



Department of
Education

USE OF ANIMALS IN SCHOOLS POLICY

USE OF ANIMALS FOR SCIENTIFIC PURPOSES IN SCHOOLS PROCEDURES

ROUTINE CARE AND MANAGEMENT OF ANIMALS ON SCHOOL FARMS PROCEDURES

This PDF contains the following documents:

Document 1:

Use of Animals in Schools Policy v2.1

Effective: 5 August 2014

Last Updated: 2 August 2017

Document 2:

Use of Animals for Scientific Purposes in Schools Procedures v2.3

Effective: 5 August 2014

Last Updated: 2 August 2017

Document 3:

Routine Care and Management of Animals on School Farms Procedures v2.1

Effective: 5 August 2014

Last Updated: 3 September 2014



Department of
Education

USE OF ANIMALS IN SCHOOLS POLICY

EFFECTIVE: 5 AUGUST 2014

VERSION: 2.1 FINAL

Last updated: 2 August 2017

1 POLICY STATEMENT

The Department of Education requires all employees to adhere to consistent and high quality practices for the care and use of animals in schools.

2 POLICY RULES

When using animals for a scientific teaching activity principals and teachers must:

- adhere to the requirements of the Australian code for the care and use of animals for scientific purposes 8th edition;
- obtain prior written approval from the Schools Animal Ethics Committee;
- where an activity is pre-approved by the Schools Animal Ethics Committee, adhere to any guidelines or Standard Operating Procedures that apply to the activity to be conducted; and
- report on the use of the animals in the manner prescribed by the Schools Animal Ethics Committee.

When using animals for teaching activities other than science, at an agricultural college or school with a farm, principals and school staff must:

- promote and protect the welfare, safety and health of animals;
- undertake proper and humane care and management of all animals in accordance with generally accepted standards, guidelines and Standard Operating Procedures that apply;
- ensure that students also adhere to high quality practices for the care and use of animals;
- obtain prior approval from the Director, Agricultural Education for activities not generally accepted as routine management; and
- report on the use of animals in the manner prescribed by the Director, Agricultural Education.

For animals kept on school premises, where the circumstances are not included in the above policy rules (for example, classroom pets and chickens in vegetable gardens) principals will be responsible for the welfare of these animals.

Guidance

Animal welfare is managed in accordance with the Animal Welfare Act 2002.

This policy does not apply to:

- *the use of living things not within the definition of animal, for example insects, spiders, worms, and snails; and*
- *the use of animals for dissections where those animals are obtained already euthanized from a licensed scientific supplier (such as the Animal Resource Centre).*

Approval of an application for the use of animals for a scientific teaching activity can be granted for a period of up to three years.

Detailed information regarding the requirements and processes of the Schools Animal Ethics Committee are available on the Animal Ethics website.

Agricultural colleges and schools with farms do not require approval from the Schools Animal Ethics Committee for routine management and care of animals or use of animals for teaching activities under the technologies curriculum. Should a school or agricultural college undertake a scientific activity using their farm animals they are required to seek approval for the activity from the Schools Animal Ethics Committee.

3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Principals are responsible for the implementation of the policy.

The Deputy Director General, Schools is responsible for compliance monitoring.

4 SCOPE

This policy applies to principals and school staff.

5 SUPPORTING PROCEDURES

Use of Animals for Scientific Purposes in Schools Procedures

Routine Care and Management of Animals Used on School Farms Procedures

6 DEFINITIONS

ANIMAL

Any live non-human vertebrate (that is, fish, amphibians, reptiles, birds and mammals encompassing domestic animals, purpose-bred animals, livestock, wildlife) and cephalopods.

SCIENTIFIC TEACHING ACTIVITY

Any action or group of actions to impart or demonstrate knowledge or techniques to achieve an educational outcome in science, as specified in the relevant curriculum or competency requirement.

7 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

Animal Welfare Act 2002 (WA)

Animal Welfare (Scientific Purposes) Regulations 2003 (WA)

OTHER DOCUMENTS

Animal Use Licence

Australian code for the care and use of animals for scientific purposes 8th edition

Form A: Proposal for the use of animals on school farms for non-routine activities

Form A1: Proposal for the use of animals: primary and secondary schools

Form B: Unexpected animal incident report

Form C: Livestock report

Form C1: Animal use and health records

Form C2: Illness/injury, death or unexpected incident report

Form D: Annual report

Guidelines for post mortem

Standard Operating Procedures

8 CONTACT INFORMATION

Policy manager: Deputy Director General, Schools

Policy contact officer: Director, Teaching and Learning Services

Other: Executive Officer, Schools Animal Ethics Committee
T: (08) 9402 6106
W: www.det.wa.edu.au/curriculumsupport/animalethics

9 REVIEW DATE

5 August 2017

10 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	TRIM no.	Notes
5 August 2014		2.0	D14/0378959	<i>Animals in Schools</i> policy reviewed and recast as <i>Use of Animals in Schools Policy and Procedures</i> . Endorsed by DG on 27 June 2014.
5 August 2014	2 August 2017	2.1	D17/0046259	Minor change to contact details D17/0045097.



Department of
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USE OF ANIMALS FOR SCIENTIFIC PURPOSES IN SCHOOLS PROCEDURES

EFFECTIVE: 5 AUGUST 2014

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1 POLICY SUPPORTED

Use of Animals in Schools Policy

2 SCOPE

These procedures apply to principals and teachers.

3 PROCEDURES

3.1 APPROVAL

Teachers must:

- prior to seeking approval, refer to the Australian code for the care and use of animals for scientific purposes 8th Edition 2013;
- submit Form A1: Proposal for the use of animals: primary and secondary schools and obtain written approval from the Schools Animal Ethics Committee prior to the commencement of a scientific teaching activity; and
- submit an amendment notification if there is any variation to the activity, including staff changes, to the original proposal and not proceed until approval has been granted by the Schools Animal Ethics Committee

Guidance

Standard Operating Procedures

To assist schools to adhere to consistent and high quality practices for the care and use of animals in schools, the Schools Animal Ethics Committee has developed Standard Operating Procedures for a number of activities:

- *Chicken Egg Hatching*
- *Small Scale Poultry Housing*
- *Caged Birds*
- *Fish Euthanasia*
- *Humane Destruction of Livestock*

When seeking approval for a scientific teaching activity, the teacher should demonstrate consideration of the Three R's; replacement, reduction and refinement from the Australian code of practice for the care and use of animals for scientific purposes 8th Edition 2013.

Chicken egg hatching is considered to be a scientific teaching activity and requires the submission of a proposal.

Approval is not required for the use of animals for purely observation activities or non-scientific activities. This may include animals kept as class pets such as goldfish, budgies and mice or chickens kept as part of a kitchen garden project.

If a teacher is unsure whether an activity requires approval, the teacher should contact the Executive Officer of the Schools Animal Ethics Committee.

3.2 REPORTING

Teachers must:

- where animals are used for a scientific teaching activity, complete a Form E: Activity Completion at the completion of the activity; and
- where approval is granted to undertake the activity on a recurring basis, the teachers must submit Form D: Annual Report at the completion of the activity each year, or by the last day of Term 4.

3.3 ILLNESS/INJURY, DEATH OR UNEXPECTED INCIDENT

Principals or teachers must:

- seek appropriate veterinary assistance and treatment, in a timely manner when an animal experiences an illness, injury or unexpected incident; and
- complete Form C2: Illness/injury, death or unexpected incident report and forward it to the Executive Officer of the Schools Animal Ethics Committee within one working day of the event.

3.4 RECORD KEEPING

Teachers must maintain records of the use, care and monitoring of animals that are sufficient to enable the Schools Animal Ethics Committee to verify that the wellbeing of animals has been monitored as agreed and allow review and critical investigation of the cause(s) of and responses to unexpected adverse events.

Guidance

Form C1: Animal Use and Health Records has been developed for use by schools however alternative formats can be developed for the on-going monitoring of animals, providing all the information contained in the Form C1 is retained.

3.5 DISPLAYING THE LICENCE

Principals must confirm that a copy of the Department's current *Animal Use Licence* is on display in any place where animals are used for scientific purposes.

4 DEFINITIONS

ANIMAL

Any live non-human vertebrate (that is, fish, amphibians, reptiles, birds and mammals encompassing domestic animals, purpose-bred animals, livestock, wildlife) and cephalopods.

SCIENTIFIC TEACHING ACTIVITY

Any action or group of actions to impart or demonstrate knowledge or techniques to achieve an educational outcome in science, as specified in the relevant curriculum or competency requirements.

5 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY*Animal Welfare Act 2002 (WA)**Animal Welfare (Scientific Purposes) Regulations 2003 (WA)***OTHER DOCUMENTS***Animal Use Licence**Australian code for the care and use of animals for scientific purposes 8th Edition 2013**Form A1: Proposal for the use of animals: primary and secondary schools**Form C1: Animal use and health records**Form C2: Illness/injury, death or unexpected incident report**Form D: Annual report**Guidelines for post mortem**Standard Operating Procedures*

6 CONTACT INFORMATION

Policy manager: Deputy Director General, Schools

Policy contact officer: Director, Teaching and Learning Services

Other: Executive Officer, School Animal Ethics Committee
T (08) 9402 6106
W: www.det.wa.edu.au/curriculumsupport/animalethics

7 REVIEW DATE

5 August 2017

8 HISTORY OF CHANGES

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5 August 2014		2.0	D14/0379113	<i>Animals in Schools</i> policy reviewed and recast as <i>Use of Animals in Schools Policy and Procedures</i> . Endorsed by DG on 27 June 2014.
5 August 2014	3 September 2014	2.1	D14/0423505	Guidance updated with information on where to obtain forms.

5 August 2014	4 August 2015	2.2	D15/0302026	Deleted references to contact Agricultural Education Branch as per D15/0197284 and replaced Form D: Annual Report with Form E: Activity Completion under section 3.2 as per approval email D15/0260168.
5 August 2014	2 August 2017	2.3	D17/0046907	Minor change to contact details D17/0326703



Department of
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ROUTINE CARE AND MANAGEMENT OF ANIMALS ON SCHOOL FARMS PROCEDURES

EFFECTIVE: 5 AUGUST 2014

VERSION: 2.1 FINAL

Last update date: 3 September 2014

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1 POLICY SUPPORTED

Use of Animals in Schools Policy

2 SCOPE

These procedures apply to principals and school staff.

3 PROCEDURES

3.1 ROUTINE CARE AND MANAGEMENT OF ANIMALS

School staff must:

- adhere to consistent, high quality practice for the care and management of animals in accordance with the *Animal Welfare Act 2002*;
- use a Standard Operating Procedure or Model Code of Practice endorsed by the Agricultural Education directorate for the relevant activity where available; and
- when undertaking activities not considered to be routine management of animals, submit a *Form A: Proposal for the use of animals on school farms for non-routine activities* and obtain written approval from the Director, Agricultural Education prior to the commencement of the activity.

Guidance

For copies of the form or to determine whether an activity is routine management of animals or not, contact the Agricultural Education Branch on 9264 4107.

School staff must not demonstrate to students or allow students to carry out the following activities:

- animal breeding that does not achieve an educational outcome and fails to provide for the lifetime welfare of animals (and their offspring, if relevant);
- induction of an infectious disease or illness;
- production of nutritional deficiency;
- exposure to a condition that would cause an animal to experience pain and/or distress;
- administration of drugs or chemicals unless for therapeutic or diagnostic purposes; or
- administration of toxins, ionising radiation or biohazards.

Surgical or other painful procedures must only be done by qualified personnel or a registered veterinarian.

Guidance**Standard Operating Procedures and Guidelines**

To assist schools to adhere to consistent and high quality practices for the care and management of animals in schools, a number of guidelines and Standard Operating Procedures apply:

- Downer Cow Standard Operating Procedure
- Managing Calving Cows
- Guidelines for post-mortem
- Land Transport of Livestock
- Fish Euthanasia
- Humane Destruction of Livestock

3.2 REPORTING

Principals must:

- submit *Form C: Livestock Report* to the Director, Agricultural Education on a regular basis including livestock deaths; and
- undertake a physical livestock count annually.

Guidance

For copies of the form, contact the Agricultural Education Branch on 9264 4107.

3.3 UNEXPECTED INCIDENT

Principals and school staff must, when an animal experiences an illness or injury, or dies in unusual or unexpected circumstances:

- provide appropriate treatment, in a timely manner; and
- submit *Form B: Unexpected Animal Incident Report* to the Director, Agricultural Education within 24 hours of the event.

Guidance

Deaths of the following animals are reportable using *Form B: Unexpected Animal Incident Report*:

- large animals, for example horses, cattle and alpaca; and
- other animals in the event of multiple deaths, animal attack, suspicious events including human intervention and any events that may have an adverse impact on the welfare of animals.

For copies of the form, contact the Agricultural Education Branch on 9264 4107.

3.4 RECORD KEEPING

School staff must maintain records of the use, care and monitoring of animals that are sufficient to enable the Director, Agricultural Education to verify that the wellbeing of animals has been monitored as agreed and allow review and critical investigation of the cause(s) of and responses to unexpected adverse events.

4 DEFINITIONS

ANIMAL

Any live non-human vertebrate (that is, amphibians, reptiles, birds and mammals encompassing domestic animals, purpose-bred animals, livestock, wildlife) and cephalopods.

5 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

Animal Welfare Act 2002 (WA)

OTHER DOCUMENTS

Form A: Proposal for the use of animals on school farms for non-routine activities

Form B: Unexpected Animal Incident Report

Form C: Livestock Report

Guidelines for post mortem

Standard Operating Procedures

6 CONTACT INFORMATION

Policy manager: Deputy Director General, Schools

Policy contact officer: Director, Agricultural Education
T: (08) 9264 4877

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8 HISTORY OF CHANGES

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5 August 2014		2.0	D14/0379062	<i>Animals in Schools</i> policy reviewed and recast as <i>Use of Animals in Schools Policy and Procedures</i> . Endorsed by DG on 27 June 2014.
5 August 2014	3 September 2014	2.1	D14/0423485	Guidance updated with information on where to obtain forms.