

# **ASSISTANCE DOG AND THERAPY ANIMAL POLICY**



## Procedure for Assistance Dogs

- 4 Students and staff who wish to bring an assistance dog on campus must:
- be registered with the Disability and Inclusion Service (DIS) if a student, or have provided information about their need to People & Organisational Development (POD) if a member of staff;
  - provide DIS or POD with details of the registration with ADUK (or equivalent) and provide evidence that dog and owner have completed training;
  - complete the Assistance Dog application form;
  - complete the conduct agreement;
  - provide evidence of public liability insurance to DIS or POD.
- 5 The University aims to create a welcoming environment for all therefore applications to bring an assistance dog will usually be agreed unless there are specific circumstances where it is not possible to allow an assistance dog onto campus.

## Procedure for Therapy Animals

- 6 Students and staff who wish to bring a therapy animal on campus must:
- be registered with the Disability and Inclusion Service (DIS) if a student, or have provided information about their need to People & Organisational Development (POD);
  - provide DIS or POD with appropriate supporting evidence to support the request to have a therapy animal on campus, which should include information about the support the animal will provide and where it may need to go on campus;
  - complete the animal application form;
  - complete the conduct agreement;
  - provide evidence of public liability insurance to DIS or POD.
- 7 Consideration will then be given as to whether the adjustment of bringing a therapy animal onto campus is reasonable or if the student or staff member can be supported effectively through other services. Consideration will also be given as to the possible impact of the request on other members of the University community such as significant disruption to services and allergies, as well as the welfare requirements of the animal.



## **Responsibilities of the Assistance Dog / Therapy Animal owner**



- 17.3 Please refrain from touching the Assistance Dog without gaining permission from the owner;
- 17.4 Please do not give the Assistance Dog praise or use a sweet voice. These are highly trained Dogs and it is confusing for them to be praised without cause. Please leave the praise to their owner;
- 17.5 If the owner does not want to discuss their Assistance Dog with you or asks you to stop talking to/touching the Dog, please respect their wishes;
- 17.6 Never feed the Assistance Dog.

**Restriction**





- I will ensure that my animal is well toilet trained and will ensure that it does not foul University premises.

If my animal is a therapy animal, I also agree that:

- I will not take my animal into cafes or the library unless they are trained assistance dogs under the ADUK organisation.
- If it is not possible to manage a situation where someone is upset, anxious or scared of my animal in any other way, I will take it out of the room and discuss alternative arrangements with the Disability and Inclusion Service or People &OD.

I understand that if I am not able to comply with these ground rules or my animal is disruptive to other students and staff in a way that cannot be managed, these rules will be reviewed and if alternative solutions cannot be found, I may not be able to bring my animal onto campus.

Signed

Date







Supporting evidence provided?	Yes	No
	Please note that we require you to provide evidence stating why an animal is required before a decision can be made on your request.	

**OFFICE USE ONLY**

Reason accepted or declined:	
Assessor	Date



**Version history**

**Version Amended**