



# **Wilton RDA**

## **Centre Policies**

**11 October 2017**

## Wilton RDA Policies

### 1 Purpose and Background

- 1.1 There is a large community of people involved Wilton RDA (WRDA) from riders to volunteers. In order that we make this a safe and pleasant environment for us all, there are a number of policies that WRDA has adopted.
- 1.2 The key policies are listed in this document which is intended as a guide to them. These policies are not replicated here and individuals should read those which apply to them. They are available in the office in the Pembroke Centre and on the WRDA website at <http://www.rdawilton.co.uk> . A table of the Policies is at Annex A. In addition to these policies, this document contains additional rules and guidance.
- 1.3 If you have any queries about the policies or matters which are not covered by them, you should contact the relevant trustee or the office. In the case of an immediate requirement common sense should be relied upon.
- 1.4 Any rider or volunteer who is found to be in breach of these policies may be disqualified from membership of the WRDA.

### 2 WRDA Centre Policies

- 2.1 The WRDA Centre Policies is this overarching document which summarises the WRDA policies, many of which have been adopted from RDA central. It also has some policies not contained elsewhere and details where there may be waivers to the policies.

### 3 RDA Code of Conduct.

- 3.1 Everyone should read the RDA Code of Conduct which lists good practice and those practices which are never condoned. It also gives some guidance on safe practice in unforeseen circumstances.

### 4 Volunteers

- 4.1 **Volunteering Policy** . This should be read by all volunteers.
- 4.2 All volunteers must be registered. They are required to complete the formal national application form, which must be assessed by an Instructor or a Trustee before the applicant can help with the approved activities of the Wilton Group RDA. They must have been trained to do the tasks agreed on their Green Card, and this must be signed

by an Instructor or a suitably qualified Trustee and countersigned by the volunteer, before they can be asked to carry out these tasks independently.

- 4.3 Registered Volunteers working with disabled riders must be free from any significant ailment or infirmity which may prevent them from working safely. They must be able to protect the safety of disabled riders at all times and be able to react quickly in an emergency.
- 4.4 Disabled riders may be registered as volunteers. They must have their own Green Cards showing that they have been trained in any task they may be asked to perform. They must also have DBS clearance .
- 4.5 Volunteers under the age of 16 are to be supervised by a responsible adult at all times and not left alone when volunteering. They may lead and side-walk at the discretion of the Instructor, but only if there is no more than one to each pony, and if supervised by other experienced volunteers.
- 4.6 **Insurance.** Registered volunteers from the age of 13 to 80 ,who comply with the requirements above, are covered by National RDA accident insurance and public liability when helping with approved activities. 13 year-old helpers ('juniors') are encouraged to take out their own personal accident insurance, but the Group is prepared to insure regular junior helpers. Volunteers who reach the age of 80 should inform the office, in order that they can be informed of the insurance implications. Volunteers over 90 are not insured and should inform the office when they reach this age. The insurance documents can be viewed on request.
- 4.7 **Problem Solving and Complaints Procedure.** This is held with the other policies and is to be used in the case of a formal complaint or problem.
- 4.8 **Conflict of Interest.** Primarily for Trustees, this form is available for anyone to complete who may have conflict of interest when conducting RDA business. If in doubt seek advice from the WRDA Secretary.

## 5 Riders

- 5.1 **Rider Policy .** The aim of the Riding for the Disabled Association (RDA) is to provide the opportunity for riding, vaulting and carriage driving to disabled people who might benefit in their general health and well-being.
- 5.2 A disabled person will not be permitted to ride without a completed enrolment form, which must be signed by a medical professional. These forms are reviewed every 3 years or earlier if necessary.

- 5.3 Riders must not be eating whilst mounted. Inappropriate jewellery must not be worn and clothing must be properly fastened. A rider's belt must be fastened at the waist on the outside of clothing.
- 5.4 **Allocation of Rides.** Wilton RDA provides Therapeutic Riding. The group's annual riding timetable is split into three terms. Term 1 commencing January, Term 2 May and Term 3 September. Each term is approximately twelve weeks long. Riders are initially allocated one riding term and they are assessed at the end of that time. A decision is then made by our instructors as to whether or not that person is benefiting from Therapeutic Riding. If progress has been made, then future riding will be allocated. We recommend that the rider should take a break from riding before commencing their next term.
- 5.5 **Tracker System.** Wilton RDA is currently in the process of introducing the RDA National Tracker System. This system of assessing riders is more consistent and structured and the results contribute to the UK's research figures for the benefits of riding for disabled people. The rider is scored on six categories. Communication, Relationships, Enjoyment, Horsemanship, Physical Changes and Confidence. A score is recorded on the riders first and last ride. The result will show whether that person is benefiting from Therapeutic riding.
- 5.6 **Non Disabled Riders** Non disabled riders are allowed within disabled rides. The policy on this should be followed if this is the case.
- 5.7 **Hippotherapy and Physiotherapy** These may be offered as part of a ride. If so you should read the appropriate policy.

## 6 Risk Management

- 6.1 **First Aid Policy** In addition to the requirements laid down in the First aid 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.
- 6.2 **Health and Safety Guidelines**. Everyone should read these RDA Guidelines. They cover a great deal of information from dress while riding to the assessment of horses. It should also be noted that it is a requirement in the RDA Health and Safety Policy that 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.

6.3 **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.

6.4 **Risk Assessment Policy** . In addition to the this policy it should be noted that Non RDA persons, those not registered with as a Volunteer or Rider using the facilities do so entirely at their own risk and must have their own insurance cover. RDA registered persons using the centre for non RDA purposes also do so entirely at their own risk and must have their own insurance cover.

## 7 Safeguarding

7.1 **DBS**. All volunteers must hold a DBS unless they were a WRDA Volunteer prior to 2006.

7.2 The following policies and procedures should be read and understood by everyone:

- Child Protection Policy Statement.
- Adults at Risk Policy Statement.
- Safeguarding Procedures .

8 **Photography**. Photographs of children should not be taken during riding sessions without the permission of their parent/guardian or school.

## 9 Data Protection & Social Media

9.1 **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 3<sup>rd</sup> parties.

9.2 **E Safety** . Social Media should be used with care and permission. Anyone who uses social media should refer to the E-safety Guidance for Participants and Young People and the E-safety Guidance for RDA Volunteers as appropriate.

## Annex A

### Table of WRDA policies

		Document Date
General	WRDA Centre Policies ( This document)	Oct-17
	Policies on a Page	Oct-17
	WRDA Volunteer Agreement	Aug-17
	Volunteering Policy	Jun-17
	Volunteer Problem Solving and Complaints Procedure	Jul-17
	Code of Conduct	Feb-16
Safety	Health & Safety Guidelines	Jun-17
	First Aid Policy	May-16
	Risk Assessment Policy	Feb-12
Safeguarding	Safeguarding Procedures	Feb-16
	Child Safeguarding Policy Statement	Nov-16
	Adults at Risk Safeguarding Policy Statement	Nov-16
Data Protection	Data Protection Policy	Mar-17
	E-Safety Code of Conduct for RDA Volunteers	Nov-13
	E-Safety Guidance for Participants	Nov-13
Riders	Hippotherapy Policy	Jun-17
	Physiotherapist Role within Wilton RDA	Nov-17