**Assistant Dogs on Campus Procedure**

**Purpose and Context**

To provide a framework to ensure the Health and Safety of Assistance Dog users on campus and a brief outline of the facilities available to them.

**Scope**

This Procedure applies to all students and staff who may have an assistance dog and wish to bring it on to campus during work or study, to aid independent movement around campus.

1. **Introduction**

The University is committed to ensuring a safe and welcoming environment for all those who access the campus. For the purposes of this policy, the University seeks to ensure that anyone with a disability who seeks to access the campus is able to do so independently with an assistance dog and are able to do so responsibly and without prejudice.

This **Procedure** is designed to provide guidance to staff, students and visitors regarding the provision available for assistance dogs on campus and the responsibility of the University in maintaining that provision as well as the responsibilities of assistance dogs’ owners to other students and staff. This **Procedure** also briefly outlines staff and student etiquette towards students or staff who have an assistance dog with them on campus.

1. **Eligible Assistance Dogs**

## An assistance dog must be registered and accredited with an organisation which is a member of either;

* Assistance Dogs International (ADI)
* International Guide Dog Federation (IGDF)
* Assistance Dogs (UK)

The following organisations meet these criteria;

* Canine Partners
* Dog AID
* Dogs for Good
* Guide Dogs
* Hearing Dogs for the Deaf
* Medical Detection Dogs
* Support Dogs
* Seeing Dog Alliance
* Dogs for the Disabled (A member of Assistance Dogs UK)

The expectation is that all assistance dog owners are able to provide verification of membership of one of the above organisations, if requested by staff.

**3 The University’s Responsibilities**

3.1 Under the Equality Act 2010, the University must ensure that its buildings and facilities are accessible to people with disabilities. Some students or staff including those with severe visual impairments may have a fully trained guide dog with them at all times to help them to navigate the campus more independently. Prior to coming onto campus, most people with disabilities will have been provided with some mobility training through a relevant organisation such as Guide Dogs or through statutory services in their Local Authority. Where this is not the case (particularly with prospective students and visitors) relevant staff should be made available to provide assistance with orientation on campus to find the spending pen and return to a place of familiarity. For example in relation to student provision, this will normally be provided by a Sighted Guide sourced through Learning Support.

3.2 The University will make available the following provision for anyone who brings assistance dogs onto campus;

* A Fenced off spending pen with a gate, at least 4’ x 6” which is regularly serviced by staff
* Provision of a dog waste bin, near to the spending pen
* Provision of waste management
* Pen to be in an area that is discreet and does not have high pedestrian activity
* The surface will be partially grass and partially concrete to ensure that as wide a range of assistance dogs can access it.
* Where requested, staff should provide a bowl of water for the dog, however the owner should seek to make arrangements with staff, particularly if they are regularly on campus.

**4 Assistance Dogs on Campus**

4.1 Staff and public arrangements

Staff members and members of the public should inform disability services of their intention to bring an assistance dog on campus. Once informed, disability services will check the verification of the assistance dog and make arrangements for the sanitisation of the spending pen.

4.2 Prospective and current students arrangements

Students applying for a place or currently enrolled at the University should be encouraged to register with the Wellbeing and Disability Service. Initial enquires in relation to the support available can be emailed to [disability@hud.ac.uk](mailto:disability@hud.ac.uk)

Students should inform disability services of their intention to bring an assistance dog on campus. Once informed, Disability Services will check the verification of the assistance dog and make arrangements for the sanitisation of the spending pen.

Students who are planning to live in halls of residence should also make their accommodation provider aware of their needs during the application stage. Failure to register with the relevant services or accommodation provider may result in delays to putting in place adjustments to meet a student’s specific needs.

**5 Assistance Dog Owner’s Responsibilities**

Staff, students or visitors to the University who have an assistance dog with them should ensure they are aware of their responsibilities to other students and staff including;

* Carrying identification indicating affiliation with the relevant training organisation and/or use of branded jackets or lead/slips at all times.
* Always ensuring that the dog is on a suitable lead/harness which should only be released for use inside the spending pen.
* Behaves in an appropriate manner with the dog at all times and ensures behaviour does not negatively impact on other staff or students.
* Ensure that the dog is taken to the spending pen at regular intervals and staff are made aware if they need water etc.
* Making staff aware in the unlikely event that they become aware that the dog has fouled in another area of the campus.

**6 Complaints**

Complaints surrounding assistance dogs, their owner or any University of Huddersfield student's conduct in relation to the dog or owner, should be brought to the attention of Student Services, who will then instigate the complaints procedure.

Complaints surrounding assistance dogs that are directed towards staff members, should be dealt with via the staff disciplinary procedure held within Human Resources, in conjunction with the guidance set within this procedural document.

**5 Assistance Dog Etiquette**

All staff and students have a responsibility to respect the wishes of assistance dog owners and not unduly disturb the dog in what will normally be a working environment.

The following points should also be taken into consideration.

* All assistance dogs are trained to be taken into eating areas safely and therefore should never be offered food in any instance.
* Staff and Students should always speak to the dog owner in the first instance if they have any specific questions to ask as to nature of the working dog etc.
* Under no circumstances should anyone interact with the dog without getting the explicit permission of the dog owner. Unwarranted attention can distract the dog and potentially put the safety of the owner at risk.

|  |  |
| --- | --- |
| PROCEDURESIGN-OFF AND OWNERSHIP DETAILS | |
| Document name: | Assistance Dogs on Campus Policy |
| Version Number: | 2 |
| Equality Impact Assessment: | n/a |
| Approved by: | University Equality Diversity and Inclusion Executive Committee |
| Date Approved: | Exp June 2020  Amended September 2020 |
| Date for Review: | June 2022 |
| Author: | Gary McGladdery  Amended Sharon Morgan |
| Owner (if different from above): | Disability Services/Estates/Health and Safety |
| Document Location: |  |
| Compliance Checks: |  |
| Related Policies/Procedures: |  |