

Policies on a Page

WRDA Policies. The key WRDA policies are summarised in this document which is intended as a brief guide and aide memiore to them. Individuals should read those policies which apply to them – they contain information which is not replicated here. The policies are available in the office in the Pembroke Centre and on the WRDA website at <http://www.rdawilton.co.uk> .

Riders

- Must have completed an enrolment instructor, ideally with a physiotherapist where appropriate,
- Riders are allocated on a termly basis and suitability is reviewed at the end of that time.
- Reviews are made using the Tracker system.
- Riders must be dressed appropriately (see H&S Policy document) and not eat while mounted.
- Hippotherapy and Physiotherapy. These may be offered as part of a ride. If so you should read the appropriate policy.
- Every rider must wear an approved hat. When undertaking Hippotherapy this may be waived. The approved Chartered CPRTH Physiotherapist recording this and Parent/guardian providing written permission to that effect.

Volunteers

- Age 13 - 90.
- Must be registered.
- Trained to do tasks agreed on Green card.
- Must be free from any significant ailment or infirmity which may prevent them from working safely on given tasks.
- 13-16year olds must have adult supervision.
- Disabled riders can register as Volunteers.
- Insurance changes when reach 80 – you must inform the office when you reach this age and at 90.
- There is a Problem Solving and Complaints Procedure if required.

Data Protection and Social Media

- **Data Protection Policy.** Data Protection applies to any person who holds paper or electronic information about RDA people. It also covers sending RDA information within RDA and to 3rd parties.
- **E Safety.** Social Media should be used with care and permission. Anyone who uses social media should refer to the E-safety Guidance policy documents.

Safeguarding

- All volunteers are to have a DBS.
- Details of the Safeguarding Officer are on the Notice board.
- The following policies and procedures should be read and understood by everyone:
 - Child Protection Policy Statement.
 - Adults at Risk Policy Statement.
 - Safeguarding Procedures.
- No photographs are to be taken of children on riding days without the permission of their parent /guardian or school

Risk Management

- **First Aid.** In addition to the requirements laid down in this policy, a volunteer with a current certificate from a RDA approved first aid course must be present during each separate RDA activity, eg if a ride goes to the wood and if another stays in the school. Similarly, a group instructor or logbook holder must be present during each activity.
- **Health and Safety Guidelines.** Everyone should read these RDA Guidelines.
- **Accident Procedure.** In the event of an accident, the instructor must as soon as possible report the incident in the accident book, following the procedure laid down in the accident book.
- **Risk Assessment Policy.** In addition to this policy it should be noted that Non RDA persons, those not registered with us as a Volunteer or Rider using the facilities do so entirely at their own risk and must have their own insurance cover.

Key Policies

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| <ul style="list-style-type: none"> • WRDA Polices . • Code of Conduct. • Volunteer Policy. • Health and Safety Guidelines. • First Aid Policy. • Risk Assessment Policy. • Hippotherapy Policy. • Physiotherapy Policy. | <ul style="list-style-type: none"> • Volunteer Problem Solving & Complaints Procedure. • Child Protection Policy Statement. • Adults at Risk Policy Statement. • Safeguarding Procedures. • Non disabled riders within disabled rides. • Data Protection Policy. • E-Safety Code of Conduct for RDA Volunteers. • E-Safety Guidance for Participants & Young People. |
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