Authority before your inspection is completed. The full government guidance is available [here](https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities).

There are requirements set out it the guidance in relation to the records that need to be kept. These records will be scrutinised during the inspection. On the inspection visit we will expect to see how these records are going to be kept e.g. a database, paper record. Records must be kept for 3 years.

## **Minimum Standards**

To meet the minimum standards you must submit the following details:

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|  | A written training policy for all staff (See guidance under Part A 4.3). |
|  | Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained (See guidance under Part A 5.5). |
|  | A facility must create a written programme that shows how they provide an enriching environment. (See guidance 7.0) |
|  | There must be written procedures in place for dogs that are under one year of age. (See guidance under Part A 7.5). |
|  | A written policy must be followed to monitor a new dog added to a group. (See guidance under Part A 8.2). |
|  | Feeding Procedure (See guidance under Part A 6.0, 9.1). |
|  | Cleaning Procedures (See guidance under Part A 5.5, 6.4, 6.6, 9.1). |
|  | Transportation procedure (See guidance under Part A 5.6, 9.1). |
|  | The prevention of, and control of the spread of disease (See guidance under Part A 9.0). |
|  | Monitoring and ensuring the health and welfare of all the animals (See guidance under Part A 6.2, 9.1, 9.13). |
|  | The death or escape of an animal (including the storage of dead animals) (See guidance under Part A 9.1). |
|  | Procedure covering the care of the animals following the suspension or revocation of the licence or during and following an emergency (See guidance under Part A 9.1). |
|  | If isolation facilities are to be provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities. If not stated isolation protocols must be provided (See guidance under Part A 9.3). |
|  | Agreement must be made and documented between the dog owner and licence holder with regards to which veterinarian is to be used (See guidance under Part A 9.8). |
|  | A written emergency plan (See guidance under Part A 10.0 of the Guidance). |
|  | 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. A record of the screening procedure for each individual dog must be completed (See guidance under Part B 23.1) |
|  | A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered (See guidance under Part B 26.2) |
|  | We will need to see a document that can be signed by the client that allow the following:   * Dogs must be fed in accordance with the individual dog’s needs and with written consent of the owner. |

## **Higher Standards**

If you wish to meet the higher standards you may submit the following details:

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|  | There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes each to two sessions of access to a secure open area away from the kennel unit. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same period of time (REQUIRED HIGHER STANDARD) |
|  | Dogs must receive beneficial human interactions throughout the day and these must be documented (OPTIONAL HIGHER STANDARD) |
|  | There must be a structured training programme for staff that specifically address canine behaviour in a day care environment (OPTIONAL HIGHER STANDARD) |