**Home Boarding**

**Please read the full DEFRA Guidance notes for all conditions required for the home boarding of dogs enclosed with this information**

**Pre-inspection information**

**Notes:**

* 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.
* Rooms which are not acceptable are:
* *a conservatory*
* *A bedroom in which the usual occupant is below the age of 16*
* *Garage (unless converted to current standards for human habitation)*
* *Cupboard*
* *Cellar (unless converted to current standards for human habitation)*
* *Loft (unless converted to current standards for human habitation)*
* *Balcony*
* *An outside building, structure or shed.*
* Hallways and bathrooms can be used as designated rooms as long as the conditions relating to space, temperature and ventilation can be met
* When outside the premises each dog must wear an identity tag with the licence holders details on
* No more than six 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 24hr veterinary practice
* There must be a designated key holder available in case of emergencies, details of this person need to be lodged with the Licencing authority
* A first aid kit suitable for treatment of dogs must be kept on site

**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) **NB: Applicable only if staff are employed at the premises**
* A written record of training, knowledge and experience must be kept
* 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 monitoring and ensuring the health and welfare of the animals
* 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
* A fire risk assessment and documented fire procedure
* A written emergency plan
* A written enrichment programme to be documented, to include grooming, socialisation, play and appropriate toys and feeding enrichment
* There must be a written policy in place for dealing with extremes of temperature and weather conditions (both hot and cold).
* A documented trial familiarisation session is required for all dogs prior to stay
* Documented system of recording observations for illness, injury or abnormal behavioural 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
* 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:**

A register must be kept of all the dogs at the premises which must include—

1. the dates of each dog’s arrival and departure;
2. each dog’s name, age, sex, neuter status, microchip number and a description of it or its breed;
3. the number of any dogs from the same household;
4. a record of which dogs (if any) are from the same household;
5. the name, postal address, telephone number and email address of the owner of each dog and emergency contact details;
6. in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
7. the name and contact details of the dog’s normal veterinarian and details of any insurance relating to the dog;
8. details of each dog’s relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
9. details of the dog’s diet and related requirements:
10. consent forms;
11. a record of the date or dates of each dog’s most recent vaccination, worming and flea treatments;
12. 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 HIGHER STANDARDS**

* There must be at least one full-time member of staff per 8 dogs.
* There must be a clear plan setting out 2 walks per dog each day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs that cannot be exercised for veterinary reasons for the same periods of time.
* For a boarding premises that keeps multiple dogs at once, there must be an overnight trial stay for all stays longer than 3 nights. Only one dog can be trialled at a time unless the dogs are from the same household.
* 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 HIGHER STANDARDS (50% Required)**

* Bathrooms, hallways and partitioned rooms are not used as designated rooms.
* There must be a member of permanent, full-time staff with an appropriate OFQUAL regulated Level 3 qualification.
* Ventilation must be a managed, fixed or portable, air system to maintain temperatures in all weathers. This can be an air conditioning unit or removeable fans installed safely away from animals.
* There must be a designated other person or member of staff who can cover any emergency so that the dogs are never left alone.
* Any outside space will have two secure physical barriers between any dog and any exit.
* Only dogs from the same household are boarded at any one time.

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| **Scoring**  **Matrix** | | **Welfare Standards** | | |
| **Minor Failings**  (existing business that are falling to meet minimum standards) | **Minimum Standards**  (as laid down in the schedules & guidance) | **Higher Standards**  (as laid down in the  guidance) |
| **Risk** | **Low Risk** | **1 Star**  1 yr. licence  Min 1 unannounced visit within 12 month period | **3 Star**  2 yr. licence  Min 1 unannounced visit within 12 month period | **5 Star**  3 yr. licence  Min 1 unannounced visit within 12 month period |
| **High Risk** | **1 Star**  1 yr. licence  Min 1 unannounced visit within 12 month period | **2 Star**  1 yr. licence  Min 1 unannounced visit within 12 month period | **4 Star**  2 yr. licence  Min 1 unannounced visit within 12 month period |