

Policy Title Assistance Dogs Policy

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1.0	Julie Atkins	July 2024	New Policy	New policy
2.0	Anita Lall	Aug 2025		Clarity on definition of an assistance dog New section on emotional support animals

Assistance Dogs Policy

1. Introduction / purpose of policy

Craven College recognises that assistance dogs play an important role in the welfare of those staff, students and visitors that are supported by assistance dogs. Apart from Assistance Dogs, the College generally prohibits individuals from bringing animals, inside any Craven College building. This is to minimise potential hazards associated with having animals on the premises. This policy sets out the arrangements made to provide a welcoming and safe environment for assistance dogs and their owners

2. Scope

This policy applies to all staff, students and visitors to College premises, and across all sites

3. Role and Responsibilities

Role	Responsibility
Head of Student Experience and Inclusion	Lead on requests and compliance by students

Head of HR	Lead on requests and compliance by staff
Head of Facilities and Estates	Lead on requests and compliance by visitors
Heads of Department	Assist in the compliance of this policy
All staff	Must understand and comply with the policy

4. Assistance Dogs

4.1. No dogs (or any other pets), will be allowed on site, with the exception of the following:

- Registered Assistance Dogs;
- Visitors bringing pets to the College for commercial activity (e.g. dog grooming);
- Guest speakers with dogs such as police dogs, rescue dogs, ratting terriers, deer tracking dogs, etc

4.2. Requests made in respect of assistance dogs will be considered on a case-by-case basis and will always be subject to an appropriate assessment of risk. It should also be noted that the risk assessment, on grounds of health and safety, might well highlight certain higher risk areas (i.e. laboratories, workshops etc.) from which the assistance dog will be prohibited from.

4.3. In order to request to have an assistance dog in the College, the following needs to be in place with further details provided in the Assistance Dog Procedure:

- The requirement is legitimate
- The dog is a registered Assistance Dog
- The Assistance Dog owner has valid public liability insurance
- A formal request is made as per the Assistance Dog Procedures
- Suitable accommodation is, or can be, made available if this is necessary
- The dog owner agrees to abide by the responsibilities under which the assistance dog is allowed on the college premises

4.4. Assistance Dogs must:

- Be fully trained by a member of Assistance Dogs UK (AD (UK)) or an equivalent organisation in another country,
- Have a formal identification in the form of a branded jacket or lead slip
- Have the yellow ID booklet from the AD (UK) member organisation, containing information about the owner and their dog, details of the training organisation who trained the dog and its owner

4.5. Responsibilities of the Assistance Dog owner:

- Request permission to bring their assistance dog onto the college premise at least 10 working days before their course begins
- Ensure that their dog does not cause harm, injury, ill health, offence, nuisance or distress to other members of the college
- Ensure that their dog does not damage or introduce parasites to the College premises
- Ensure that their dog does not roam freely throughout any College premises
- Ensure that their dog is covered by full public liability insurance
- Ensure that their dog does not foul any areas of the college premises
- Ensure that their dog is not left in a car or left tied up outside the college premises
- Ensure that their dog is identifiable as an Assistance Dog when carrying out its duties
- Ensure that their dog is under their control at all times

4.6. Regardless of whether the owner of a dog refers to their dog as an 'assistance dog', only assistance dogs that are approved under this policy will be permitted

5. Emotional Support Dogs

Within the scope of the Equality Act, it is important to recognise the role of Emotional Support Animals (ESAs). Emotional Support Animals are companion animals who help their owners cope with challenges associated with emotional and mental health conditions (such as depression and anxiety), by providing comfort with their presence.

However, there is no register of such animals and there is no standard training. Although there is no obligation to do so, Craven College may in very specific cases, where individuals have an ongoing emotional or psychological disability, agree that a student or staff member can bring their Emotional Support Dog to the college. We will not consider requests for other types of ESA. The person submitting a request to bring an Emotional Support Dog onsite should provide evidence of their medical diagnosis and a letter supporting the use of an Emotional Support Dog. This letter can come from a GP or a community psychiatric nurse, psychiatrist or registered therapist.

Any agreement for a student or staff member to attend the college with an Emotional Support Dog will be made on an individual basis and will be regularly reviewed. Students and staff must agree to this guidance and be willing to co-operate with any risk assessment that is considered necessary before their Emotional Support Dog is allowed on college premises. The agreement may be withdrawn at any point.

Emotional support dogs will be allowed on the premises *only* if the same conditions outlined above are met. The same responsibilities as for Assistance Dogs and their owners also apply to emotional support dogs and their owners.

6. Legislation and Regulatory Compliance

In all aspects of this policy the College will comply with the following legislation

- Equality Act 2010
- Health and Safety at Work Act 1974,
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health Safety & Welfare) Regs 1992

7. Monitoring and Review

11.1. The Head of Student Experience & Inclusion (for students) and the Head of HR (for staff) will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually or in response to legislative changes by the Assistant Principal Curriculum & Student Experience.

Compliance will be monitored through feedback from staff and students.

8. Related Policies and Documents

Assistance Dog Procedure
Equality and Diversity Policy.

9. Equality Impact Assessment

This policy has been assessed for equality impact to ensure it does not discriminate against any protected characteristics.

Appendix A

1. DEFINITIONS

- 1.1. An '**Assistance Dog**' is one which has been specifically trained to assist disabled people and which has been qualified by one of the organisations registered as a member of Assistance Dogs (UK) or an equivalent organisation in another country and are permitted to accompany their owners at all times and in all places within the United Kingdom (unless there is a genuine health and safety risk).

The College recognises that dogs that have not been formally qualified by or registered with an organisation may nevertheless meet the definition of an 'assistance dog' for the purposes of the law and amount to a reasonable adjustment.

- 1.2. A '**therapy dog**' is not classed as an 'assistance dog'. Unlike Assistance Dogs, a therapy dog does not facilitate mobility for its owner or assist with day-to-day tasks and need not accompany the owner at all times. They assist in providing comfort and affection, as opposed to alleviating disadvantage for those with disabilities. **A therapy dog does not have the same legal privileges as an Assistance Dog** and therefore therapy dogs are not considered Assistance Dogs as defined by this policy