
POLICY TITLE:	CARE AND USE OF ANIMALS IN ACT SCHOOLS
YEAR OF PUBLICATION:	2009
IDENTIFIER:	CUAAS200906
LEGISLATION:	<i>Animal Welfare Act 1992</i> <i>Animal Welfare Regulation 2001</i>

1. POLICY STATEMENT

- 1.1 Schools that keep animals for teaching purposes must comply with the provisions of the *Animal Welfare Act 1992 (the Act)*, the *Animal Welfare Regulation 2001* and the related *Australian code of practice for the care and use of animals for scientific purposes 7th Edition 2004 (the Code)*.
- 1.2 The Education and Training Öä^&ç |æ^ (the Öä^&ç |æ^) holds a licence to use or breed animals for research or teaching, and the Öä^&ç |æ^'s Schools Animal Ethics Committee (ÖCT SAEC) monitors and maintains records of the care and use of animals in schools.
- 1.3 All schools must gain approval from the ACT SAEC or delegate for the care and use of animals in schools before animals are placed in schools and until such time as the animals are deceased or removed from the school.

2. RATIONALE

The Öä^&ç |æ^ is committed to the appropriate care and use of animals in ACT schools.

This policy and the associated Implementation Guidelines set out mandatory and recommended procedures regarding the care and use of animals in ACT schools.

The Code requires all institutions that use animals for scientific purposes (including teaching) to implement processes and procedures that ensure compliance with the Code and relevant legislation. This policy and supporting guidelines outline these processes and procedures.

3. DEFINITIONS

3.1 Authority

The ACT Animal Welfare Authority is the authority responsible for licensing schools and other institutions for the use of animals for scientific and teaching purposes. The Authority is situated within the Environment and Recreation Network, Territory and Municipal Services.

3.2 Schools Animals Ethics Committee (SAEC)

A committee that ensures that all scientific and teaching activities involving the use of animals comply with relevant legislation and the Code.

3.3 The Code

Australian code of practice for the care and use of animals for scientific purposes 7th Edition 2004.

3.4 The 8th Year Curriculum Framework

The Education and Training.

3.5 Form A

Request for Animal Research Authorisation (Schools)

3.6 Form B

Application for approval to obtain euthanased rats from The John Curtin School of Medical Research at the Australian National University

3.7 Form C

Annual school report on the acquisition and disposal of animals and husbandry activities

3.8 Form D

Application to use an animal in teaching that is not on the approved list or is in category 4 or 5

3.9 Form E

Application for certification to demonstrate a category 5 activity

3.10 Form F

Notification of changes to staffing and/or activities including animal death or injury

3.11 Guidelines

The Care and use of animals in ACT schools – Implementation Guidelines

3.12 **Licence Holder**

The licence holder is the **Department of Education's Deputy Director-General**.

3.13 **Schedule 2**

Schedule 2 to the *Animal Welfare Regulation 2001*, lists the animals that may be used for scientific or teaching purposes, without a licence or authorisation, in preschools and primary schools.

4. PROCEDURES

4.1 The Department

4.1.1 The Department applies to the licensing authority for a licence for the use of animals for scientific and teaching purposes in ACT public schools.

4.1.2 The Department establishes or uses an ACT SAEC in accordance with the Act and the Code and conducts an annual review of the operations of the ACT SAEC.

4.1.3 The Department establishes a formal agreement with outside agencies that are to be granted access to the ACT SAEC.

4.1.4 The Department addresses issues raised by the ACT SAEC regarding non-compliance and grievances in accordance with the Department's complaints resolution policy. In the event that an issue is not resolved through the complaints resolution policy process, the ultimate decision of the SAEC must be put in place.

4.1.5 The Department provides resources required for the ACT SAEC to fulfil its terms of reference in accordance with the Act and the Code. This includes the provision of training and workshops for teachers where appropriate.

4.2 The Schools Animal Ethics Committee

4.2.1 The ACT SAEC establishes documented procedures to enable compliance with the Act, the Code and policies of the Department (the Guidelines).

4.2.2 The ACT SAEC examines and makes recommendations to the Department on plans and policies that may directly affect the welfare of animals used for scientific or teaching purposes.

4.2.3 The ACT SAEC monitors and maintains records of the care and use of animals in schools in accordance with the requirements set out by the Act, the Code and the ACT SAEC Terms of Reference.

- 4.2.4 At the beginning of the school year, the ACT SAEC despatches and collects standardised forms for the approval to use animals in schools (see Guidelines).
- 4.2.5 Where a Form A is received from schools, the ACT SAEC will consider the request and may or may not approve the use of animals in accordance with the teaching program presented.
- 4.2.6 Where the ACT SAEC provides written authorisation for the use of animals in a non pre-approved teaching program or category 4 and 5 activities (Form D) at a school or certification for a teacher to demonstrate a category 5 activity (Form E), the ACT SAEC will arrange for an identity certificate to be provided to the authorised person.
- 4.2.7 Where a Form B is received from schools, the ACT SAEC will consider the request and may or may not provide the school with approval and an authorisation number for the collection of euthanased rats from *The John Curtin School of Medical Research*. Schools may purchase frozen or preserved rats from licenced suppliers without approval from the ACT SAEC.
- 4.2.8 The ACT SAEC may withdraw approval for a project when the ACT SAEC detect activities that are non compliant with the Code.
- 4.2.9 The ACT SAEC undertakes inspections of no less than four schools per year. This may include schools with animals in schedule 2 of the *Animal Welfare Regulation 2001* (see the guidelines).

4.3 Schools

- 4.3.1 Schools must be able to provide an educational justification for the use of animals. This may relate to essential content from the ACT Curriculum Framework *Every Chance to Learn*, ACT Board of Senior Secondary Studies approved courses or additional activities approved by school boards as part of school based curriculum plans.
- 4.3.2 Animals are not to be used for teaching activities unless there are no suitable alternatives to achieve the educational objectives.
- 4.3.3 Animals should not be held in schools for longer than necessary to achieve the planned educational outcomes unless they are kept as a pet.
- 4.3.4 Staff are responsible for assisting students to develop a respect for animals and to understand the ethical, social and scientific issues involved in the use of animals.
- 4.3.5 Teachers must ensure that the level of supervision of students and other personnel involved in the care and management of animals takes

into account the level of competence of each person and the level of responsibilities they are given.

4.3.6 Principals are responsible for ensuring compliance with the Guidelines. This applies whether or not an authorisation from the ACT SAEC is required.

4.3.7 Each school (with animals) is required to have an Animal Welfare Liaison Officer (AWLO) appointed by the principal. This officer may be the Principal or a suitably qualified staff member.

4.3.8 The AWLO will ensure that authorisation is gained for the use of animals in schools through the submission of standardised forms to the ACT SAEC. The documentation required will depend on the type of animals and the activities being undertaken in the school. These include:

- primary schools with animals in schedule 2 of the *Animal Welfare Regulation 2001* (see the Guidelines) do not require documentation
- primary schools with animals not in schedule 2 are required to submit on a triennial basis, or when a change occurs to staffing or the program being offered, the *Request for Animal Research Authorisation (Schools)* (Form A in the Guidelines). Schools with animals in this category are also required to submit an annual report (see 5.3.5 of this policy) to the ACT SAEC.
- secondary schools and colleges are required to submit on a triennial basis, or when a change occurs to staffing or the program being offered, the *Request for Animal Research Authorisation (Schools)* (Form A in the Guidelines). Schools with animals in this category are also required to submit an annual report (see 5.3.5 of this policy) to the ACT SAEC.
- Where applicable, *Applications to use an animal in teaching that is not on the approved list or is in category 4 or 5* (Form D) or *Application for certification to demonstrate a category 5 activity* (Form E) must be submitted on a triennial basis. When a change occurs to staffing or the program being offered a *Notification of changes to staffing and/or activities including animal death or injury* (Form F) must be submitted. These activities must not be undertaken without approval and certification by the ACT SAEC.
- When freshly euthanased rats are required, the *Application for approval to purchase euthanased rats from John Curtin school of Medical Research* (Form B in the Guidelines) must be submitted.

4.3.9 All schools, including schools with Animals in schedule 2 *Animal Welfare Regulation 2001* (see the Guidelines), must allow the Act SAEC access to animals and animal holdings for inspection purposes.

4.3.10 Schools must respond promptly and effectively to recommendations from the ACT SAEC to ensure that all care and use of animals within the school remains in accordance with the Code.

5. MONITORING, EVALUATION AND REPORTING REQUIREMENTS

5.1 The 8 jfYWcfUH

5.1.1 The Öã^&ç |æ^, as the licence holder, must maintain records and provide information and documentation to the licensing authority as per the terms of the licence.

5.1.2 The Öã^&ç |æ^t provides the terms of reference for the ACT SAEC. Members of the ACT SAEC agree in writing to these terms of reference.

5.2 The Schools Animal Ethics Committee

5.2.1 The ACT SAEC is comprised of members as set out in section 2.2.2 of the Code. This includes:

Category A a person with qualifications in veterinary science and with experience relevant to the activities of the institution. Veterinarians who lack this experience must familiarise themselves with the biology and clinical characteristics of the species of animals used

Category B a suitably qualified person with substantial recent experience in the use of animals in scientific or teaching activities. This will usually entail possession of a higher degree in research

Category C a person with demonstrable commitment to, and established experience in, furthering the welfare of animals, who is not employed by or otherwise associated with the institution, and who is not involved in the care and use of animals for scientific purposes. Veterinarians with specific animal welfare interest and experience may meet the requirements of this Category. While not representing an animal welfare organisation, the person should, where possible, be selected on the basis of active membership of, and nomination by, such an organisation

Category D a person who is both independent of the institution and who has never been involved in the use of animals in scientific or teaching activities, either in their employment or beyond their under-graduate education. Category D members should be viewed by the wider community as bringing a completely independent view to the AEC, and must not fit the requirements of any other Category.

- 5.2.2 The ACT SAEC meets at least four times a year to:
- assess approval of requests under standard forms
 - provide authorisation to schools
 - provide an identity certificate for authorised teachers where required
 - undertake visits and assess the quality of care of animals in a sample of schools
 - accurately record the outcomes of the visits and send recommendations to schools.
- 5.2.3 The ACT SAEC provides two annual reports. These include a report to the licence holder each September and a mandatory report as requested by the licensing authority.

5.3 Schools

- 5.3.1 Schools must make arrangements for the regular and adequate inspection of the animals they keep and for the responsible person to be able to access veterinary care at short notice. This monitoring includes weekends and school holidays.
- 5.3.2 Appropriate veterinary care must be promptly sought for any injured or ill animal.
- 5.3.3 All schools with animals must include in their evacuation and emergency plans procedures and information to insure the welfare of animals is safeguarded in the event of flood, fire, drought, storm damage and vandalism.
- 5.3.4 Teachers must promptly notify the ACT SAEC of any unexpected, adverse events that may impact on the well-being of an animal in their care. This includes any treatment or euthanasia outside standard procedures set out in the Guidelines.
- 5.3.5 Schools with animals not listed in schedule 2 must maintain comprehensive records documenting acquisition, disposal and all husbandry activities carried out with the animals kept by the school for educational purposes. These schools are required to provide an annual report to the ACT SAEC in September of each year (see Form C in the Guidelines, *Annual school report on the acquisition, disposal and husbandry activities*).

6. IMPLEMENTATION GUIDELINES

- 6.1 Attached

7. POLICY OWNER

7.1 Director, Learning and Teaching

8 RELATED POLICIES

- 8.1 *Australian code of practice for the care and use of animals for scientific purposes 7th Edition 2004*, Australian Government, National Health and Medical Research Council, Canberra, viewed 22 August 2008, <http://www.nhmrc.gov.au/publications/synopses/files/ea16.pdf>
- 8.2 Policy and Guidelines for Risk Management in ACT Government secondary science programs, Education and Training Directorate, Canberra, June 2001, Canberra, viewed 22 August 2008 https://index.det.act.gov.au/resources/pdf/ipm_Science_Guide.pdf
- 8.2 ACT Complaints Resolution Policy, ACT Government, Education and Training Directorate, 2006, Canberra, viewed 22 August 2008 http://www.det.act.gov.au/data/assets/pdf_file/0017/17621/ComplaintsResolution.pdf