



BBSP INC/ Brave Buddy Service Pups

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Non-Profit 501(c)3

BBSP INC. Therapy Animal Program Policies and Procedures

The following outlines the policies and procedures for therapy animal teams. Adherence to these guidelines is required at all times.

1. I will abide by all BBSP INC policies and procedures, and I will adhere to the guidelines that are set forth in this BBSP INC Handler Guide and in associated updates at www.bbspdogs.com.
2. I will represent the program professionally by respecting privacy, being punctual, avoiding drugs or alcohol, and adhering to facility dress codes.
3. I will uphold the code of ethics.
4. I will visit only with animals that are registered with BBSP INC. and with only one animal at a time. I understand that, for safety and liability reasons, visiting may not exceed 2 hours per team per day. *(Unless directed by BBSP INC Administration)*
5. I will make sure that each facility that I visit has access to these BBSP INC. policies and procedures, so they understand what guidelines I already follow as a visiting team.
6. I will comply with all policies, procedures, and safety protocols established by BBSP INC. and any facility I visit. In the event that BBSP INC and my facility maintain differing policies on a particular subject, I will adhere to the more stringent standard.
7. I will be responsible for my animal at all times, considering its needs and humane care first.
8. I will always stay with my animal and remain in control of the situation with the lead in my hand. I will never tie animals to people, equipment or furniture while visiting.

9. I will clean up after my animal both inside and outside the facility, and I will abide by any facility required cleanup rules.
10. For safety reasons, all animals must wear a collar or harness and be on lead, and the handler must always hold the lead, including during breaks.

Animals which are carried in a basket, towel or in their handler's arms must also wear a collar or harness and always be on lead.

11. Before each visit, I will abide by the BBSP INC. grooming guidelines.
12. I will visit only in accordance with the BBSP INC. health requirements: for example, both my animal and I must be healthy, and my animal must not wear a waste collection device.
13. I understand that animals must not be on a raw protein diet at any time during their role as a therapy animal, and that animals from a household where a raw protein diet is fed are precluded from participating in the Therapy Animal Program.
14. I will not borrow money, personal items, or accept gifts from those I visit. Similarly, I understand that giving any gifts, even small ones like candy or cookies, is generally not allowed.
15. I will not charge a fee for services that I perform in my role as a therapy animal handler.
16. If an accident or unusual event occurs, I will discontinue my visits right away. I will provide a full report of the incident to BBSP INC. and follow their instructions, with the expectation that all information will be handled confidentially and appropriately.
17. Photographs or videos of individuals visited will only be taken with prior consent. All images must receive approval from BBSP and the facility before being released on any and all media platforms.
18. Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture
19. I understand that I must obtain approved written permission from BBSP INC for each proposed use of BBSP INC.'s logo or name in conjunction with the logo or name of any other organization.
20. I understand that, as a handler, I am not authorized to administer the BBSP INC Skills Test (BBSPST) or the BBSP INC Aptitude Test (BBSPAT) unless I am currently a licensed team evaluator. In addition, I am not authorized to teach the BBSP INC Handler Course unless I am currently a licensed instructor.

21. Upon arriving at a facility for the first time, it is important to determine if other teams are present or if there are facility animals on-site. If so, existing relationships should be acknowledged and respected, while ensuring that all decisions made are responsible and considerate for both oneself and one's animal.

All visitations are required to be documented, and visitors must sign in and out at the designated station.

22. I understand that my animal must visit in the same type of equipment that it was evaluated in, and that a change in equipment requires a re-evaluation.
23. Whenever a re-evaluation occurs, the team qualification rating from the latest evaluation replaces the previous rating. The updated rating takes effect immediately, regardless of whether the team's registration period is still active. For instance, if a renewing team receives a "Not Ready" score, the team's registration period ends at that point.
24. I acknowledge that I am required to receive official notification from BBSP INC regarding my registration status and qualifications (such as an acceptance or renewal letter) prior to participating as a registered therapy animal team.
25. Therapy animals are permitted to wear a seasonal or holiday scarf during visits. For safety reasons, however, animals and handlers are not allowed to wear costumes when making visits.

Code of Ethics

1. Perform duties that are consistent with your position and training.
2. Abide by the professional ethics of your profession and organizations.
3. Demonstrate a belief in and attitude of reverence for all life.
4. Show respect and consideration for animals, people, and the environment. Maintain the quality of life and experience for all parties involved.
5. Be informed and educated about the aspects and issues that are related to BBSP INC.
6. Demonstrate commitment, responsibility and honesty in all phases of your activities.
7. Comply with all local, state and federal laws and BBSP INC policies that govern BBSP INC.
8. Therapy Animal Teams must remain neutral and not express political views.

Standards of Professional Conduct

BBSP INC values its therapy animal teams and expects handlers to act professionally, treating clients and teammates respectfully. If there are concerns about conduct, BBSP INC will gather incident reports, investigate, and decide on actions. Team activities may be suspended during the investigation. The following serious violations may lead to removal from the Therapy Animal Program:

1. Breach of client confidentiality.
2. Abuse of any client or animal or conduct that's detrimental to the Therapy Animal Program or BBSP INC.
3. Theft or removal from the premises, without proper authorization, of any property that belongs to a facility, a client, staff, or another team.
4. Unauthorized use or possession of intoxicants, narcotics or other drugs while volunteering as a handler.
5. Being unfit to volunteer because of the influence of alcohol or drugs.
6. Harassment of any type.
7. Using the BBSP INC vest to gain public access or otherwise misrepresenting your animal as an assistance animal.

Print Your Name: _____

Print Your Last Name: _____

Signature: _____ Date: _____