


RISK MANAGEMENT PLAN – Kardinya Primary School



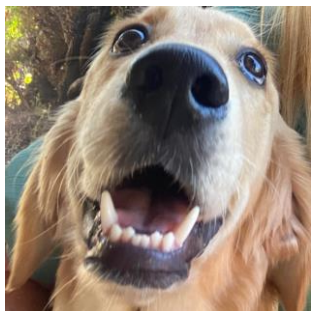
Activity: Chaplain and SNEA staff to have assistance of working Therapy (Wellbeing) Dog to help with wellbeing of staff, students, and families. **Co-ordinators:** Principal Melanie Clark and Chaplain Lina Davidson with Rufus and Ollie the Therapy dogs (TD).

Location: Within the grounds of Kardinya Primary School and Chaplains Office located on school grounds.

Date: 08 August 2023

Activity and nature of risk	Preventative measure	Response procedure
<p>Therapy dog on school grounds.</p> <p>RUFUS</p> 	<ul style="list-style-type: none">• Seek permission from the Principal, School Board, and the community.• Dog's veterinary and vaccination certificate information to be up to date and checked by WDH. (This can be found in WD file in the Chaplain's office of the school.)• Approval of Risk Management Plan by Principal and School Board.• All staff will be briefed and aware of roles, responsibilities and expectations through the PowerPoint presentation entitled 'Therapy Dogs in Schools'.	<ul style="list-style-type: none">• Activity does not proceed if permission is denied.• Principal Melanie Clark and Health & Wellbeing Officer (Chaplain) Mrs Lina Davidson will run the coordination and management of the Therapy Dog Program. Mrs Fiona Gilbert (staff member) is the dog's owner.• An annual evaluation report of the Therapy Dogs work within the school to be done in conjunction with Principal and Health & Wellbeing Officer.• Anyone with questions or concerns will be encouraged to contact the Principal or make an

OLLIE



- Once approval is given from the Kardinya PS Board, parents and students will be notified via Connect about the program.
- Kardinya PS will have a display in Chaplain's office and front office with information about the schools Therapy Dogs for an appointed period.
- A water bowl, bedding, coats, doggy treats, doggie bags, cleaning materials etc. will all be organised by the Therapy Dog Handler.
- The TD will be brought to the school by the Therapy Dog Handler. The TD can attend the appointed days of the Chaplain engagement as approved by Principal.
- The TD while under the control of the TDH, can be off lead when enclosed in areas such as the chaplain's office and Admin Office. This may be required for teaching sessions or as requested for specific tasks as approved of by the Principal.

appointment to speak with the TDH at the close of school.

Recognising dog as a Wellbeing Dog.

- The TD will have a Vest to wear whilst on site at the school. The TD will wear a normal neck collar with a lead attached to the appropriate neck/head gear to give the TDH full control of TD when on school grounds.
- Students and community may be notified of the TD's presence through Connect or the morning announcements on the schools P.A. System initially with the introduction of the Therapy Dog program.
- A notice will be put on connect letting the community know what days the school will have a Therapy Dog on site. There will also be a flyer available at the front office for staff, students or parents who wish take one for more general information on Therapy Dog at Kardinya PS.

<p>Students / staff unaware of appropriate response / how to interact with dog.</p>	<ul style="list-style-type: none"> • Students will be always supervised by their class teacher and TDH when the TD is present. • Displays will be placed around the school explaining basic dog interaction etiquette. TDH along with all school staff will also advise students how best to interact with the TD. A limit will be put on the number of students around the Therapy Dog at any one time. (2-3) • Information may also be given via connect and at assemblies. • Students and staff will be warned about not surprising the TD when they are asleep. Students will be encouraged to be quiet and calm around the Therapy Dog and follow staff and TDH's instructions. School Behaviour Management Policy will cover students who do not follow behaviour expectations around the TD. 	
<p>Inappropriate behaviour by student towards dog.</p>	<ul style="list-style-type: none"> • Students are reminded of the school rules and rules pertaining to the TD before entering the class where the TD is or before the TD enters a room. • Students will be supervised by staff and TDH at all times when TD is in the classroom. • Students will be well briefed on appropriate behaviour around the TD and how to interact with it (Through a PowerPoint presentation that will be accessible to every staff member in the school entitled – "There's a dog in my school"). • Boundaries will be set, monitored, and enforced. • Consequences of inappropriate behaviour will be outlined to students. 	<ul style="list-style-type: none"> • Supervising teacher to address the behaviour at the appropriate level. • Any breaches of school rules will be dealt with the appropriate response. E.g., School Behaviour Management System • Principal to be informed of any major breach of rules and regulations. • Parents will be contacted where appropriate, and consequences put into place.
<p>Classes not wanting the dog to visit.</p>	<ul style="list-style-type: none"> • If a teacher does not want the TD around his/her class for any reason, the teacher will inform TDH / 	

	Administration and the TD will not enter the classroom.	
Pre-existing undisclosed illness or injury E.g. students who are allergic to dogs.	<ul style="list-style-type: none"> • The TD will have their own bed in a designated area. The cleaners will be notified of this area as it will require vacuuming for any hair that may have been dropped. • The TD will be with its TDH at all times. If a student does not want to interact with the TD but still have use of an area while TD is present, they will be able to do so. • Parents are encouraged to inform the school of their child's diagnosed medical conditions that may affect their interaction with TD such as an allergy to dogs. • When the TDH is for some reason detained and the TD cannot be present with her, a second TD (School Phycologist) will have duty of care over the TD. 	<ul style="list-style-type: none"> • For a minor illness due to the presence of the WD, the supervising teacher is to contact parents and take advice on action. • If a student has an anaphylactic reaction, follow instructions per student medical plan. • For any serious reaction to WD. Admin staff will inform parents and be guided by the parental advice. • For children with documented medical conditions that pertain to dogs, care should be taken to limit exposure to the WD to areas in which the child frequents the most e.g., classrooms, and other shared areas.
Communication failure.	<ul style="list-style-type: none"> • All items of communication equipment (in class phones) maintained, charged and in good working order. • Regular checks of equipment utilised. 	<ul style="list-style-type: none"> • Back up/alternative equipment utilised.
Emergency Response.	<ul style="list-style-type: none"> • In an emergency, contact an admin member and refer to the school evacuation procedures for the venue (depending on which area the TD is in), including the muster point. TD to be put on lead and led by the TDH or Delegate to the appointed muster point. • Staff supervision roles are clearly designated. • In the case of a bomb threat, fire, act of terrorism staff will comply with the evacuation procedures. 	<ul style="list-style-type: none"> • If a student is bitten, student will be treated by school staff immediately. TD will be removed from the area immediately. An incident report will be completed by TDH and teacher. Parents will be notified of incident. If a student's wound is serious, an ambulance will be called. • Follow the school's evacuation procedures. • Students, staff and WD to be accounted for at the assembly area of the school. • Emergency 000 • Police Operations 131444

Dog's chasing instinct.	<ul style="list-style-type: none"> Natural instinct of a TD's breed is still present which may become apparent when situation of interest presents itself within the TD working area e.g., Desire to chase small moving animals (birds). This can also equate to balls being thrown with in dog's eyesight area. 	As a precaution, staff are to ensure that no small animals or creatures are brought into the Chaplains office, unless in a cage, or box while TD is on site.
Feeding dog.	<ul style="list-style-type: none"> The TD will be fed by owner before commencing work on school grounds. This will prevent any possible issues over territorial behaviour with food. A small container of treats will be available to reward the TD when it is deemed appropriate by TDH. Signs should be placed in the TDH office and around the school warning about harmful foods the TD cannot eat e.g., Chocolate, grapes, onions etc. Inclusion of this warning should also be found in the education power point of "There's a dog in my school". Students and staff are not allowed to feed the TD at any time. 	<ul style="list-style-type: none"> If students are caught feeding the TD they will be counselled about their behaviour, and depending upon the severity, the school's Behaviour Management plan will be put into action.
Watering the dog.	<ul style="list-style-type: none"> A water drink bowl will be placed in an appropriate area for the TD benefit. The water will be checked by TDH and refreshed as needed. 	
Toileting.	<ul style="list-style-type: none"> There will be designated areas (car park verge areas or edge of oval) where TD will be taken for toilet breaks. The TD will be toileted before school commencement and again with two to three breaks during school hours. 	<ul style="list-style-type: none"> If TD has had an accident in a classroom, the TDH will be responsible for cleaning it up. A supply of cleaning chemicals and spray on carpet shampoo, paper towels and other cleaning materials will be kept in chaplains' office in a cupboard.

	<ul style="list-style-type: none"> Faeces will be picked up with a doggie bag and placed into an outside bin by the TDH. 	
Dog Commands.	<ul style="list-style-type: none"> TD will be trained in the common dog commands. E.g. Drop, down, stay, wait, sit, leave it and gentle. A copy of TD commands will be kept on file in the Office for staff to view at any time. 	
Dog becomes tired.	<ul style="list-style-type: none"> TD will have a rest at recess time/lunch time or when TDH notices TD is tired. 	<ul style="list-style-type: none"> If the dog appears to be tired or not interested in student attention, the TD should be left to rest in a designated area and reassessed by TDH as to its ability to continue working that day.
Bedding / sleeping arrangements for dog.	<ul style="list-style-type: none"> A bed/crate will be provided for the TD next to the TDH desk to provide close supervision. Students will not be allowed to sit on dog's bed or touch TD while they are having a designated rest period. 	
Dog becomes ill or injured during the day.	<ul style="list-style-type: none"> The TDH will monitor the health of the TD throughout the school day. If the TD appears ill and is unable to fulfil their duties, the TDH will take action to leave with permission of the Principal and attend to the TD needs. If the TD becomes injured while in service, the TDH will make an executive decision to remove TD from service immediately and proceed with seeking veterinary medical assistance for the TD. As a result of injury to the TD at school, the Principal will be advised of any outcomes or conditions which may have resulted due to the injury incurred on school grounds. 	<ul style="list-style-type: none"> Emergency contacts for Therapy Dog Veterinary medical attention: Designated Therapy Dog Vet- (Ollie - Success Vet Practice)- Rufus Secret Harbour Veterinary Clinic. In the event of an emergency contact nearest vet hospital – (Therapy Dog has pet insurance.) Ollie - RSPCA TD should be taken to the closest vet ASAP in a medical emergency. This can be done by TDH or one of the nominated delegates. A copy of all the TD's veterinary records, vaccinations and worming treatments will be maintained and up to date by TDH.

Dog is ill and cannot attend school.	<ul style="list-style-type: none"> • TDH will contact Kardinya PS office to advise of TD non- attendance. 	
Dog escapes from classroom or runs away from designated area.	<ul style="list-style-type: none"> • Classrooms and wet areas have heavy glass doors which should be closed if TD is in the area. • If the TD escapes, then appropriate action should be taken to have TD back under control by TDH. Brief students to be quiet and keep calm until TD is restrained and students are not to try and help capture the TD. • TDH is to inform Admin team if TD is off lead in school grounds and take appropriate action. • TDH is to call TD back and place on lead. The TDH will check the TD's gear for any failure. 	<ul style="list-style-type: none"> • In the event of the TD escaping from TDH and not responding to commands, Admin staff will be informed of the event. Delegated staff appointed by TDH can assist in the recapture of TD using the known commands for controlling the TD. Delegates should use calm non-threatening actions to subdue the TD from its excited state.
TD chews something in the school or "borrows" some property.	<ul style="list-style-type: none"> • Chew toys will be provided by TDH for the TD.e.g. Soft toys and chew toys. • Chewing on furniture and other items by TD will be actively discouraged by TDH. 	<ul style="list-style-type: none"> • Report any destructive behaviour to the supervising teacher or TDH where appropriate. • Reprimanding of TD dog by TDH only. • If property is destroyed by TD, it will be replaced by TDH.
Wellbeing Dog being walked around the school.	<ul style="list-style-type: none"> • The Therapy Dog Must always be wearing their "Vest" and be on lead with their TDH or an appointed delegate. • Students can have a secondary lead attached to TD to help student build rapport with TD and for the education of handling dogs. 	<ul style="list-style-type: none"> • If TD appears stressed and not coping with walks around the school, the TD will be assessed by TDH or Ms Fiona Gilbert (owner) and the appropriate response should be made. This may be a time out for the Therapy Dog to rest from further service until reassessed by TDH. • If a student behaves inappropriately towards TD when accompanying the TD on a walk, the Behaviour Management Plan will be applied to student's actions.
Death of Wellbeing dog.	<ul style="list-style-type: none"> • Every measure will be taken to ensure that the Therapy Dog is supervised, safe and always has the best care whilst attending the school. 	<ul style="list-style-type: none"> • Students, staff, and parents to be notified ASAP through appropriate channels. An email will be sent to all staff, and parents will receive notification through the Connect.

		<ul style="list-style-type: none">• The announcement of the Therapy Dogs passing will be low key with as much sensitivity as possible. This is to help children who may feel overwhelmed by the news due to the strong bond's they may have formed with the therapy Dog while working with the Wellbeing officer.
--	--	---