

### **Home Boarding Pre-inspection information Notes:**

- The 'home' environment will allow either a home boarding licence, allowing boarding and day care up to the maximum permitted numbers given, or a day care licence, allowing day care only and no overnight boarding at all.
- Each dog (including resident dogs) will require its own designated room and the availability of rooms will be used to determine your maximum number of dogs allowed at the premises. Examples of rooms that are not acceptable are a conservatory, a bathroom/lavatory, hallway, garage, cupboard, cellar, loft, balcony or outside building, structure or shed.
- When outside the premises each dog must wear an identity tag with the licence holders details on
- No more than four dogs can be walked at any one time
- Any small animals on the premises must be kept completely separate to any boarding dogs
- The licence holder must register with a veterinarian
- There must be a designated key holder available in case of emergencies, details of this person need to be lodged with the Licencing authority

### **Procedures/policies needed:**

- A written staff training policy (to include induction, annual appraisal, planned continued professional development, use of online courses and literature, should no staff be employed this should demonstrate the license holders own knowledge development. This must also cover dog welfare, dog handling, dog behaviour, cleanliness and hygiene, feeding and food prep, disease control, recognising and treating sick animals)
- A cleaning and disinfecting procedure (to include isolation provisions)
- A procedure covering transportation
- A procedure covering feeding
- A procedure covering the prevention of, and control of the spread of, disease
- A procedure covering the death or escape of an animal
- A procedure covering the care of animals following suspension/revocation of the licence or during and following an emergency (emergency plan)
- A fire risk assessment and documented fire procedure is required
- A documented trial familiarisation session is required for all dogs prior to stay
- A daily health and behaviour record for each dog
- A procedure to accommodate the needs of dogs under one year of age
- A policy for monitoring new dogs coming into the home boarding environment
- If resident cats are present at the property a procedure to identify stressors and how these would be mitigated needs to be in place
- If children under the age of 16 reside or visit the premises a suitable written procedure must be in place to safeguard the children and the dogs
- A record of all euthanasia is to be kept

### **Consents/information required:**

- Consent to feed together (if applicable)

- Consent to be walked outside of the home environment/garden
- Consent to be let off the lead
- Consent to be walked with dogs other than those from its household
- Consent to board with other dogs
- Consent to seek a veterinary assessment and emergency treatment and to administer any medicines prescribed by a veterinarian
- Consent as to which veterinarian is to be used
- Consent to allow dogs from the same household to share a designated room (each individual dog still requires a designated room in case the need arises to separate the dogs)
- Consent to the use of a crate (only if the dog is already habituated to it)
- An enrichment programme to be documented with the owner, to include grooming, socialisation and play
- Suitable emergency contact information is required

### **Records:**

- 17.1 A register must be kept of all the dogs at the premises which must include—
- (a) the dates of each dog's arrival and departure;
  - (b) each dog's name, age, sex, neuter status, microchip number and a description of it or its breed;
  - (c) the number of any dogs from the same household;
  - (d) a record of which dogs (if any) are from the same household;
  - (e) the name, postal address, telephone number and email address of the owner of each dog and emergency contact details;
  - (f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
  - (g) the name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog;
  - (h) details of each 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;
  - (k) a record of the date or dates of each dog's most recent vaccination, worming and flea treatments;
  - (l) details of any medical treatment each dog is receiving.

### **Star ratings:**

As part of the new regulations each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible each premises will need to have covered all of the standard conditions and have all consents, policies and procedures in place.

In order to meet the highest possible rating for both the high and low risk categories in the rating matrix certain extra conditions will need to be met. The higher standards are classified in to two types: **required** and **optional** and are outlined below. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as

meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher

### **Required**

- There must be a designated other person or member of staff who can cover any emergency or absence of leave so that the dogs are never left alone.
- There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.
- Dogs must be exercised at least twice per day. Each dog must have a written daily exercise regime including lead exercise and free running in a secure area. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.

### **Optional**

- A person responsible for the care of the dogs with a relevant OFQUAL regulated Level 3 qualification must be present during the working day.
- Any outside space will have two secure physical barriers between any dog and any entrance/exit.