

# Pardys Paws

POLICIES & PROCEDURES TO DEMONSTRATE COMPLIANCE WITH THE ANIMAL WELFARE REGULATIONS 2018, PROVIDING HOME BOARDING/DAY CARE SOLELY FOR DOGS

We **PARDYS PAWS** provide accommodation for other people's dogs for varying periods of time.

Dogs are always kept inside the domestic home, never in kennels or outside.

## 1. LICENCE.

The licence is displayed on the wall of the porch.

## 2. RECORDS.

Records are kept in manual form and are available for inspection which complies with the legislation.

Owners give consent by signing this Dog Boarding Agreement form for their dogs to be boarded in the same house with dogs from this or other households if a period of socialisation has been carried out and specific agreement of all owners, mixing freely with other dogs both indoors and outdoors. If crating is required, owners are required to give specific instructions or if the owner agrees that the dog is exercised off the lead.

The following information is recorded on each dog's form:

- Name, DOB, breed, neutered/spayed
- Microchip number
- Contact details of the owner and an alternative person to contact in an emergency
- Vet and insurance details
- Medical/behavioural issues
- Dietary requirements/routine
- Insurance details
- Usual exercise routine
- Vaccination – copies of certificates
- Details of worming/flea treatments

A daily record is kept of that day's activities/walks and is available for inspection by owners at any time.

## 3. INTRODUCTIONS

Dogs are introduced to the home PRIOR to commencement of boarding as a familiarisation trial to assess their behaviour and interaction with other dogs. The result of the introductory meeting is recorded on the dog's file. Additionally, when a dog arrives for boarding, other dogs being boarded are introduced gradually, in the garden where there is space for manoeuvre so that they are used to each other before entering the house. Written permission from both owners will be sought prior to any agreed shared boarding.

If a dog poses any threat or aggressive behaviour during boarding, it will be separated from other dogs in a different room. Owners sign to confirm that in these circumstances, the dog/s may be placed in alternative boarding establishment/kennels, the costs for which they are responsible.

All dogs will benefit from human interaction for the majority of the day.

#### **4. NUMBER/TYPE OF ANIMAL.**

This boarding establishment is solely for dogs - the specified number as outlined in the licence from Christchurch & East Dorset Council displayed on the porch wall.

#### **5. STAFFING.**

We do not employ any staff. The licence holder has sufficient experience and knowledge by previous dog ownership and working as a home boarder to understand the welfare needs of dogs.

#### **6. ENVIRONMENT**

The home is in excellent state of repair.

All internal and external doors and windows are secured and lockable.

Climate control is maintained by the use of cooling fans in high temperatures.

The garden is fully enclosed.

Dogs are never left alone for more than 3 hours.

In the case of an emergency, there are three designated key holders, one within the immediate household, two within 10 minutes travelling distance. Details can be found on the wall of the porch

#### **7. FEEDING**

Food is provided by the client.

Feeding will be carried out as per owner's instructions as recorded on the relevant forms.

Dry food is stored in a sealed cupboard, opened containers or wet or fresh food are kept in sealed containers in the fridge.

If more than one dog is boarded, food is not left out for any length of time to avoid competitive behaviour.

If a dog shows disinterest in food or water, the food is offered at various intervals throughout the day. In the event of a dog showing disinterest in food or water for longer than 24 hours, the owner is contacted and veterinary advice sought.

Drinking water is replenished as required.

Dogs will always be segregated at meal times and overseen.

Water is replenished and bowls disinfection throughout the day (see policy)

#### **8. MONITORING HEALTH OF ANIMALS**

Dogs will be constantly monitored for any changes in their eating habits, faeces, behaviour, appearance, lethargy, temperature. The ears, eyes, skin, teeth/mouth are inspected daily and checks carried out for parasites.

Any issues will be recorded and communicated to the owner. Veterinary advice will be sought as necessary.

## **9. BEHAVIOUR/TRAINING**

Toys can be provided by the owner for that dogs use (unless the owner specifies otherwise). Playtime with toys is supervised to avoid competition.

Dogs are walked 3 times a day or according to the owner's specification and this meets with the higher standard of twice daily walks. (see policy). Dogs with restricted mobility will have the opportunity for supervised playtime.

Outdoor areas are continually inspected for faeces which are picked up and disposed of immediately.

Any adverse behaviour is monitored and recorded on their specific forms and appropriate action taken. In the case of dogs becoming aggressive, the owner will be contacted to seek advice. Owners will have already given consent to the dog being placed in isolation within the house (if possible) or in kennels as a last resort.

## **10. ANIMAL HANDLING/INTERACTIONS**

Dogs will be boarded together once a suitable trial period has taken place before the start of the booking. Dogs from other families will have to also meet this criteria and specific written agreement by both owners.

No cats or small animals are present.

## **11. TRANSPORTATION**

Dogs are transported in a car within a dog crate or harnesses for security

## **12. PROTECTION**

See Infection Control procedure and Risk Assessment sheet – both on porch wall.

Vaccination certificates must be seen prior to commencement of boarding. Copies are retained on each individual dog's file.

Clients are advised regarding kennel cough and it is their choice as to whether their dog will be immunised or not.

Clients are asked to confirm the dog is protected against parasites and to give consent that if any are found on/in the dog during boarding, we reserve the right to administer the appropriate treatment with veterinary advice and be reimbursed for the cost. This information is recorded on each dog's file.

The client agrees that we will do our utmost to take the dog to their registered veterinary practice but where this is not possible, we will take it to the vets we are registered with (Lynwood Vets in Wimborne).

## **13. PREVENTION AND CONTROL OF DISEASE**

See Infection Control Procedures.

If a dog appears to be unwell, or has a gastro intestinal illness, veterinary advice will be sought. If necessary, the dog will be placed in isolation and possibly in isolation at the veterinary practice if necessary. The owners agree to this course of action when signing the form presented to them prior to boarding.

## **14. ESCAPE/DEATH**

All dogs will wear a tag showing contact numbers Pardys Paws.

If a dog escapes the owners or emergency contact will be alerted. An alert will also be put out with: -

Christchurch and East Dorset dog warden: 07781 480191, 01202 795185

RSPCA – 0300 123 0749

Dogs Trust – (Waggy Tails) 01202 875000

Pet Search – 01244 355247

Petlog – web page

Dog Lost Website <http://www.doglost.co.uk>

Fliers to vets

Facebook

In the event of death, the owner will be contacted and the dog will be taken to its registered or local veterinary practice. If this is not immediately possible, the dog will be stored in a locked outbuilding until the next day.

### **EMERGENCY**

In case of an emergency where dogs cannot be boarded due to an emergency the two key holders will provide assistance in terms of providing cover during an emergency and alternative accommodation if necessary. Where possible, owners or the nominated emergency contact will be contacted to establish an alternative person the dog could be transferred to.

**WRITTEN POLICIES will be displayed on the porch wall. These include:-**

**Risk Assessment (Including Fire)**

**Infection Control Procedures**

**Christchurch & East Dorset Licence.**