



INVERLEIGH PRIMARY SCHOOL

Honesty ~ Self-discipline ~ Responsibility

03 5265 1340

Staff policy for Lottie the Therapy Dog

- When arriving and leaving school and the therapy dog **coat is OFF**, Lottie is able to meet and greet all staff in 'pet mode'. CALM greetings need to occur where genuine affection can be given by staff.
- When therapy **coat is ON**, all staff are to interact with Lottie as a Therapy Dog and follow school rules
 - E.g. Request/ask "can I please pat Lottie?"
- Wherever possible, all commands are to be given by the trainer/owner (Steven Trotter) only – except in an emergency
 - ❖ Come - when you want Lottie to come to you
 - ❖ Leave it – when you want the dog to leave an item or person alone
 - ❖ Stay – hand signal (Flat Hand) and command to stay in place
 - ❖ Drop – pointing Lottie's nose to the floor to direct Lottie to lay down
 - ❖ OK – to allow Lottie to wander freely around the room
 - ❖ Shake – (when sitting) hand out to shake hands
 - ❖ Wait – to pause while sitting or to wait to go through a door
 - ❖ On your mat / bed – pointing to direct Lottie to go to this area

All commands are to be given as a directive, not asked of the dog (except free command). Praise is only given if Lottie completes the task on first attempt. If needed to ask her again, no praise is given. If need to ask a third time, the command is to be enforced. For example, Sit and pushing with one finger on her back to get her to sit down.

- Lottie is to rest (have 'down time') between each session. Lottie will be placed in her dog bed within this time where sensory/brain break activities can be provided for her if/when needed.
- When Lottie is in her dog bed, she **MUST** be left alone by ALL students and staff so that she can rest. It is important to note that this is her safe zone.
- When Lottie is resting in her bed, she is able to have treats that have been provided by her owner/handler. No one else is able to feed her.
- Lottie will have access to water in her dog bed at all times.
- Lottie is **NOT** to be handled by any other staff member. In time, this will change depending on how things are progressing. For example, Staff member AA may bring a heightened student into Mr Trotter's office to help them calm down however, this will be under the handlers (Steven's) supervision.
- Toileting will be required periodically. Lottie is required to go out for a toilet break every 2 hours. She will get a toilet break before school commences and again at recess and lunch time. Lottie also knows to go to the door when needing to go to

the toilet. Lottie does have cues where she lets her handlers aware that she needs to go to the toilet.

- Lottie will work as a therapy dog with those students and families who have 'opted in'. Before she commences, students will be informed on how to behave with her and create posters for to place around the school for other students to learn also. Lottie will participate in class circle time as well as students being able to read with her. It is hoped that attendance and positive student outcomes will occur with her being a regular member of classrooms.
- Lottie will NEVER be left alone with another student.
- Staff and students are not to feed Lottie.
- Lottie will be required to be washed monthly (minimum). Her bedding and equipment will also be clean and maintained to a high standard.
- When discipline is needed, ask Lottie to sit and a lead will be placed on. To begin her therapy work, Lottie will be on a lead most of the time. As time progresses and students and Lottie are doing well, short intervals of off lead time will be provided. When in her pen, Lottie will have a collar on but not a lead for 'free/down' time.
- Watch for yawning, this may mean Lottie is tired or stressed and will require a rest.
- Lottie's wellbeing is paramount. She will not be able to manage hostile or conflictual environments. It is the handler's responsibility to withdraw her in this scenario and place her in her pen if an event like this was to occur.
- In an event concerning welfare or training contact Steven 04373370566
- Lottie's local VET is Belmont Veterinary Clinic – Dr Richard Blair is her normal vet - 52412388
- If Lottie was to hurt a student in any way. Any injuries will be required to be seen to ASAP, medical assistance needs to occur, and documentation needs to happen with families being notified of the accident, even if it was a 'play' bite or scratch. All precautions will occur to avoid this from happening.
- Lottie (like most dogs) can be sensitive to high noises. Using a 'leave it' command helps her get through this.
- If you have any issues relating to a therapy dog at school that you cannot discuss with me directly please discuss your concerns with Steven or the office.

If you have any concerns with regards to Lottie's welfare and don't feel comfortable discussing this with me, please call Matthew (School Council President) on 0408785426