



Assistance Dogs Policy

1. Introduction

- 1.1 Reaseheath College and University Centre Reaseheath (the College) is committed to providing an inclusive environment for students. The College recognises that assistance dogs provide invaluable support to individuals with a range of disabilities.

2. Aim

- 2.1 This document explains the College's policy relating to assistance dogs on the College's campus and in College residential accommodation.

3. Scope of the Policy

- 3.1 The College welcomes requests from student applicants relating to assistance dogs on campus including in residential accommodation.
- 3.2 Some areas of the campus may not be accessible to assistance dogs due to health and safety risks, licensing or sector regulations, including, but not limited to, areas of the Zoo and the Food Technology and Production facilities. The College will consider every request on an individual basis and endeavour to make reasonable adjustments to meet individual needs.
- 3.3 The College is unable to accept requests from students for assistance dogs in training, emotional support dogs, support animals, therapy animals or pets on campus.
- 3.4 The College may refuse access to the campus to any animal that poses a threat to the safety and security of students, staff, members of the public or college animals on site.
- 3.5 FE Student applicants wishing to discuss their assistance dog and support needs must contact the Learning and Skills Centre on 01270 625131 for advice and guidance on their individual requirements. HE Student applicants must contact the UCR Student Support Service on 01270 613288 for advice and guidance on their individual requirements.

4. Definitions

- 4.1 In this policy assistance dog means a dog over the age of 18 months with formal identification that has been specifically trained and accredited by a member of Assistance Dogs (UK), its partner agencies or equivalent organisation in another country.
- 4.2 Where specific training and accreditation by a member of Assistance Dogs (UK), its partner agencies or equivalent organisation in another country is not available in accordance with 4.1, alternative specific training and accreditation will be considered at the discretion of the College and on an individual basis. Evidence provided must include:
- Evidence that the dog has passed a public access test with the Assistance Dog Assessment Association (ADAA) or passed a public access test with an Animal Behaviour and Training Council (ABTC) accredited Animal Training Instructor (ATI); And
 - Evidence that the dog has been trained and assessed to Assistance Dogs (UK) standards by an ABTC accredited ATI qualified instructor or, in the College's opinion, by a suitably qualified instructor; And
 - Evidence that the student/applicant has in place public liability insurance where the dog is disclosed as an assistance dog working in an educational setting.

Evidence can be in the form of certificates, training and assessment records, insurance documents, testimonials from qualified and recognised professionals (this list is not exhaustive).

- 4.3 In all cases, an assistance dog must be over the age of 18 months and be fully trained/accredited, to the satisfaction of the College.

5. Responsibilities

- 5.1 The College will:

- 5.1.1 ensure that all access requirements are considered with all concerned departments, pre-agreed and communicated to the student before transport, access to the campus and residential accommodation takes place;

- 5.1.2 give consideration to the welfare and wellbeing of the assistance dog when considering an access request or on-going access. The college does not allow aversive control methods;
 - 5.1.3 notify the relevant staff or students who are living or working in close proximity to the assistance dog;
 - 5.1.4 identify and communicate the location of an appropriate spending area for use by the assistance dog;
 - 5.1.5 manage issues that may arise, such as allergic reactions, fear of animal presence, animal misbehaviour or damage to property fairly and reasonably in the individual circumstances.
- 5.2 The Student will:
- 5.2.1 give consideration to the welfare and wellbeing of the assistance dog when making an access request and maintain the assistance dog in good health and cleanliness for the period of access;
 - 5.2.2 remain responsible for the conduct and behaviour of the assistance dog at all times whilst on campus or in residential halls;
 - 5.2.3 provide independent arrangements for the assistance dog where it cannot be accommodated in lessons or practical sessions in certain areas of the college.
 - 5.2.4 provide valid identification about the assistance dog, its owner and details of the training organisation and be able to show this information, if requested to do so by College staff;
 - 5.2.5 ensure that the assistance dog is covered by full liability insurance and is relevantly vaccinated (as stipulated by the college in the request form) and provide copies of this information with their request form.
 - 5.2.6 keep the assistance dog on a lead at all times when in lessons or walking around the College campus;
 - 5.2.7 comply with all access restrictions put in place by the College as part of the access arrangements for the assistance dog;

- 5.2.8 clean up after the assistance dog in so far as able and make use of the designated spending area as far as possible. Report any fouling in undesignated areas that cannot be cleaned up to a member of staff so that the facilities department can clean the area;
- 5.2.9 ensure the assistance dog behaves well on college grounds and presents a safe and reliable temperament. The college does not allow aversive control methods.
- 5.2.10 ensure that their dog has a prescribed flea treatment every month and has quarterly prescribed worming treatment.

6. Process and Procedure

- 6.1 Student applicants wishing to be accompanied by an assistance dog should make a request at the time of application through the relevant Learning support team. FE student applicants: Learning and Skills Centre on 01270 625131. HE student applicants: UCR Student Support Service on 01270 613288.
- 6.2 At the time of the request the student/applicant must supply the relevant documentation to evidence the assistance dog's accreditation, vaccination history and liability insurance.
- 6.3 The relevant learning support department will carry out appropriate consultation with all concerned department facilities and if relevant, residential and transport services in order to consider appropriate arrangements and confirm whether reasonable adjustments can be made to provide access to services. The request will be considered by the relevant learning support department once the relevant paperwork and documentation has been submitted and checked and a recommendation will be made to the Vice Principal Curriculum and Quality who will decide whether the College is able to grant the request.
- 6.4 The College will confirm arrangements with the student/applicant, explaining any particular risks or issues with a granting of the request, including any areas of College services where the College considers a requested adjustment to its services to be unreasonable.
- 6.5 Where the request is granted, any specific adjustments, requirements or restrictions that apply will be explained to the student/applicant. These may include for example, alternative arrangements that the student/applicant may need to put in place for the assistance dog for certain lessons/practicals if the assistance dog is not permitted in

those areas. The student/applicant will be expected to sign an agreement of the conditions of access at the start of every academic year.

7. Concerns or complaints

7.1. The College may decline to accept or may require the removal of an assistance dog from its campus and accommodation if it considers it is reasonable to do so, including but not limited to any of the following:

7.1.1 It has not been trained and accredited as set out in section 4 of this policy;

7.1.2 the College considers it poses a threat to the safety and security of students, staff, members of the public or college animals on site;

7.1.3 The student does not act in accordance with the criteria set out in this policy and any access arrangements made under this policy, including the responsibilities set out in section 5.2.

7.1.4 It is ill, in poor health, unclean or unkempt.

7.2 If the student or any other student or member of staff has a concern relating to the assistance dog, it should in the first instance be raised with the course manager with a view to resolving the issue informally. If the matter cannot be resolved informally, the complainant should raise a complaint in accordance with the College's complaints policy for FE Students Apprentices and Stakeholders or its complaints policy for HE students.

8. Monitoring, review and equality impact

8.1 This Policy will be reviewed and monitored. In monitoring its impact, the College will have due regard to the College's Equality, Diversity and Inclusion Policy and its general Equality Duty.

8.2 This policy is linked to the following policies and documents:

- Equality, Diversity and Inclusion Policy
- Compliments and Complaints Policy for FE and Apprentices
- HE Student Complaints Policy

9. Equality and Diversity

9.1 The College remains mindful of its duty of care and of its obligations under the Equality Act 2010. The College is fully committed to ensuring equality of opportunity and

fairness in all areas of College life and in recognising the value of diversity. This Policy will be implemented in line with the College's mission and values that recognise, respect, promote and celebrate equality and diversity.

10. **Publication**

- 10.1 This Policy is published on the College and UCR website and the student and staff intranet.

11. **Appendices**

11.1 Assistance Dog Request Form

Issue/Version	July 2026
Lead	Assistant Principal and Dean of HE
Review Period	Every three years
Next Review	July 2029
Equality Analysis Review (if applicable)	September 2025
Approved by	Executive



Assistance Dog Request Form

This form is to be completed by prospective students who wish to utilise their assistance dog at the College or University Centre. Your completed form and supporting evidence should be submitted to the relevant learning support team (detailed below), who are also available to support you in completing your application.

Further Education Students and Apprentices	Higher Education Students
Learning and Skills Centre lsc@reaseheath.ac.uk 01270 613199	UCR Student Support Service ucrsupport@reaseheath.ac.uk 01270 613 288

Section 1: About you – Student Details

Name	
Course	
Course Type	Choose an item.
Date of Birth	

Please state if you intend to apply for the use of any of these services		
Service	Tick	Notes
Residential (age 18+)	☐	Please apply straight away, declaring your assistance dog. Your application will be put on hold until you get confirmation that your assistance dog is eligible to be on site
Residential (under 18)	☐	
College Transport	☐	Different operators have different regulations. You should not pay for transport until we have confirmed that the operator can accommodate your request.

Section 2: About your assistance dog

Dog name		Dog Breed	
Registration	Choose an item.	Registration number	
Other information			

Please describe the tasks that the dog is trained to undertake
What will the dog indicate to you?
How will the dog indicate to you?
Assistance dogs are not permitted in certain areas of the campus including but limited to: • The Zoo • The Food Processing Halls • The Equine Yard • The Farm
What are your plans for your assistance dog when you need to be in an area where assistance dogs are not permitted?

Evidence	
Tick to confirm that you have submitted the following evidence with your application. <i>Note: We are unable to accommodate an assistance dog on our campus without the provision of the following evidence. This evidence will also need to be updated and re-submitted annually.</i>	
Leptospirosis vaccination	☐
DHPP (distemper, hepatitis, parainfluenza, parvo)	☐
Kennel cough	☐
Insurance with 3 rd party liability (public liability) where the dog has been declared as an assistance dog. Your insurance must not have any exclusions	☐

relating to being in an educational environment or with a person under 18 if you are under 18.	
Evidence of registration with ADUK, ADAA or Public Access Test completed by an ABTC accredited and ATI qualified instructor	☐

Owner Responsibilities

Please acknowledge your acceptance of the owner responsibilities detailed below.

- You must never use aversive control or training methods with your dog.
- You must always keep your dog on a lead.
- You must clear up after your dog (unless guide dog).
- You must use the designated spending area with your dog.
- If your dog is unwell or injured it will not be brought to college.
- Your dog will have a prescribed flea treatment every month.
- Your dog will have a prescribed wormer as directed by their vet.
- Residential dogs will be registered with a local vet.
- Residential students will keep their room in tidy and clean state.
- You will not allow your dog to climb or sit on furniture.
- Your dog will be well looked after, fed, and exercised.
- Your dog will wear a vest identifying them as an assistance dog.
- Your dog will behave in a manner befitting an assistance dog and will not cause a distraction in classes

Declaration: If my assistance dog application is accepted, I agree to adhere to the responsibilities outlined above, and understand that failure to do so may result in the removal of my assistance dog from the campus.



The following sections are for office use only. Please send your form to the relevant contact stated at the top of page 1.

Section 3a: To be completed by the Reaseheath LSC or UCR ILT

Application Received (Date)	
Processed by (Name)	
Processed by (Department)	
Assessment of vaccinations	
Assessment of insurance	
Assessment of on-site arrangements	
Accommodation arrangements (following discussion with the Head of Student Services)	
Transport arrangements (following discussion with the Transport Coordinator)	
Submitted to SG Leads (Date)	

Section 3b: To be completed by a Reaseheath College Safeguarding Lead

Decision	Choose an item.
Decision Name & Position	
Decision Date	
Notes	