

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Home boarding 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 pages 3 and 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 Home Boarding

4.3) Written training policy for all staff (must include annual appraisal, Continuous Professional Development, recognition of knowledge gaps) **Note: Even if you have no staff, you are still required to keep a log of your Continuous Professional Development**

7.1) A facility must create a written programme that shows how they provide an enriching environment inside and outside. The programme will show how the facility will provide grooming/socialisation/play

7.5) Written procedures in place for dogs that under one year of age

8.2) Policy must be in place to monitor new dogs coming into the home environment **Note: This would be a trial familiarisation session for new dogs and could be recorded on the booking form**

8.2) It is not recommended that cats are kept on the premises. If there are resident cats, the license holder must identify where the cats could experience stress and show how they plan to reduce the chance of stress to protect the cat's welfare.

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 / escape of an animal** (including the storage of dead animals)
- b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency

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10.1) A written emergency plan (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 plan to house the dogs should the premises become uninhabitable.

There must be a written policy in place for dealing with emergencies, including extremes of hot and cold temperatures and abnormal weather conditions.

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**

16.3) If any person under 16 years resides at the home, there must be procedures in place to regulate the interactions between dogs and that person. If children live on the premises, there must be a procedure in place to safeguard them and the dogs.

18.2) Preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered **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, any problems to be recorded and addressed. The general condition of all long stay dogs for weight gain/loss
7.3 & 9.14	The animal's 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 Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded Presence or absence of faeces and urine must be monitored daily. Anything unusual must be recorded and acted upon
9.4	An up-to-date veterinary vaccination record must be seen to show that dogs, including resident dogs, have current vaccinations against: <ul style="list-style-type: none"> • Canine parvovirus • Canine distemper • Infectious canine hepatitis (adenovirus) • Leptospirosis • Other relevant diseases 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 or calendar.

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13.1	Documented trial session for dogs to familiarise with each other before they home board. This includes familiarisation with resident dogs at the property
17.1	<p>A register must be kept of all the dogs on the premises which must include: Note: all the information below must be contained in your client booking form</p> <ul 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) Number of dogs from same household d) Details of dogs from same household (name of dog and its age, sex, neuter status, microchip number and a description of it or its breed) e) The owner's name, postal address, telephone number, email address and emergency contact details f) In an event of an emergency, a local contact's name, postal address, telephone number and email address g) The name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog h) Details of the dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise i) Details of the dog's diet and related requirements j) Consent forms (<i>see table below</i>) k) Record of the date or dates of each dog's most recent vaccination, worming and flea treatments l) Details of any medical treatment the dog is receiving

17.1 j) Client Consent

Condition Number	<p align="center">Details of consent Note: these could be included as part of your client booking form or a separate terms and conditions page</p>
6.1/14.1	Dogs must be separated at feeding time unless the owner has allowed this by consent. Each dog must be fed separately in its designated room unless its owner has given written consent to the contrary.
7.1	A facility must create a written programme that shows how they provide an enriching environment inside and outside. This must be agreed with the owner.
7.2	Outdoor areas must not be used by more than one dog at any one time, unless they are from the same household, or the owner has allowed this by written consent
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.
9.8	The dog owner and licence holder must agree which vet will be used. This decision must be recorded.
9.10	<p>Medicine must only be used:</p> <ul style="list-style-type: none"> • With the owner's consent

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	<ul style="list-style-type: none"> 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.
13.1	Dogs from different households may only be boarded at the same time with the written consent of every owner
13.2	Dogs from the same household can be kept together with written consent from the owner.
13.6	A dog must not be kept in a crate unless: <ul style="list-style-type: none"> a) It is already habituated to it b) A crate forms part of the normal routine for the dog c) The dog's owner has consented to the use of a crate
15.2	Each dog must be exercised at least once daily as appropriate for its age and health. The owner's written consent must be obtained to: <ul style="list-style-type: none"> Walk a dog outside the home environment or garden Let a dog off the lead Walk a dog with others other than those from its household

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
18.2	A preventative healthcare plan agreed with the vet with whom the license holder has registered with

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

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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 _____