

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Boarding in Kennels 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 page 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 Boarding in Kennels for Dogs

4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff.

7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments. A documented programme must be available and agreed with the owner, setting out enrichment both inside and outside. This includes grooming, socialisation and play.

7.5 All immature animals must be given suitable and adequate opportunities to:

(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare

(b) become habituated to noises, objects and activities in their environment

Documented processes must be in place to accommodate the needs of dogs under one year of age.

8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease. A policy must be in place for dealing with difficult dogs

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 or 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.

10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity, and followed where necessary 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.

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Boarding in Kennels for Dogs: Required Procedures and Records to be kept

An emergency drill programme must be in place with annual testing, or as determined by fire risk assessments. All new members of staff must have this as part of their induction programme.

There must be a plan for housing of the dogs should the premises become uninhabitable.

There must be a documented policy in place for dealing with emergencies, including extremes of temperature and weather conditions (both hot and cold).

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

10.2 A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.

Note: The preventative health care plan template on page 6 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	<p>Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.</p> <p>Dogs must be monitored if they remain inappetent (without appetite) for longer than 24 hours. If there are concerns, staff must seek veterinary advice.</p> <p>Water intake must be checked and staff must seek veterinary advice if the dog is not drinking or is drinking excessively.</p> <p>The general condition of all long-stay dogs must be monitored and dogs displaying significant weight loss or gain must be evaluated by a vet and treated as necessary.</p>
7.3	<p>The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a vet or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.</p> <p>The behaviour of each dog must be monitored daily. Changes in behaviours must be recorded and acted upon if there are signs of:</p> <ul style="list-style-type: none"> • suffering • stress • fear • aggression

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Boarding in Kennels for Dogs: Required Procedures and Records to be kept**

	All staff must be able to identify dogs that are anxious or fearful about contact. Records of assessment must be kept.
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
9.14	Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a vet (or in the case of fish, of an appropriately competent person) must be sought and followed. Records and any associated checklists must be made available to inspectors. Presence or absence of faeces and urine must be monitored daily. Any abnormalities must be recorded and acted upon as appropriate.
9.1	A register must be kept of all the dogs at the premises which must include: <p>Note: all of the information below must be contained in your client booking form</p> <ul style="list-style-type: none"> (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) the name, postal address, telephone number and email address of a local contact in an emergency for each dog (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 (<i>the consents are below- you could add these to your client booking form or a separate terms and conditions forms</i>) (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.

9.1 j) Client Consent

Condition Number	Details of consent
	Note: these could be included as part of your client booking form or a separate terms and conditions page
6.1	The diet must be agreed with the dog's owner.

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Boarding in Kennels for Dogs: Required Procedures and Records to be kept**

	Dogs must be fed separately from other dogs, unless the owner has agreed dogs from the same household can share a unit.
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 prior written consent has been obtained from the owners. The owner's consent is needed for a dog to walk with other dogs.
8.2	Only dogs from the same household can share a kennel unit and they must be monitored. The owner must give written authorisation to do this and consent must also include the authority to separate the dogs if there are problems.
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.
9.7	Any preventive treatment must be administered with written consent from the owner and under the direction of a veterinarian.
9.8	The licence holder will decide which vet they will use. They must get written consent from the dog's owner before taking the dog to the vet.
9.10	All medications must only be used with prior consent of the owner and in discussion with a vet.
9.12	The licence holder must keep a record of all euthanasia and the identity of the qualified vet 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
7.8	Only dogs from the same household may share a kennel unit. Written authorisation from the owner is required.

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 licence holder must register with a vet that has an appropriate level of experience in the health and welfare requirements of any animals specified in the licence. The contact details of that vet must be readily available to all staff on the premises used for the licensable activity.

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Boarding in Kennels for Dogs: Required Procedures and Records to be kept**

	<p>The vet's details must be displayed where they can be easily seen by all staff members.</p> <p>This must the include:</p> <ul style="list-style-type: none">• name• address• telephone number• out of hours telephone number <p>The veterinary practice must be within a reasonable travel distance.</p>
10.2	<p>A preventative healthcare plan agreed with the vet with whom the license holder has registered with</p>

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Boarding in Kennels for Dogs: Required Procedures and Records to be kept**

Operators logo

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

Preventative Healthcare Plan for Business providing the following boarding activities

- Boarding Kennels for dogs
- Catteries
- Home Boarding of Dogs
- Day care for dogs

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 _____