

Paperwork “Name organisation”

What paperwork do you need to send to the secretariat before the assessment?

Here is a list of paperwork that you are required to send –
please write the relevant number on each piece of paper and a short abstract of the content.

1.	√	Evidence that your organisation is a legal non-profit organisation
2.		Your organisation’s written purpose or mission statement
3.		Evidence that your organisation has a non-paid Board of directors or trustees
4.		Your organisation’s organisational chart (which shows the management lines of responsibility)
5.		Evidence of your organisation’s insurance cover
6.		Your written Health and Safety Policy a. Potential risks to the health and safety of staff, clients, volunteers and members of the public coming into contact with organisation’s work b. Your Health Policy about the dogs e.g. vaccination etc
7.		a. Your written policy regarding the confidential treatment of sensitive information relating to clients, staff, volunteers and supporters b. Your written policy regarding the consent form clients or volunteers need to sign for any filming and photography that involves them
8.		Evidence that you keep financial accounts showing income and expenditure
9.		Copies of all your leaflets and posters and details of your website
10.		Copies of all the paperwork and forms that are sent to clients who want to apply to have an assistance dog (the “application pack”)
11.		Your written agreement or contract with your clients, showing the responsibilities of the client and the organisation, including arrangements for withdrawing or retiring dogs or withdrawing ID from dogs if necessary
12.		The “Training Manuals” that you use for teaching your clients how to look after their assistance dog, and how to maintain its training
13.		A copy of the “report form” that you ask your clients to complete after placement
14.		A copy of the form you fill in when conducting a “Graduation Test” on your partnerships
15.		Your written policy on the use of training aids
16.		Your paperwork showing how you assess dogs’ temperament to see if they are suitable to become assistance dogs
17.		A sample copy of a member of staff’s contract of employment and/or copy of volunteer’s agreement