

## Animal Welfare Document List – Home Boarding

### Mandatory:

- **Written Training Policy** for all staff (no staff – keep a log of continuous professional development).
- **Written procedure for Feeding Regime**
- **Written procedure for Cleaning Regime**
- **Written procedure for Transportation**
- **Written procedure for the Prevention of, and Control of the Spread of Disease.**
- **Written procedure for Monitoring and Ensuring the Health and Welfare of all the Dogs.**
- **Written procedure for the Death or Escape of a Dog** (including the storage of dead animals).
- **Written Procedure in place covering the care of the animals following the Suspension or Revocation of the Licence or during and following an emergency.** There must be a Plan for extrication of the dogs and housing arrangements for all of the dogs.
- **Written Emergency Plan/Risk Assessment.** To ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or breakdowns of essential heating, ventilation, aeration and filtration system. There must be a Plan for extrication of the dogs and housing arrangements for all of the dogs. Emergency telephone list including fire service and Police and designated key holder.
- **A Preventative Healthcare Plan** agreed with a Vet. Must include Vaccination, internal and external parasite control, weight monitoring and body score condition. **This must be signed by a Vet or stamped by the practice.**
- **A Floor Plan of the Premises** this will be entered on the licence.
- **Schedule of Animals.** Numbers to be kept.

### Individual Circumstances:

- **For Resident Cats** – identify where cats could experience stress and how to reduce chance of stress to protect cats' welfare.
- **Where Children under 16 live on the Premises, provide Documented Procedures** to regulate interactions and both safeguard children and dogs.

### Optional:

- **Enrichment programme**, agreed with the owner for inside and outside. To include grooming, socialisation and play.
- **Documented process for young dogs** (under 1 year) for human/canine interaction, habituation to noises, objects and activities in their environment.
- **Policy to monitor new dogs** being added to the group including a trial familiarisation session for new dogs, recorded on the booking form.
- **Documented policy for emergencies of extremes of temperature/weather conditions** – both hot and cold.
- **Insurance Certificate.**

See Pre-Inspection Guidance – Home Boarding - procedures and Records to be kept (on website: [Animal Welfare and Business Licences - Fenland District Council](#)) for further details and the records to be kept and checked during inspection.

Schedule 2. [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018 \(legislation.gov.uk\)](#)

Schedule 4. [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018 \(legislation.gov.uk\)](#)