

<b>Department</b>	Standards & Minimum Welfare
<b>SOP #</b>	4
<b>Revision #</b>	1
<b>Last review Date</b>	25/09/2019
<b>Page</b>	1 of 2

## Multi-Site Assessments

### Standard Operating Procedure

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

#### Key definitions:

<b>Site / Centre:</b>	A single location housing animals, or a group of locations housing animals but under common management
<b>Foster Carer:</b>	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:

##### External assessments (new and existing members)

1. For organisations with multiple sites (four or more), external assessment will include a visit to the organisation's Head Office to review their internal quality assurance processes. This will take place before any site visits are undertaken.
2. The visit to the Head Office will comprise a review of the following areas:
  - a. SOPs and other similar frameworks and policies; quality assurance and monitoring systems in place; details of training provided to staff and volunteers in the implementation of policies and procedures.
3. Sites should be categorised (e.g. commercial boarding, adoption centres, foster homes etc) to determine how many of each type need to be visited (see below).
4. In the case of any licensed boarding premises, compliance with relevant statutory standards and licensing should be evidenced by the member organisation.
5. Visits to sites may be carried out by different assessors.
6. Action plans will be required for areas scoring less than 2. These could relate to the whole organisation, or to a specific site.
7. Assessors will complete an assessment form for each site visited, and submit them to [assessment@adch.org.uk](mailto:assessment@adch.org.uk).
8. Copies of assessments will be sent to the member.

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<b>SOP #</b>	4
<b>Revision #</b>	1
<b>Last review Date</b>	25/09/2019
<b>Page</b>	2 of 2

The number of site visits to be undertaken is as follows:

<b>Total sites</b>	<b>Site visits</b>
< 4	All sites to be assessed, and no visit to head office required
4-10	Visit to head office, followed by visits to 3 sites
11 – 50	Visit to head office, followed by 3 sites or 10% of the total number of sites, whichever is the greater
>51	Visit to head office followed by a number of visits agreed after the visit to head office

For organisations with multiple sites, different sites should be selected each time.

For organisations with a variety of types of sites (e.g. owned; commercial boarding etc) all types should be represented in the visits

### **Self-assessments (see also SOP 2)**

The number of self-assessments to be undertaken is as follows:

<b>Total sites</b>	<b>Site visits</b>
< 4	All sites to be assessed, and no visit to head office required
4-10	Visit to head office, followed by visits to 3 sites
11 – 50	Visit to head office, followed by 3 sites or 10% of the total number of sites, whichever is the greater
>51	Visit to head office followed by a number of visits agreed after the visit to head office

For organisations with multiple sites, different sites should be selected each time.

Completed assessment forms to be submitted as outlined in SOP2 Self-assessment

### **Further Guidance:**

Further guidance can be obtained from the ADCH Member and Administration Manager [therese@adch.org.uk](mailto:therese@adch.org.uk)