

Appendix H



All dogs in VIPPIES residential care will wear the contact disc on their collars displaying the office contact details. Staff will ensure a photo is taken of the dog/s when they arrives for boarding, and send to the office within 1 day of arrival, to be stored on the CRM system.

If a dog in your care goes missing.

1: Call the office 01522 823536 immediately you notice the dog is missing.

2: If no response then ring mobiles:-

Sheena: 07833 680095 or 07817 984757,

Jade 07977 324722

Jake 07817 911404

Rob 07799 377295

Laura 07814541773

If you know there is a colleague in your area contact them. (Staff contact sheet supplied separately)

3. Knock on the doors to the houses in the immediate area the dog has gone missing whether on your walk or from your home.

4. The office will despatch the members of staff most local to you to assist with the search.

5. Each staff member will have in their car a slip lead, first aid kit and the contact details for the other staff members and the office.

6. The office will contact the police, vets, and local authorities to see if a dog has been found within the area and leave contact details if not.

7. The office will be the main contact point for all staff, using mobiles for communication and giving the landline number for authorities to contact, to ensure if the dog is located this line is clear.

8. Posters will be drawn up for the missing dog and distributed to the area the dog is missing and displayed in prominent areas.

9. Social media sites will be populated with the poster and forums specifically used to advertise lost pets.

10. Owners will be notified within one hour of the dog going missing.