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| Department | Standards & Minimum Welfare |
| SOP # | 5 |
| Revision # | 1 |
| Last review Date | 25/09/2019 |
| Page | 1 of 2 |

Guidance for Assessors

Standard Operating Procedure

Standard Operating Procedures are designed to be shared with members and new member applicants in the interests of transparency

Key definitions:

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| Site / Centre: | A single location housing animals, or a group of locations housing animals but under common management |
| Foster Carer: | Typically a domestic home providing temporary care for an animal, or small number of animals. If a foster home is under the management of a specific site / centre of an organisation it does not need to be separately assessed, but the process for selection and management of foster homes will be assessed |

Procedure:

1. Assessors to undertake external assessments are members of the Board of Trustees, or other individuals appointed by the Board of Trustees, or by the Standards and Welfare Sub-Committee.
2. Induction and training of assessors will include an explanation of the process from an existing assessor and shadowing an assessment visit.
3. Guidance will also include: -
 - How to arrange a date for the assessment
 - How to promote the benefits of ADCH membership
 - How to encourage potential new members, particularly what offers of relevant support can be made
 - Membership leaflets and information to distribute
 - Setting dates for follow up to action plans
 - The process for multi-site assessments
 - The process for assessments as outlined in the SOPs
 - Setting aside dates in diaries to accommodate assessments visits
4. Carrying out an external assessment – guidance for assessors
 - Telephone or email to introduce yourself and explain the process
 - Send a copy of the assessment form in advance
 - Ensure the member or prospective member has access to a copy of the ADCH minimum welfare standards document (hard copy or link to website)
<http://www.adch.org.uk/about-adch/minimum-welfare-operational-standards/>
 - If more than one assessor, agree who is responsible for the documentation
 - Allow at least two hours for the assessment

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| Page | 2 of 2 |

- During the visit, highlight the benefits of membership including; help and support available; how the forum works; Open meetings and conferences; Workshops; Help available for areas of non-compliance, including grants.
 - Explain what happens next.
 - Complete and submit an assessment form and assessment report, together with the organisation's action plan for non-compliant areas to assessment@adch.org.uk
5. For areas of non-compliance, submit a brief report to the Standards and Animal Welfare Sub-Committee via the Member and Administration Manager

Further Guidance:

Further guidance can be obtained from the ADCH Member and Administration Manager therese@adch.org.uk