



Policy on Animals on Campus

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Policy on Animals on Campus

The University has a Policy on the presence of animals on campus to ensure that it takes its responsibility for the wellbeing of staff, students and visitors seriously, and meets the needs of all those who may interact with animals on campus.

Types of animals on campus

A number of different categories of animals may be present on the University campus regularly or occasionally. These include the following major groups:

- **Assistance animals:** which are specially trained to assist disabled people
- **Pets:** Personal animals that are brought onto campus by staff, students or members of the public, or belong to staff who are resident on the University's grounds/premises
- **Working animals:** Animals brought onto campus by the University for the purposes of therapy; farm animals such as the Growhampton Chickens and Rabbits, or Police/Search and Rescue Dogs
- **Wild animals:** typically foxes and other small mammals; Wildfowl; Wild Birds

General Principles

Students and Staff of the University are allowed to bring animals onto the campus only within the terms of other policies and arrangements (e.g. the student accommodation contract), within the limits of the local arrangements and standards of particular parts of the campus (e.g. quiet study areas, office departments, teaching spaces, buildings with signage about animals), and when they do not represent disruption to the business of the University (e.g. during teaching sessions).

Visitors to the University (including conference delegates and others using conference accommodation) will not normally be expected or allowed to bring animals into University buildings, except for assistance animals.

All who are on University premises, including animal owners and others, are expected to behave responsibly in the presence of animals, in order to limit any concerns or potential dangers both to people and to the animals concerned. Owners must take responsibility for their animals at all times, and manage them appropriately to ensure minimum disruption or concern to all. This includes keeping dogs on leads while in the University grounds.

Assistance Animals

All those who require assistance animals will be allowed to bring them into the University. It is expected that the staff member or student would provide advance notice of this to the relevant staff members and students to ensure proper facilitation can be ensured and that those who may be uncomfortable in the presence of an assistance animal are provided with the opportunity to make suitable adjustments themselves.

The University's requirements and guidelines regarding assistance animals on campus are contained in **Appendix A**.

Pets

Individuals are entirely responsible for their own animals at all times, and the University cannot accept any liability in relation to them.

Members of staff:

- Members of staff are allowed to bring pets onto the University grounds and into the public spaces of the University where animals are allowed.
- Members of staff must seek permission from their Head of Department (HoD) or Director before bringing pets into work spaces on campus or keeping pets with them during working hours. The HoD or Director, or their delegate (e.g. a local line manager), will be responsible for ensuring the needs of all staff members are considered in making the decision, taking into account, for example, others sharing office space with the staff member, the normal location of the animal, the likely wellbeing of the animal, and the nature of the work being done by the staff member. If it is considered that the presence of the animal may cause undue concern or medical problems to anyone, permission may be denied. Permission may also be withdrawn at any time with minimum notice, particularly if circumstances relating to the original approval alter.
- Members of staff should use appropriate judgement in deciding whether to bring pets to public events, and if necessary take further advice from the organisers.
- Resident members of staff will be allowed to keep pets at home providing their accommodation is appropriate for the wellbeing of the animal and the animal's residence sits within the bounds of the staff member's accommodation contract.

Students of the University:

- Students are allowed to bring pets onto the University grounds and into public spaces of the University where animals are allowed.
- However, students are not permitted to house pets on campus, or to bring pets into University accommodation or teaching spaces.

Members of the public:

- Members of the public may from time to time bring pets onto the University campus but are not expected or encouraged to bring them into any University building.
- Members of the University's Estates or Security teams may ask members of the public with pets to leave at any time, should they deem that pet to pose a risk or should the owner not keep the animal under control.

Working Animals

Any member of staff wishing to use an animal in a capacity which can be defined as working (e.g. on campus for the purposes of therapy, and farm animals such as the Growhampton Chickens and Rabbits) must first seek written permission from their Head of Department or Director and the Director of Campus Operations and CIO, filling out all appropriate Health and Safety documentation.

Animals brought onto University premises by the police or other authorities will be deemed to be present in a working capacity for the period required by the officers or handlers visiting. Presence of the animals will be covered by notice of a police visit to the University, or via a formal warrant to search premises.

Wild Animals

Whilst the University cannot legislate regarding wild animals on campus, staff and students are expected to be vigilant and mindful of their own safety and the safety of others.

Anyone who considers that a wild animal may be acting dangerously, or causing a nuisance, must report this and the location clearly and immediately to the University Security staff.

Anyone who sees the wellbeing of wild animals being threatened by members of the University or the public on campus must report this to the University's Security staff.

Animals on Campus and Fire Alarms

Some staff members are known to leave their pets in their offices while working elsewhere in a building and having to return, sometimes significant distances, to their offices to retrieve their pet during fire alarms. This is an unsafe practice, and it is strongly recommended that staff evacuate and tell Security in which room their dog or pet is located. If Security confirm there is a fire, the animal may then be collected in a controlled, safe fashion.

Appendix A - Guidance on assistance dogs and emotional support animals

The University of Roehampton values the diversity of its staff and student body and is committed to providing an environment which is welcoming and accessible to all. This appendix has been developed to provide guidance regarding the use of assistance dogs on campus and to set out the University's position in respect of emotional support animals. The guidance is not exhaustive as the University recognises that assistance dog users will have undergone stringent training in order to be accepted to use an assistance dog and staff/students are expected to adhere to these standards. Comments are welcomed from users to ensure they have the best possible experience.

Definition

For the purpose of this policy an assistance dog is defined as one which:

- Has been fully trained and accredited by an organisation which has membership of Assistance Dogs International (ADI) and/or the International Guide Dog Federation(IGDF).¹

Procedure

In order to ensure the safety and welfare of assistance dogs and their users, students are required to first contact the University's Disability Services at the earliest opportunity.

Students who are planning to live on campus should contact Disability Services 3 months prior to their anticipated arrival, or immediately if they accept a place at the University within 3 months of starting. Failure to contact Disability Services in a timely manner may result in unavoidable delays in making adjustments.

Disability Services will request evidence that the dog is registered with one of the above organisations and will advise that dogs should be suitably identifiable via branded jackets or lead slips. Staff will discuss and coordinate:

- Obtaining a spending pen and installing it in a suitable place
- The cleaning of the pen and provision of waste bins and disposal facilities
- Water bowls
- Orientation and campus familiarisation (where possible using the organisation accrediting the dog)
- Liaising with Accommodation Services (where a student is living on campus)
- Liaising with other departments as required

The guide dog and assistance dog owner is responsible for the overall care, health and wellbeing of the dog, including any routine or emergency veterinary care.

Staff using an assistance dog should please contact HR in the first instance.

¹ Canine Partners, Dog AID, Dogs for Good, Guide Dogs, Hearing Dogs for Deaf People, Medical Detection Dogs Support Dogs, Seeing Dog Alliance.

Exclusions

The University recognises the positive impact animals have on wellbeing and in providing emotional assistance, however, there is currently no recognised accreditation of emotional support animals to provide sufficient assurances for their inclusion in this guidance.

Therefore, the University reserves the right to refuse access to an animal if it is not accredited by ADI or IGDF. The University currently has both chickens and rabbits which are accessible to students. Staff who are permitted to have animals on campus under the terms of the Animals on Campus Policy are, at their discretion, able to provide access to their dogs on campus for students who wish to have contact as part of their personal wellbeing support. Disability Services can provide advice and contact information to staff and students.

Complaints

Complaints from guide dog and assistance dog users about their experience should in the first instance be raised with Disability Services (students) or HR (staff), who will attempt to informally resolve the matter by liaising with the relevant departments. If the matter cannot be suitably resolved it can be escalated via the relevant formal complaints procedure.

Complaints about assistance dogs/users should initially be raised with the relevant department who will liaise with Disability Services in seeking a resolution. The complainant also has the right to escalate the concern via the relevant formal complaints procedure.

Assistance dog etiquette

Staff and students are reminded that assistance dogs are working animals at all times whilst wearing their jacket/lead and should not be distracted from their task.

Please ensure that you:

- Talk to the handler not their dog
- Ask to interact with the dog before doing so
- Don't feed the dog

Further information is available at <https://www.pets4homes.co.uk/pet-advice/how-to-treat-a-working-assistance-dog-when-out-and-about.html>