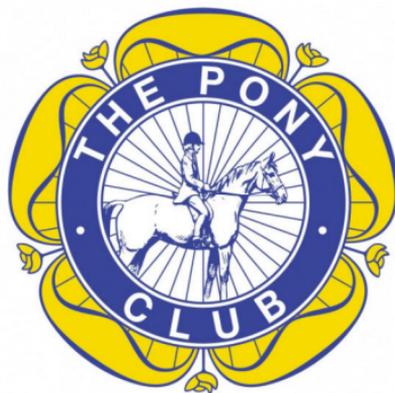


HEALTH, SAFETY AND SAFEGUARDING RULES



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THE PONY CLUB

Stoneleigh Park, Kenilworth, Warwickshire CV8 2RW

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NOTE: Rules that differ from those in 2015, or need special emphasis, are shown in bold text. Changes are also sidelines.

OBJECTIVES

The objectives of The Pony Club are:

- To encourage young people to ride and to learn to enjoy all kinds of sport connected with ponies and riding.
- To give instruction in riding and horsemanship and to educate Members to look after and to take proper care of their animals.
- To promote the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline.

The riding of ponies and horses inevitably involves some risk. Members are entitled to learn to ride and participate in equestrian sports in as safe and secure an environment as is reasonably practicable. Taking risks is a crucial element in a child's development. It is imperative that Members are allowed to take risks in a controlled environment to ensure their development and to enable each individual to achieve their ideals.

These guidelines are intended to show how Organisers can do what is reasonably practicable to ensure the health, safety and welfare of Members and volunteers at Pony Club activities without unnecessarily restricting their enjoyment and learning. It is intended to be used in conjunction with other Pony Club publications. The Pony Club Manual of Horsemanship covers all aspects of horsemanship, when it is followed risks to both horse and rider will be minimised. The Pony Club rule books for the individual disciplines set out rules for the conduct of competitions in each discipline.

When a rule states District Commissioner, Centre Proprietor also applies, and where Branch is stated, Linked Centre applies.

The Health, Safety and Safeguarding rulebook has been significantly re-written. Please ensure you read the rulebook fully to understand.

1. INTRODUCTION

The purpose of this booklet is to give a basic framework for the organisation of Pony Club activities that can be easily followed. It is written with the Branch network in mind but is equally applicable to Linked Centres. Where it is written that copies of documents are to be sent to The Pony Club office, Linked Centres should simply retain a copy of these documents for their own records (The Pony Club's Stoneleigh Office does not require copies of all these documents for its Linked Centres).

This framework gives a straightforward structured approach to the activity while ensuring that the Organiser meets the requirements of health and safety legislation. It is important to remember that health and safety is just one issue when organising an activity. To this end there should be an integrated approach that covers all aspects of the activity, including the venue, people, horses, money and safety.

There is a common feeling that health and safety law is all embracing and restrictive. This is not the case. The law requires the Organiser to do what is reasonably practicable to ensure the health, safety and welfare of anyone who might be affected by the activity they are organising. When deciding what is reasonably practical, the Organiser should balance the cost and inconvenience of potential control measures with the benefits of the activity.

2. HEALTH & SAFETY OFFICER

Pony Club Branches

Each Branch should appoint a Health and Safety Officer. Their role is to advise the District Commissioner and Branch Committee to enable them to make decisions that reflect the requirements for health, safety and welfare of the Members, volunteers and others who may be affected by the activities organised by the Branch. The Branch Health & Safety Officer should ensure that risk assessments are carried out prior to all Pony Club activities (as explained in Section 6 Risk Assessments) and incidents are correctly reported and investigated (as explained in Section 8 Accident Reporting). There should also be either the Health and Safety Officer or an appointed Steward in attendance at all major competitions.

Pony Club Linked Centres

At Linked Centres there should be a nominated person responsible for health, safety and welfare. The Proprietor may wish to take this role on. Similarly to the Branch Health and Safety Officer, this person will be responsible for ensuring that risk assessments are completed and acted upon as necessary (as explained in Section 6 Risk Assessments) and ensuring that incidents are correctly reported and investigated (as explained in Section 8 Accident Reporting).

3. TRAINING & GUIDANCE

Training Courses are available for Branch Officials and Centre Personnel as follows:

- Branch Official Training
- Centre Proprietor Days including Standard Setting
- Safeguarding and Protecting Children Workshop

NB: The 'Safeguarding and Protecting Children Workshop' is recognised by Sport England and meets the requirements for the UK Coaching Certificate (UKCC).

These courses are organised by The Pony Club's Stoneleigh Office, and all requests for training should be addressed to Stefanie Brazier, the Health, Safety and Safeguarding Secretary.

4. FRAMEWORK

The organisation of any activity, large or small, has six stages:

Purpose	-What do you wish to do?
Place	-What facilities are available?
Plan	-How are you going to achieve your purpose?
Personnel	-Who is going to do what?
Prepare	-Be prepared for something to go wrong.
Paperwork	-Keep records.

a. Purpose

It is necessary to decide what the aim of the activity is and who the target participants are.

b. Place

The facilities required can be determined once you have decided the type of activity you wish to organise / run. However, availability of particular facilities at the time they are needed may result in the Organiser having to change the purpose of the activity, or build the necessary facilities to enable the planned activity to go ahead. Facilities that are available may need to be improved to meet health and safety regulations, for example by building new Cross Country fences.

Location / venue may limit the number of participants allowed to attend the activity, due to insurance purposes for example. The Organiser may need to subsequently reduce the target group of participants accordingly.

c. Plan

Once the purpose and the location have been decided, the activity can be planned. For the activity to run smoothly there needs to be a clear plan indicating who is assigned to do which job, when the job needs doing by and who has asked them to do it. A structured organisation checklist is a simple way of achieving this. More complex activities will require a longer checklist. Some examples are included where specific activities are considered. Suggested headings for the checklist would be as follows:

Task	Personnel	Date Asked	Confirmed	Cost	Completed	Paid	Notes

The list of tasks may include a task or group of tasks that are delegated to an individual. For example, the preparation of a Show Jumping arena and building the course.

Once the initial plan for the activity has been prepared the financial and safety risks can be assessed. A financial budget should be used to examine the financial risks and a risk assessment should be used to examine health and safety risks.

The budget estimates the potential cost of the activity and the income that might be received. Some Pony Club activities can be provided free to Members or may be subsidised to some extent, for example rallies. At all activities financial control is essential to ensure the best use of resources.

The risk assessment examines the significant hazards and lists the control measures that are to be used to ensure that the risks are at an acceptable level. A risk assessment must be carried out for all work activities. The risk assessment should identify the significant risks, identify

who is exposed to those risks and detail the control measures taken to reduce the risks to a reasonable level. This is talked through in more detail in Section 6 Risk Assessments.

It is a matter of judgement to decide what the significant risks are but it is important not to overlook something that is hidden by other more trivial risks.

The Organiser will now have three documents, an organisation checklist, a budget and a risk assessment. These will be working documents that will develop as the day approaches.

d. Personnel

When selecting people to perform tasks during the preparative stages and on the day, it is necessary to consider the strengths and weaknesses, physical capabilities and character of all volunteers and also those paid either as a contractor or an employee. Someone who works at a desk from Monday to Friday is unlikely to be able to do eight hours manual labour on a Saturday to prepare a Cross Country course. Similarly, an individual with a strong character would be best suited as a crossing point Steward. All personnel must receive the necessary information and training (e.g. manual handling training) to be able to perform their tasks safely.

It is essential to consider the welfare of the team on the day. Before the day everyone needs to know when to arrive, when they can expect to be able to leave and what catering facilities, if any, will be available. If volunteers are made to feel valued and are well looked after, they are more likely to come / help again. They should be fed and offered hot and cold drinks regularly throughout the day, particularly those who cannot leave their posts. Alcohol must not be offered to or consumed by any Judge, Steward or other personnel whilst acting in an official capacity during the day, including at lunch-time if on duty again in the afternoon. The full Alcohol Policy can be found on The Pony Club website.

e. Prepare

The careful planning of the activity will ensure that the day is well organised but riding inevitably involves some risk. For example, riders do fall off sometimes, handlers can get kicked, etc. There must be an "emergency plan" in place, that indicates who is responsible for providing first aid care / treatment when someone gets hurt. The Pony Club publishes minimum requirements for first aid at all activities (Appendix A1 – First Aid Cover Matrix). When completing the risk assessment the Organiser should consider these and decide whether or not more cover is necessary.

The emergency plan should include communications with the onsite First Aider or First Aid Team, the Veterinary Surgeon (who may be on call rather than onsite) and for a Cross Country event the course builder / fence repair. It must also be clear who is responsible for calling the emergency services and how this is to be done. This person must know either the Ordnance Survey map reference or the Post Code of the site entrance. The First Aid Team must know who can give them permission to leave the site at the end of the day.

An Air Ambulance may be used to evacuate a casualty. The Organiser should plan what would be done in the event of an Air Ambulance being used. For example, which part of the activity would need to be stopped, where the helicopter would land, etc. However, it may be that the pilot decides the safest place to land depending on indications from the ground. When an Air Ambulance is required, it is strongly recommended that bright reflective clothing is laid on the ground to help guide the pilot to your position.

The possibility of a serious incident should also be considered. The management procedure for a fatality or serious injury can be found in Section 7 First Aid and Appendix B – Management of a Serious Incident.

f. Paperwork

After the activity, the Organiser must retain the following documentation:

- The Organisation checklist
- The Risk Assessment
- A financial account (budget)
- A schedule and programme for a competitive event
- A first aid treatment record.
- Copies of any accident reports completed
- Copies of any incident reports
- Copies of any concussion forms
- Copy of incident report log

These documents need to be retained for 3 years after the date of the incident. Where an injured person is under 18 years, all accident forms should be kept for three years after their eighteenth birthday. Electronic copies are acceptable provided a duplicate backup (e.g. CD rom) is also stored in the case of technical problems.

5. PONY CLUB ACTIVITIES

a. Responsibility for Members

The Organiser of any activity has a global responsibility for the good order and running of an activity to ensure the health, safety and welfare of all those in attendance and to make sure there are sufficient and appropriate officials present at the activity, such as Stewards, coaches, first aid cover, etc. Parents / guardians may stay at an activity to watch but should not interrupt or interfere with the activity, as explained in Section 18: Code of Conduct for Parents / Guardians. The full Code of Conduct can be found on The Pony Club website.

Parents / guardians keep the responsibility for their own children at all times whether the parent / guardian is present at activities or not. Some of this responsibility is delegated to a coach or similar when the child goes into a lesson or enters the arena at an event in order to enable the coach or similar to teach / train the child, but overall responsibility still remains with the parent / guardian.

When the parent / guardian is unable to attend the activity, they may leave their children under the care of the Pony Club Officials, and delegate some of the responsibility for their child to the Officials. The Organiser must be informed if this is the case prior to the activity starting. The Organiser must have contact details for the parents of all the children left at the activity so that they may be contacted in the event of a problem.

When the parent / guardian is unable to attend the activity, it is essential for the Branch or Linked Centre to ensure that any relevant medical information for the child has been provided prior to the activity starting. The Medical Consent Form could be used for this, and can be found in Appendix I and on The Pony Club website, within the Health and Safety section.

Members must report to the Organiser at the beginning of the activity. At the end of the activity, the parent / guardian collecting the Member should let the Organiser or another appropriate Official know that they have collected their child. If the child is to be collected by another suitable adult, the Organiser must be informed beforehand.

It should be noted that Pony Club Officials have delegated responsibility for the welfare and safety of Members in their care from the point at which the activity starts or they report to the

Organiser until they are collected by their parent or nominated person.

b. Responsibility at Residential Activities (including Camps, Visits and Excursions)

Responsibility at residential activities is the same as laid out in Point 5A above.

However, it is essential for the Branch or Linked Centre to gain parental consent for Members to attend residential activities and to ensure that any relevant medical information for the child has been provided prior to the activity starting. The Medical Consent Form can be found in Appendix I and on The Pony Club website, within the Health and Safety section. If the residential activity also involves horses / ponies, it is also essential that parents tell the Organiser of any special requirements for the horse / pony before the residential activity starts.

Pony Club camp provides Members with the opportunity to improve their riding ability and stable management skills with the help of coaches, by giving them supervised responsibility for their own pony and allowing them to manage their time efficiently to ensure they are ready for lessons and activities. Interference by parents during camp, either when visiting or helping with the daily chores or by mobile phone can significantly reduce the benefit their child gains from camp. Therefore, it is essential that parents / guardians are aware of what is expected of them in accordance with the Code of Conduct for Parents / Guardians (Section 17). The full Code of Conduct can be found on The Pony Club website.

c. Organising Excursions

Branches and Linked Centres often organise trips for their Members to places or events of interest. These may be of general interest as well as of equestrian interest. The requirements for these are similar to any other Pony Club activity. Some additional consideration is required. For more information, please refer to the Arranging Residential Excursions including Camps Policy available on The Pony Club website, within the Safeguarding section.

(i) Transport

• Private Cars

The mode of transport will depend upon the size of the party and the nature of the visit. For small groups private cars may be used. Each car used should be in roadworthy condition, insured for the driver(s) who will drive it, insured for transporting children (i.e. business insurance), and should only carry the number of passengers specified by the manufacturer. All drivers must have held a full valid licence for the type of vehicle for 3 years and be over 21 years old.

• Self-Drive Vehicles

A self-drive vehicle may be hired. The drivers must have an appropriate licence and be declared to the hirer. The number of passengers must not exceed that specified by the manufacturer.

• Coaches

A coach may be hired with driver. The maximum number of passengers must be agreed with the hirer who must also be told of the ages of the Members travelling. The Organiser must check that all drivers have a current disclosure check (i.e. DBS, PVG or Access NI).

The full Transport Policy can be found on The Pony Club website, within the Safeguarding Section.

(ii) Supervision

The number of adults supervising the Members will depend upon the type of visit and the ages of the children. With younger children, it is necessary to have a higher ratio of supervisors to Members. The ratio of supervisors to Members should be decided as part of the risk

assessment. All supervisors should be over 18 years, but it is not acceptable to count Members who are taking part in the activity and over 18 years as supervisors.

Supervisory roles may be defined as a regulated activity requiring a disclosure check (i.e. DBS, PVG or Access NI). For more information on Regulated Activity and the requirements of employees and volunteers in supervisory roles, please refer to Section 14: Part B.

(iii) The Journey

The journey needs to be planned to allow adequate time including comfort and meal breaks. If travelling in private cars, it is not ideal to travel in convoy. Instead, it is recommended that set stop points are agreed by all parties where the group can reconvene and keep to the itinerary. At each stop check carefully that everyone is present before setting off. When travelling in more than one vehicle, everyone should stay with the vehicle that they start the journey in to reduce the risk of losing individuals.

(iv) At the Event

Ensure that everyone is aware of the time and place to meet for departure. If necessary this can be put in writing. If the children are to be allowed to be independent, a meeting point should be identified where they can gather and meet their supervisors. It is essential that the Members stay in groups to minimise the chance of anyone going missing or getting lost. Mobile phones are a useful means of communication but remember that they are fallible, batteries run out or the signal fails.

(v) Overnight Stays while on Arranged Excursions

These are similar in many ways to camp. Information on medical issues is required. Any medication to be taken by a child should be given to the Organiser with clear instructions as to when it is taken and the Organiser will ensure it is taken correctly. This information can be collected through the use of the Medical Consent Form which can be found in Appendix I and on The Pony Club website, within the Health and Safety section. Adults must not sleep in the same room as the children, except a member of their own family. The adults should be near enough to the children's room to ensure their welfare and security.

(vi) Collection on Return

Parents must be given details of the return time and when to collect their children. The Organiser should have contact details for all parents in case of their party's return being delayed for any reason. For more information, the full Transport Policy can be found on The Pony Club website, within the Safeguarding Section.

6. RISK ASSESSMENT

A risk assessment must be carried out and recorded for all activities. This is an assessment that identifies what the significant risks are at an activity, which parties are exposed to these risks and the control measures that have been or will be taken to reduce the risks to an acceptable level. It is a matter of judgement to decide what the significant risks are.

All areas that members, their family, supporters and volunteers / staff have access to should be considered in the risk assessment, not just the riding area. Risk assessments for Pony Club Camps and / or in Linked Centres should also include activities such as feeding, mucking out, storage of hay bales, shoeing, etc. The risk assessment should be carried out by someone who is directly involved in the organisation of the activity. If the risk assessment is carried out by someone else on behalf of the Organiser, it is essential for the Organiser to make themselves aware of the contents of the risk assessment.

Completing Risk Assessments

To carry out a risk assessment there are five steps to follow:

1. Identify the hazards – what could go wrong?
2. Identify the parties at risk – for example: members, volunteers, coaches, spectators, etc.
3. Identify reasonable and practicable control measures to reduce risks – what can be done to prevent something going wrong?
4. Record your assessment
5. Review your assessment

Risk assessments, risk assessment templates and standard check lists are available for Pony Club activities on The Pony Club website, within the Health and Safety Section.

The procedure for using these Risk Assessment templates is as follows:

Hazard	Tick the relevant hazard. Write 'N/A' if the hazard is not applicable. Proceed to 'Hazard Details'.
Hazard Details	List any further hazards underneath those listed. Proceed to 'Risk Group'.
Risk Group	Tick the appropriate groups that are at risk with this particular hazard. Proceed to 'Action Planned'.
Action Planned	The control measures listed are commonly used for the hazard in question. It is anticipated they will be effective in most cases. You may consider additional measures necessary to control the risk adequately. Tick and implement those you feel will be the most effective. Proceed to 'Risk Level'.
Risk Level	This is based on your opinion of the risk. You must take into account the actions you plan to implement. Tick the appropriate level. Proceed to 'Proposed Additional Action' if you feel the risk is still high.
Proposed Additional Action	If, in your opinion, the risk is still high, you need to consider other control measures to reduce the risk to an acceptable level. Detail precisely what additional action you intend to take.
Note	Use a blank sheet to record additional hazards not identified on the check list and as a debriefing form at the event. Document any changes you would like to implement for subsequent events.
Review	If a risk assessment has already been completed for rallies or competitions at a particular location, then you would just need to review the initial assessment either annually or when there are significant changes. All assessments and reviews should be signed and dated accordingly.

Risk Assessments Completed by Third Parties

In some circumstances it may not be necessary to complete your own risk assessment because a perfectly adequate assessment covering all aspects of the activity has already been carried out by a third party. In these circumstances a brief questionnaire may be used to ensure that adequate procedures and arrangements are in place to ensure the safety at Pony Club activities. Examples of questionnaires are available on The Pony Club website, within the Health and Safety section.

Examples of this can be found below:

1. Equestrian Centres will have completed risk assessments and have their own emergency procedures for accidents and other incidents (e.g. fire). The use of the questionnaire for the Assessment of Hired Facilities (available on The Pony Club website, within the Health and Safety section) will enable the Organiser of the activity to assess the safety procedures at the Centre. If those procedures are adequate and cover all aspects of the planned Pony Club activity then there is no need to complete an additional risk assessment.

2. Contractors who do specialist work associated with events, such as catering, trade stands or construction work, Cross Country course building or the erection of temporary stables, have to carry out their own risk assessment covering their own activities. The questionnaire for the Assessment of Contractors (available on The Pony Club website, within the Health and Safety section) is intended to check that the contractor has the necessary procedures and arrangements in place. A Pony Club assessment will normally be required to cover those aspects of the work that are controlled by or involve Pony Club officials and / or volunteers.

7. FIRST AID

The level of first aid cover will depend upon the activity being organised. The minimum level of cover for Pony Club activities are given in Appendix A1 – First Aid Cover Matrix. As a result of the risk assessment, it may be decided to have additional cover at Pony Club activities.

a. Training and Qualifications

The Pony Club defines two levels of first aider – Trained and Qualified. As a minimum requirement there must be a Trained First Aider at events.

A Trained First Aider should have:

- Emergency First Aid at Work (EFAW) qualification gained at a one-day course run by QCF registered trainers (Qualifications and Credit Framework, SQCF in Scotland) or one of the voluntary aid organisations (St John's, Red Cross of St Andrew's). Requalification is required after three years, OR,
- BHS Equine Specific First Aid (ESFAC) qualification gained at a two-day course. Requalification is required after two years.

A Qualified First Aider should have:

- First Aid at Work (FAW) qualification gained at a three-day course run by QCF (or SQCF in Scotland) registered trainers. Requalification is required after three years.
- A nurse registered with the Nursing and Midwifery Council may also be suitable providing they maintain a knowledge of and are able to apply the current standards that QCF accepts for the first aid management of injuries and illness.

NB: The old four-day FAW qualification remains valid until the three year refresher becomes due.

Additional information on first aid qualifications can be found in Appendix A.

Please be aware that first aid requirements for coaches to be on The Pony Club Coaches' Database are not equivalent to the standards mentioned above and so a coach on the Coaches' Database may not meet the requirement for the Trained First Aider at an event. The Pony Club considers it important for coaches to have knowledge of first aid but it is not primarily part of their role to act as first aid cover at events. It is the Branch / Linked Centre's responsibility to ensure the correct level of cover is used.

b. First Aid Kit

There should be a first aid kit at all Pony Club activities. It is recommended that these meet the HSE Code of Practice requirements and come in three sizes for work groups of 10, 20 or 50. It is probably sensible to have two or more first aid kits of the middle size to ensure that one of them can easily be taken to all activities without too much difficulty.

c. Employing First Aid Providers including Ambulances

Prior to Event

When employing first aid it is important to clearly define what is required. It is anticipated that the Organiser will have no specialist medical knowledge. The Organiser must do what is reasonably practicable to ensure that the first aid cover provided is correct, as indicated in Appendix A1 – First Aid Cover Matrix. This can be achieved by sending the First Aid Provider an appointment letter (see Appendix C – Letter for First Aid Provider) well in advance of the event. If Ambulances are also required, the Organiser would also need to provide “Ambulances, Personnel and Equipment” information (see Appendix D), well in advance of the event. A modified version of the same letter may be used to obtain a quotation for the cost.

Please see Point 7D below on how it is possible to check the registration of First Aid Providers.

On Arrival at Event

When the First Aid Providers arrive onsite, they should be provided with a “First Aid Information Pack”, as outlined in Appendix E – Notes for First Aid Provider, which should be made up by the Organiser. A programme for the competition should be included together with a plan of the Cross Country course when one is included in the event.

End of Event

At the end of the day the First Aid Provider should return the First Aid Information Pack to the Organiser together with all the relevant Injury Report Forms, The Pony Club Accident Report Forms and Concussion Forms. These accident forms can found in Appendix F, G and H, and on The Pony Club website, within the Health and Safety section.

d. Checking Registration of First Aid Providers

Health Professions Council (HPC) – Paramedics

Organisers should confirm that the Paramedic(s) they have booked to be the first aid cover at a Pony Club event is registered with the governing body, the Health Professions Council (HPC). This can be done by asking the Paramedic for their personal identification number before the event. This number can be used to confirm the Paramedic’s registration on the HPC website, www.hpc-uk.org/.

General Medical Council (GMC) – Doctors

Organisers should confirm that the Doctor(s) they have booked to be the first aid cover at a Pony Club event is registered with the governing body, the General Medical Council (GMC). This can be done by asking the Doctor for their personal identification number before the event. This number can be used to confirm the Doctor’s registration on the GMC website, www.gmc-uk.org/

A professional or organisation that cannot provide these details (HPC or GMC registration numbers) should not be used and consideration of reporting these details to The Pony Club’s Stoneleigh Office should be given.

Care Quality Commission (CQC) – Ambulance Providers

Ambulance providers must be registered with the Care Quality Commission. Registered providers will be able to give details of their registration or this may be checked on the Care Quality Commission website, www.cqc.org.uk. This site also enables a search to be made for registered services in your area.

e. Management Procedure for Serious Incident

The possibility of a serious incident should also be considered. The Management of a Serious Incident (Appendix B) explains the procedure which should be followed when a serious injury or fatality occurs to a rider or horse / pony. For more information, the procedure can be found in Appendix B – Management of a Serious Incident.

f. Action After a Fall

As a teaching organisation we wish riders to be able to continue whenever possible. However, a rider must not be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of their parents, a trainer etc. Further participation may be possible following medical examination.

8. ACCIDENT REPORTING

There is a need to keep a record of accidents. The type of record and the report made depends upon the nature of the incident and the injuries sustained. It should be noted that injuries to members and voluntary helpers are included in these requirements. In order to be able to keep a simple record of incidents during the course of an activity it may be useful to keep an Incident Report Log. Templates for an Incident Report Logs for one-day events and rallies can be found on The Pony Club website within the Health and Safety section.

Accident reporting documents must be retained for three years after the date of the incident. Where an injured person is under 18 years, all accident forms should be kept for three years after their eighteenth birthday.

An example for an *Incident Report Log* for a one day event is shown below:

* [Name of Branch] * Branch of The Pony Club											
Event _____		Location _____			Map Reference ____			Date __/__/__			
Rider No.	Fence	Unseated Rider	Horse Fall	Held	Continue / Retire	Medical	Vet	Fence Repair	Horse Ambulance	Stop Time	Start Time

An example for an Incident Report Log for a rally is shown below:

* [Name of Branch] * Branch of The Pony Club									
Event _____		Location _____			Map Reference ____		Date __/__/__		
Name	Location	Unseated Rider	Horse Fall	Continue/ Retire	Medical	Vet	Time		

The records and reports that must be made are as follows:

Accident books, including the DHSS Accident Book and Concussion Book, are available to purchase from The Pony Club Online Shop.

a. Minor Injury	
Definition	First Aid treatment required but person is allowed to continue or at least go home without going to an A&E department.
Branch / Linked Centre Report	DHSS Accident Book with record torn out and retained by Branch or Linked Centre. It should be retained separately from the DHSS Accident book for Data Protection Act purposes.

b. Significant Injury	
Definition	First Aid treatment required, person taken to hospital from the competition / activity or recommended to be taken to A&E or Doctor by parent / guardian.
Branch Report	DHSS Accident Book with record torn out and retained by Branch. It should be retained separately from the DHSS Accident book for Data Protection Act purposes. The Pony Club Accident Report Form (Appendix G) to be completed with one copy sent to the Insurance Company on the reverse of the form and one copy sent to The Pony Club's Stoneleigh office.
Linked Centre Report	DHSS Accident Book with record torn out and retained by the Linked Centre. It should be retained separately from the DHSS Accident book for Data Protection Act purposes. A report may need to be made to the Linked Centre's insurers depending upon their requirements.

c. Major Injury	
Definition	Any injury that necessitates the injured person being admitted to hospital for more than 24 hours, including: <ul style="list-style-type: none"> - A broken bone other than a bone in the hand or foot. - A penetrating injury to the eye. - A volunteer needing to take more than 7 days off work as a result of the injury.
Branch Report	DHSS Accident Book with record torn out and retained by the Branch. It should be retained separately from the DHSS Accident book for Data Protection Act purposes. The Pony Club Accident Report Form (Appendix G) to be completed with one copy sent to the Insurance Company on the reverse of the form and one copy sent to The Pony Club's Stoneleigh office.
Linked Centre Report	DHSS Accident Book with record torn out and retained by the Linked Centre. It should be retained separately from the DHSS Accident book for Data Protection Act purposes. A report may need to be made to the Linked Centre's insurers depending upon their requirements.

<p>Branch and Linked Centre Report</p>	<p>Both Branches and Linked Centres must also report the incident to the HSE (Health and Safety Executive) by completing the following: Report form F2508 (RIDDOR) must be completed and submitted online at www.hse.gov.uk/riddor/report.htm within 10 days of the incident:</p> <p>For Branches – When completing the online form, Branches should use The Pony Club's Stoneleigh Office address and safety@pcuk.org email address. This ensures that The Pony Club Office will be informed and the acknowledgement of your report will come via The Pony Club Office.</p> <p>For Linked Centres – When completing the online form, Linked Centres should use their own address and email address.</p> <p>A record must be kept of the date and method of reporting.</p>
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<p>d. Fatality</p>	
<p>Branch Report</p>	<p>A fatality that occurs at the site of the accident or within a few days must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. Report form F2508 (RIDDOR) must be completed and submitted online at www.hse.gov.uk/riddor/report.htm within 10 days of the incident.</p> <p>When completing the online form, Branches should use The Pony Club's Stoneleigh Office address and safety@pcuk.org email address. This ensures that The Pony Club Office will be informed and the acknowledgement of your report will come via The Pony Club Office.</p> <p>The local Environmental Health Officer may also request a copy.</p> <p>The Organiser or the Official Steward must also inform their Area Representative, the Chief Executive, the Risk Management Director, the Chairman of The Pony Club, and The Pony Club Press Officer. Contact details are given in the Management of a Serious Incident (Appendix B).</p>
<p>Linked Centre Report</p>	<p>A fatality that occurs at the site of the accident or within a few days must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. Report form F2508 (RIDDOR) must be completed and submitted online at www.hse.gov.uk/riddor/report.htm within 10 days of the incident.</p> <p>When completing the online form, Linked Centres should use their own address and email address.</p> <p>The local Environmental Health Officer may also request a copy.</p> <p>The Proprietor should also inform The Pony Club's Stoneleigh office and The Pony Club Linked Centre's Regional Co-ordinator for their Area.</p>

e. Property Damage	
Definition	Any damage to a Third Party's property by a Member's pony or any damage to a Third Party's property at a Pony Club activity.
Branch Report	The Pony Club Accident Report Form (Appendix G) to be completed with one copy sent to the Insurance Company on the reverse of the form and one copy sent to The Pony Club's Stoneleigh office.
Linked Centre Report	A report may need to be made to the Linked Centre's insurers depending upon their insurer's requirements.

9. VETERINARY COVER

a. Branch Activities and Competitions

If a Veterinary Surgeon is required, the Member's parent will normally call their own Veterinary Surgeon and arrange treatment.

b. Area Competitions

Arrangements should be made for a Veterinary Surgeon to be on call and able to attend the site within a reasonable time. The telephone number should be noted in the Secretary's Tent.

At Area Eventing Trials, a Veterinary Surgeon should be present and instantly available, at least during the Show Jumping and Cross Country Phases.

At Branch level, the Organiser must make every effort to have a Veterinary Surgeon present, but failing that must make the best possible "on call" arrangements. At Area, the Veterinary Surgeon should have a horse ambulance, horsebox or trailer earmarked for use in case of emergency.

In both cases, a tarpaulin should be available to cover a horse should one be killed and the telephone number of the Hunt Kennels or Knackerman noted in the Secretary's Tent.

The Veterinary Surgeon, Medical Personnel and the Ambulance are best situated during:

- (i) Dressage only - near the Secretary's Tent
- (ii) Show Jumping - until Cross Country starts – near the Judges Box
- (iii) Cross Country - alongside Control

c. Championships

A Veterinary Surgeon should be on site during the competition. A second Veterinary Surgeon should either be on site or at the stable area while jumping competitions are in progress and for one hour afterwards. Outside these times cover for the stable area shall be provided by an 'on call' Veterinary Surgeon whose telephone number shall be posted at the stable office.

In all instances the owner of the horse shall be responsible for the cost of the veterinary treatment provided.

For more information on the minimum Veterinary cover required at Pony Club events, please refer to Appendix A2 – Veterinary Cover Matrix.

d. Veterinary First Aid Kit

Veterinary Surgeons are only on site at major events. At activities where there is not a Veterinary Surgeon present, it is usual to contact the Veterinary practice that looks after the Member's pony when treatment is necessary. However a simple first aid kit can be useful for the treatment of minor injuries such as cuts. An Equine First Aid box should contain:

- Cotton Wool
- Antiseptic solution, e.g. Hibiscrub
- Non-adherent dressings, e.g. Melolin
- Gamgee
- Non-stick bandages, e.g. crepe or stable bandages
- Sticky bandage, e.g. Vetwrap or Elastoplast
- Soffban bandages
- Roll of adhesive tape
- Animalintex poultice
- Epsom salts
- A clean bucket
- Blunt-ended scissors
- Digital thermometer

10. DRESS & TACK

The dress code for each of the individual disciplines is given in the individual rule books. However, there are some items of dress that have safety implications. Members are expected to dress correctly and safely for all Pony Club activities.

a. HATS

It is mandatory for all Members to wear a protective helmet at all times when mounted with a chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall. This rule defines the quality of manufacture that is required. The individual disciplines also have additional requirements with regard to colour and type. It is strongly recommended that **second hand** hats are not purchased.

The hat standards accepted as of 1st January 2016 are detailed in the table below:

Hat Standard	Safety Mark	Allowed at the following activities:
PAS 015:1998 or 2011* with BSI Kitemark		All activities
VG1 with BSI Kitemark		All activities
Snell E2001* with the official Snell label and number		All activities
ASTM-F1163 2004a with the SEI mark		All activities
AS/NZS 3838 1998, 2003 or 2006		All activities
NOCSAE certificate		Polo ONLY

* The PAS 015: 1998 or 2011 and the Snell E2001 meet higher impact criteria and therefore give more protection

- For cross-country riding (over fences 0.80m high and above), including Eventing, Tetrathlon and Horse Trials and also Pony Racing **and Mounted Games** (whether it be tests, rallies, competition or training) a **jockey skull cap must be worn, with no fixed peak, peak type extensions or noticeable protuberances above the eyes or to the front and should have an even round or elliptical shape with a smooth or slightly abrasive surface.** A removable hat cover with a light flexible peak may be used if required. It is also strongly recommended that a jockey skull cap is worn for cross-country riding over lower fences.

- No recording device is permitted (e.g. hat cameras) as they may have a negative effect on the performance of the hat in the event of a fall.
- The fit of the hat and the adjustment of the harness are as crucial as the quality. Members are advised to try several makes to find the best fit. The hat should not move on the head when the head is tipped forward. It is strongly recommended that second-hand hats are not purchased.
- Hats must be replaced after a severe impact as subsequent protection will be significantly reduced. Hats deteriorate with age and should be replaced after three to five years depending upon the amount of use.
- Hats, must be worn at all times (including at prize-giving) when mounted with a chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall.
- For Show Jumping and Mounted Games the cover, if applicable, shall be dark blue, black or brown only.
- For Dressage, hats and hat covers must be predominately black, navy blue or a conservative dark colour that matches the rider's jacket for Area competitions or above. The Pony Club Hat silk is also acceptable.
- The Official Steward / Organiser may, at his discretion, eliminate a competitor riding in the area of the competition without a hat or with the chinstrap unfastened or with a hat that does not comply with these standards.

Hat Checks and Tagging

The Branch District Commissioner will appoint two Branch Officials (one of whom may be the District Commissioner), who are familiar with The Pony Club hat rule, to carry out hat checks and tag each hat that complies with the requirements (as explained in Section 10A Hats) with a white Pony Club hat tag or a **red British Eventing (BE)** hat tag. Linked Centre Members' hats may also be tagged by Centre Proprietors and Regional Co-ordinators. Hats fitted with a Pony Club tag or **British Eventing (BE)** will not need to be checked on subsequent occasions. **However, The Pony Club reserves the right to randomly spot check any hat regardless of whether it is already tagged.**

Note: From 1st January 2016, The Pony Club will either accept red British Eventing hat tags or white Pony Club hat tags.

White hat tags are available to purchase from The Pony Club Online Shop.

Tags may only be fitted by one of the two appointed Branch Officials, Area Representatives, the Health and Safety Committee Chairman, Centre Proprietors or Centre Co-ordinators after they have personally checked the hat.

Tagging indicates that a hat meets the accepted standards, NO check of the fit and condition of the hat is implied. It is considered to be the responsibility of the Member's parent / guardian to ensure that their hat complies with the required standards and is tagged before they go to any Pony Club event. Also, they are responsible for ensuring that the manufacturer's guidelines with regard to fit and replacement are followed.

b. Body Protectors

The Pony Club does not make the use of body protectors compulsory, except for all Cross Country riding and Pony Racing whether it be training or competing.

Body Protectors used for Cross Country and Pony Racing must meet BETA 2009 Level 3 standard.

For general use, the responsibility for choosing body protectors and the decision



as to their use must rest with Members and their parents. It is recommended that a rider's body protector should not be more than 2% of their body weight. When worn, body protectors must fit correctly, be comfortable and must not restrict movement.

Riders who choose to use the Woof Wear Body Cage EXO must lodge a key with the Event Organiser when they collect their number.

Air Jackets

When an air jacket inflates the sudden noise startles horses in the immediate vicinity thereby causing difficulties for the other members of a ride if used in a group ride in a confined area, e.g. an indoor school or outdoor ménage. Air jackets are therefore not encouraged for group rides.

If a rider chooses to wear an air jacket in Cross Country or Pony Racing, it must only be used in addition to a normal body protector which meets the **BETA 2009 Level 3 standard (purple label)**. Parents and Members must be aware that riders may be permitted to continue after a fall in both competition and training rides for Cross Country and / or Pony Racing, provided the rider has been passed as fit to continue by First Aid Providers. In the event of a fall, the air jacket must be fully deflated or removed before continuing, after which, the conventional body protector will continue to give protection. Air jackets must not be worn under a jacket and number bibs should be fitted loosely or with elasticated fastenings over the air jacket.

c. Medical Armbands

Medical Armbands are recommended at all times, including hacking on roads, and are compulsory for all Cross Country riding, Pony Racing and for Endurance rides.

d. Footwear

Only standard riding or jodhpur boots with a fairly smooth, thin sole and a well-defined square cut heel may be worn. Plain black or brown half chaps may be worn with jodhpur boots of the same colour. Tassels and fringes are not allowed. No other footwear will be permitted, including wellington boots, "muckers" or trainers.

There is a tendency for manufacturers to put a treaded sole on riding boots. These will significantly increase the risk of the foot becoming trapped in the stirrup in a fall which could result in serious injury. Boots with interlocking treads are not permitted, nor are the boots or treads individually.

e. Clothing

When mounted at Pony Club activities, Members should wear a riding jacket or Branch sweatshirt, jodhpurs, a suitable plain-coloured shirt with a collar and The Pony Club tie. New clothing is not expected, but what is worn must be clean, neat and tidy. Jeans should not be worn when mounted except when specifically allowed by certain disciplines. Polo shirts in Branch colours are allowed to be worn at rallies and at camp, however long sleeves should be worn for all jumping activities.

f. Jewellery

No jewellery is allowed for safety reasons, other than a wristwatch, a wedding ring, a stock pin worn horizontally or a tie clip. It is recommended that stock pins are removed for Cross Country. Members who are contemplating piercing their ears or any other part of their body should be aware that they will not be allowed to participate in any Pony Club mounted equestrian activities until such a time as the "sleepers" can safely be removed. The reason for this is that "sleepers" have, in the past, caused injuries following falls.

g. Stirrups

Stirrups should be of the correct size to suit the rider's boots. They must have 7mm (¼") clearance on either side of the boot.

h. Humane Girths

Humane girths are not permitted in any discipline, whether during training or competition.

i. Unsafe Tack

All tack must be clean, in a good state of repair, properly fitted and suitable for purpose. Tack inspections are routinely carried out at events and the Organisers may prohibit participation in the event if they consider the tack to be inadequate or unsuitable. Individual disciplines do have further specific tack rules which are detailed in their individual discipline rulebooks.

j. Electronic Devices

Electronic devices (i.e. headphones, mobile phones, etc. enabling another person to communicate with the rider) are not allowed whilst the rider is competing. No recording device is permitted (e.g. hat / bridle cameras, etc.)

11. WORKING GROUPS

Working groups do a variety of jobs connected with the running of Pony Club Branches and Linked Centres. Preparing for camp, building Cross Country jumps and preparing for a show are just a few examples. In terms of safety these are no different to any other Pony Club activity. However there may be some additional safety issues to be considered when doing the risk assessment.

a. Capabilities

Each member of the working group must receive the necessary information to be able to perform their tasks safely. This includes volunteers and paid employees. Their physical capabilities must also be considered. Someone who works at a desk Monday to Friday may not be able to do eight hours manual labour on a Saturday.

Some items of equipment require specific training for someone to be able to use them safely, a chainsaw for example, while others need some familiarisation, such as knowing where the controls for a particular model of tractor are located.

It is true that "many hands make light work", but too large a working group can create problems. Decide the number of helpers required at the planning stage of the activity. Volunteers are just as easily put off if they feel over-worked or if their time has been taken for granted.

b. Working Alone

Individuals can work at their own convenience and achieve a great deal. However, working alone with machinery increases the risks. When volunteers are working alone, decide the tasks that can be performed without undue risk, ensure that communications are available and arrange for them to report to someone at intervals.

c. Equipment

A wide range of equipment may be used from simple hand tools to heavy earth moving machinery. For any machinery to be used safely it must be:-

1. Fit for purpose –
Equipment must be used for its intended purpose, within the design capability and according to the manufacturer's instructions.
2. Correctly maintained –
The manufacturer's recommendations for maintenance should be followed. This will include sharpening chainsaws, annual tests for electrical equipment and lifting equipment, and general servicing. A visual check for obvious defects should be made before any item of equipment is used.
3. The user (operator / driver) must be competent –
Formal training is required for many types of machinery. Experienced operators will be much more efficient than novices. Carefully select tasks for novice helpers, enabling them to learn and of course reduce the risk of accidents.

Noise levels produced by petrol driven hand tools are high and operators must wear ear protection. Ear plugs can be used but are not as effective as ear muffs. Ear muffs are worn within the ear and so infection can be a common side effect. In general if the noise for a machine makes conversation difficult then ear protection should be used.

Electrical equipment used out on a cross-country course will normally be battery powered. If electrical tools are to be used, it is recommended that only 110volt equipment is used outdoors and remember that the trailing leads create a tripping hazard. Trips, slips and falls are the most common causes of accidents.

d. Manual Handling

The manual handling of heavy loads is a common cause of back pain which can have lasting consequences for an individual. There are now few people who are hardened to genuine physical work. Therefore, the physical capabilities of individual members of the team need to be assessed when planning the work. A few sensible precautions when doing manual work can significantly reduce the risk of injury. These include:

1. Always assess the load –
Is it heavy, bulky or unwieldy? Is it difficult to grasp? Is the load unstable or are the contents likely to shift during handling? Are the edges sharp or rough?
2. Always assess the task –
Where is it going? Can the size or load be reduced? Avoid lifting directly from the floor? Do not place objects above shoulder height? Is protective clothing (i.e. gloves) required? Is assistance required or would it be a help?
3. Always assess the environment –
Is there sufficient space to manoeuvre? Is the ground surface uneven, slippery or unstable? Are there steps or gradients to negotiate?
4. When lifting –
Place the feet apart with the leading leg forward. Ensure your feet and hands are well positioned to equate the load. Ensure you have a firm grip, keep your back straight. Do not jerk or twist and keep the load as close to your body as practicable.

Specific training courses on manual handling are available from a variety of sources.

e. Hazardous Substances

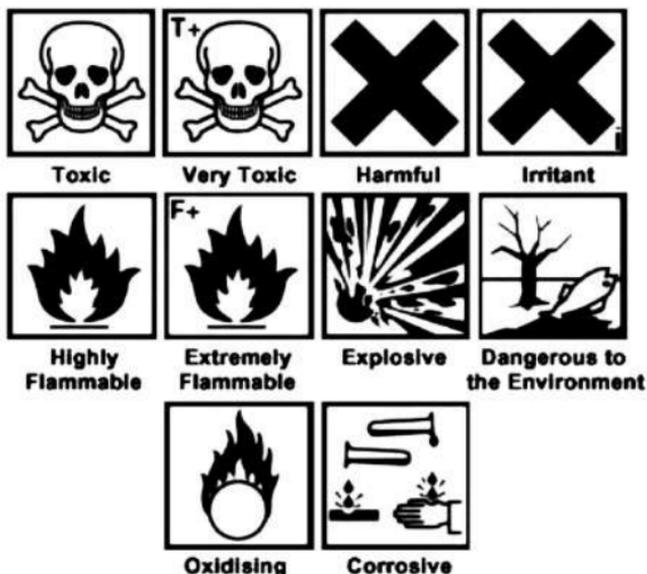
Care needs to be taken when using a hazardous substance. These can be recognised by the hazard symbol on the label indicating that the substance is harmful, an irritant, corrosive or toxic. The most likely substances to fall in one of these categories are wood preservatives and weed killers. These can be used safely by following the manufacturer's instructions which can be found either on the label or on an instruction sheet supplied with the substance. One sensible precaution is to have a 25 litre water container close to hand and to ensure that the first aid kit contains a bottle or two of eye-wash.

Control of Substances Hazardous to Health (COSHH) Regulations

COSHH regulations guide employers on how to safely control the use of and prevent / reduce exposure to hazardous substances. Branches and Linked Centres should carry out an assessment and establish control measures which can be put in place to do what is reasonably practical in order to make the environment safe for those working or volunteering within The Pony Club and those attending Pony Club activities.

COSHH risk assessments are available on The Pony Club website, within the Health and Safety section.

Some hazard symbols can be found below:



12. ALL-TERRAIN VEHICLES (ATVS) AND MOTOR CYCLES

The use of ATVs and motor cycles is forbidden unless the Organiser has given prior permission. If these vehicles are going to be used at an event, the Health, Safety and Welfare Guidelines must be adhered to, as per below.

Only Event Officials who have received proper training, hold current appropriate licences, have no serious convictions, have a reasonable accident record and are aged 17 or over (unless especially agreed by Underwriters) should drive / ride these machines.

Passengers should not be carried unless the vehicle is designed or adapted for that purpose except in an emergency. Drivers, riders and passengers must wear suitable safety headwear.

The vehicles should be roadworthy and maintained in good condition and are only to be used for purposes directly connected with the event. If machines travel on or across a public road, motor insurance is compulsory.

The Pony Club Public Liability Insurance provides indemnity to The Pony Club in respect of legal liability for injury or damage if negligence of The Pony Club is proven, provided the above guidelines are followed.

However, this insurance only comes into effect if compulsory insurance is not required and there is no other insurance in force which could provide cover. Owners of motor cycles requiring compulsory insurance under the Road Traffic Acts should note that claims involving their motor cycles would fall under their individual policies. It is recommended that such owners advise their insurer of the use at events.

Such machines need expert handling as they are inherently unstable.

13. THE PONY CLUB ALCOHOL AND DRUGS POLICY

The Pony Club Council is committed to ensuring so far as is reasonably practicable that Members are able to participate in all activities organised by The Pony Club in a safe and secure environment. The needs of the majority of Pony Club Members mean that the possession and / or use of illegal substances by an individual cannot be tolerated. Where practicable the rehabilitation of the individual will be supported provided this does not prejudice the safety and security of other Members.

a. Principles

The use of recreational or other non-prescription drugs, alcohol and tobacco is actively discouraged as being incompatible with a healthy approach to sporting activity.

b. Alcohol

The Pony Club states that Organisers must do what is reasonably practicable to ensure the health, safety and welfare of Members and volunteers at Pony Club activities. All adults need to be physically and mentally fit to undertake their responsibilities in this area.

Pony Club coaches, officials and volunteers must not consume alcohol when they are directly responsible for young people, who are not their own children, at a Pony Club activity and must not permit young people (under 18 years of age) to consume alcohol at Pony Club activities.

The full Alcohol Policy can be found on The Pony Club website.

c. Performance-Enhancing Drugs

(i) Equine – Controlled Medication

It is clearly essential for the welfare of a horse that appropriate veterinary treatment is given if and when required, including appropriate medication. However, medication may mask an underlying health problem. Therefore, horses should not compete or take part in training activities when taking medication, if the combination of the medication and the activity may have a detrimental effect on the horse's welfare. For more information, please refer to the Welfare of Horses and Ponies at Pony Club Activities Policy, available on The Pony Club website.

(ii) Human

Performance-enhancing drugs are forbidden. The use of recreational or other non-prescription drugs, alcohol and tobacco is actively discouraged as being incompatible with a healthy approach to sporting activity.

(iii) Testing

All competitors should be aware that random samples may be taken for testing from both themselves and / or their horse / pony. The protocol used will be that of the relevant adult discipline.

Competitors and their horses / ponies at national or international level may be subject to blood tests in line with the Sports Council Policy on illegal and prescribed substances. All young people competing at these levels should be made aware of this

d. Reporting

(i) Anyone who has reasonable grounds for suspecting that a Member is using or selling an illegal substance must report their concerns to the District Commissioner as soon as practicable. If there is an immediate risk to the health, safety or welfare of one or more Members then the Police must be informed as soon as possible. The person reporting their concerns must ensure that any material evidence is retained and should not influence any police investigation by hasty actions.

(ii) Upon receiving a report of suspected use or selling of an illegal substance, the District Commissioner should carry out an immediate investigation of the incident and the circumstances in which it occurred, and then decide upon the appropriate action to be taken. This will include:

- Informing the Members' parents / guardians;
- Informing the Pony Club Area Representative who in turn will inform The Pony Club Office;
- Informing the Police;
- Suspending the Member concerned while investigations are completed;
- Awaiting the completion of Police investigations and actions.

e. Disciplinary Action

The normal disciplinary procedure should be followed in cases relating to alcohol or drugs. The full Disciplinary Procedures can be found in Section 23: Discipline at Pony Club Activities and on The Pony Club website.

14. SAFEGUARDING

The Pony Club is a Member of the British Equestrian Federation (BEF) and as such adheres to the overall Safeguarding and Child Protection Policy adopted by all Member Bodies. This policy can be found at www.bef.co.uk/safeguarding and on The Pony Club website, within the Safeguarding section.

The Pony Club is a voluntary organisation largely run by volunteers. Under Section 11 of the Children Act 2004, all those working with children, either waged or unwaged, have a legal duty to safeguard all children and to promote their welfare. As the only BEF Member Body catering exclusively for children and young people, The Pony Club must ensure that it strictly follows the statutory guidance issued by the Department for Education, (the department which has overall responsibility for these issues), and the additional information and guidance provided by the NSPCC's Child Protection in Sport Unit (CPSU), in order to protect children and young people for whom it cares. In addition, The Pony Club must take reasonable measures to avoid unsuitable people gaining access to Members either as a volunteer, a helper, a coach or similar instructor, an official, or the parent or other relative of a Member. The relevant procedures, practices and codes of conduct which relate to these issues are included in this section and are on The Pony Club website, within the Safeguarding Section.

**a. The Role of the Branch / Linked Centre Child Protection Officer
(also known as the Welfare or Safeguarding Officer)**

All Branches and Linked Centres are required to appoint a Child Protection Officer. This position could be held by the District Commissioner or Centre Proprietor, or by another Committee Member / member of Centre Personnel. The appointed person must have specific knowledge or expertise in this field which will enable him / her to carry out the role satisfactorily. Training will be available from The Pony Club for appointed persons to help them understand the role and to operate effectively as appropriate and necessary. Support will be available for these officers from the Safeguarding Secretary and the Lead Safeguarding Officer in addition to advice which could be solicited from the Local Authority Officers, i.e. Police and Social Care Services or the NSPCC.

The role consists of:-

- Assisting the District Commissioner / Centre Proprietor / Manager to ensure effective safeguarding and protection of the Members by implementing, and advising on the implementation of, the relevant policies and practices outlined in the BEF Policy. This will include familiarity with The Pony Club ideals and procedures in this regard.
- Ensuring that all coaches or others who are remunerated for their services have obtained an up to date disclosure check (i.e. DBS, PVG or Access NI), have attended acceptable Safeguarding workshop and First Aid courses within the last three years, hold a Coaches' Folder, attend regular Continuing Professional Development (CPD) sessions and are included on the Coaches' Database as required by The Pony Club.
- Ensuring that all other officials, volunteers or others who are, or may be, taking part in regulated activity (as explained in Section 14: Part B, Regulated Activity) have completed an up to date disclosure check (i.e. DBS, PVG or Access NI). The disclosure certificate must be seen by the Child Protection Officer and / or the District Commissioner / Centre Proprietor / Manager prior to the person taking on the role.
- Ensure that all those taking part in regulated activity (as explained in Section 14: Part B Regulated Activity) have attended a Safeguarding workshop as necessary and appropriate. For more information on safeguarding requirements, please refer to Section 14, Part E Safeguarding Workshops.
- Managing and monitoring the implementation of The Pony Club's Safeguarding policies and procedures.
- Acting as the first point of contact for any Branch / Linked Centre staff, volunteers, Members or parents / family members with regard to any issue concerning safeguarding, child welfare, poor practice or alleged abuse.
- Recording, monitoring and reporting issues as appropriate and required. Maintaining the records as necessary.

- Ensuring that confidentiality is maintained at all times and that information is only shared on a need to know basis. This is particularly important when instances of alleged abuse are concerned.
- Taking appropriate action to assist all Members to have the best outcomes by protecting children from maltreatment, preventing impairment of children's health or development and trying to ensure that the children are growing up in circumstances consistent with the provision of safe and effective care.

b. Regulated Activity

Regulated activity is defined as any role where the person is expected on a regular or frequent basis to:

- Teach, train, coach, instruct or otherwise educate a child / children / adult at risk;
- Work unsupervised with the child / children / adult at risk;
- Have responsibility for the child / children / adult at risk;
- Have responsibility for supervising, commissioning, or managing anyone who has responsibility for a child / children / adult at risk; or,
- Have responsibility for discipline or welfare of a child / children / adult at risk.

This includes volunteers and those who are remunerated for their time / services. Examples would include, but are not limited to, the following positions:

- District Commissioner
- Centre Proprietor / Manager
- Committee member
- Child Protection Officer
- Training Co-ordinator
- Chief Instructor / Trainer
- Coach
- Mentor
- First Aid Officer
- Camp or Team Supervisor
- Any adult supervising children / adults at risk overnight

A person is not considered to be carrying out regulated activity if she / he is supervised at all times or is not in contact with children / adults at risk at all.

Supervision is defined as "in full sight and sound at all times".

Examples of roles which are not regulated activity include:-

- Adults who prepare and sell refreshments
- Jump Judges
- Competition Judges who do not interact with the children / adults at risk
- General Stewards who do not interact with the children / adults at risk
- Parents who only help their own child

Regular contact is defined as carrying out the activity once or more per week.

Frequent contact is defined as carrying out the activity four times or more in a 30 day period.

N.B. This is not with the same child or adult at risk, but with any child other than your own.

Overnight supervision is anyone who is with a group of children / adults at risk between the hours of 2am and 6am regardless of whether she / he is officially “on duty”, awake or asleep.

c. Disclosure Checks

Anyone carrying out regulated activity as described above must complete a disclosure check before being allowed to work or volunteer for The Pony Club. This check must be enhanced and current (i.e. within the last three years). Disclosure checks are referred to differently in England and Wales, Scotland and Northern Ireland. These are as follows:

- **England and Wales**

Disclosure checks for England and Wales can be obtained through Disclosure and Barring Services (DBS) either online or via a paper form. For guidance on completing DBS checks, please contact the Safeguarding Secretary at The Pony Club Office or information can be found on The Pony Club website, within the Safeguarding section.

N.B. DBS checks must be renewed / updated every three years.

- **Scotland**

Disclosure checks in Scotland are known as PVGs and can be obtained through Disclosure Scotland. For more information, please contact the Safeguarding Secretary, or the Area 1 or Area 19 Representative, or Horse Scotland.

- **Northern Ireland**

Disclosure checks in Northern Ireland are known as Access NI checks and can be obtained through Access NI via the Area 17 Representative.

Update Service (for DBS only)

Anyone receiving a new DBS check can subscribe to the DBS Update Service within 19 days of receiving their DBS certificate. The Update Service enables employers to check an individual's online status and it thus becomes portable. This service is available for an annual fee of £13 for paid employees and is free for volunteers. If subscribed, an individual will not have to obtain multiple disclosure checks for each establishment for whom she / he works.

N.B. The Update Service is not currently available for PVG or Access NI checks.

d. Procedure for Disclosure Certificates which Contain Information

All disclosure certificates are sent to the person who is the subject of the check. It is their responsibility to show the certificate to the employer prior to taking on the role. For The Pony Club purposes, the District Commissioner or Centre Proprietor / Manager would be considered the employer, but she / he may choose to delegate this role to the Child Protection Officer.

If a disclosure certificate contains ‘content’ or information, then it must be considered within seven days by The Pony Club’s Lead Safeguarding Officer together with the relevant District Commissioner / Centre Proprietor / Manager and the relevant Area Representative in order to make a decision as to the possibility of using this person. In the event that a decision cannot be reached, then the matter should be considered by the Finance and Operations Director, the Chair of the Health, Safety and Safeguarding Committee and a Branch Operations Director (BOD) to make a decision. In any event, the decision must be considered by The Pony Club’s insurers who will consult the Underwriters before the decision is finalised.

Strict confidentiality must be maintained throughout the process.

e. Safeguarding Workshops

All individuals who carry out a role involving Regulated Activity on a regular, frequent or overnight basis (see Section 14, Part B) must attend an approved safeguarding workshop. The only exception to this rule is at residential camps, where each night a minimum of two overnight supervisors must have attended an approved safeguarding workshop. It is recommended that any other person carrying out regulated activity on an overnight basis at residential camps should also attend an approved safeguarding workshop.

The Pony Club has a network of Safeguarding Trainers who offer the BEF Safeguarding Course, which is also offered by other BEF member bodies. The course is tailored to equestrian activities and recognised by Sport England. It meets the requirements for the UK Coaching Certificate. The Pony Club also recognises SportsCoach UK's Safeguarding and Protecting Children course as an approved workshop.

The first approved safeguarding workshop attended should be face to face. This may be followed three years later by an online course. However, as a minimum, individuals should attend a face to face course every six years. Details of the available training courses can be found on The Pony Club website, within the Safeguarding section.

Arrangements for coaches under the age of 18 years old to attend an approved workshop can be made in consultation with the Lead Safeguarding Officer and the Area Safeguarding Trainer concerned.

Any individual who has attended a Safeguarding course other than the BEF or the SportsCoach UK's approved workshops can apply for their prior learning to be taken into consideration by completing an Accredited Prior Learning (APL) form (available from the Pony Club's Safeguarding Secretary) and submitting it to the Lead Safeguarding Officer for consideration. She / he will be informed of the decision and the reasons for making it as soon as is possible and practicable.

f. Restricting / Prohibiting Attendance at Pony Club Activities

The Pony Club reserves the right to restrict and / or prohibit attendance at any of its activities to any person whom The Pony Club considers to be unsuitable.

Such a person could include, but is not limited to, someone who has been required to sign the sex offender's register or anyone who exhibits behaviour which is deemed to be prejudicial to the efficient and safe running of the event. These behaviours include, but are not limited to, physical or verbal violence, bullying, disruptive behaviour, drunkenness, sexually inappropriate behaviour, stealing, taking or selling illegal substances, any other criminal behaviour or any other behaviour which those people running the event find to be unacceptable.

Any individual who it is felt necessary to be restricted or prohibited from attending events will politely be asked to leave and to refrain from attending future events. This will be followed up in writing within seven days. In the event that she / he refuses to leave or attends future events after being restricted, then it is possible that the Police may be called and asked to remove him / her from the premises.

If Branches or Linked Centres require any assistance or advice in requesting that someone does not attend their activities, they should contact the Safeguarding Secretary.

g. Adults Accompanying Members to Pony Club Activities

If it is discovered that a parent / guardian or any other adult accompanying a Member has been found guilty of an offence against a child or has been required to sign the sex offender's register, The Pony Club's policy is that she / he should not be permitted to attend any Pony Club activity.

Anyone discovering that an adult has committed such an offence and is attending any Pony Club event or activity should inform the District Commissioner / Centre Proprietor / Manager; the Child Protection Officer of the Branch / Linked Centre; and The Pony Club's Lead Safeguarding Officer via The Pony Club's Safeguarding Secretary. The District Commissioner / Centre Proprietor / Manager should consult with the Area Representative and The Pony Club's Lead Safeguarding Officer who will make enquiries via the relevant Police force and review the public documents concerning the individual and the case concerned. If the information is found to be true then that person will be asked to refrain from attending Pony Club events. This request will be followed up in writing.

If the adult will not comply with this request then she / he will be informed in writing that the Police will be informed and may be requested to remove him / her. If she / he continues to attend future events and / or displays unacceptable behaviour when asked to leave, the Police will be called and asked for the adult to be removed.

The restriction only applies to the adult in question and does not extend to the Member(s), family members or other relatives who will still be welcome to attend any Pony Club activities.

If Branches or Linked Centres require any assistance or advice in requesting that someone does not attend their activities, they should contact the Safeguarding Secretary.

15. RECOGNISING AND REPORTING SUSPECTED OR ACTUAL CHILD ABUSE OR BULLYING

The ability to recognise that a child / adult at risk is suffering significant harm depends as much on the observer's willingness to accept the possibility as it does on knowledge and information. Child abuse is not always readily visible or clearly observable. All cases are different, but adults should always be ready to "think the unthinkable" even if she / he is shocked, unsure and finds the story difficult to believe. She / he should still report the matter to the relevant person.

To learn more about recognising and reporting abuse and bullying we suggest attendance at the BEF Safeguarding and Protecting Children Workshop. If you require help or support regarding a concern then please contact The Pony Club's Safeguarding Secretary

a. Grounds for Concern

Abuse is a form of maltreatment of a child or adult at risk. Somebody may well abuse or neglect a child or adult at risk by inflicting harm or by failing to act to prevent harm. Children and adults at risk may be abused in a family or institutional or community setting by those known to them, or more rarely by others (e.g. via the internet). (Working Together To Safeguard Children 2015)

It would be reasonable to suspect that a child was suffering significant harm if, for example:

- A child informs an adult or other person that she / he has been abused
- A person informs an adult or other person that she / he has witnessed abuse of a child or adult at risk
- An individual becomes aware of an injury or behaviour which could be consistent with abuse of a child

- An individual notices an injury on a child and the explanation given for the injury is not consistent with the injury.
- An individual notices consistent signs of neglect over a period of time
- An individual notices changes of behaviour which could denote that the child / adult at risk is suffering significant harm

b. Dealing with Disclosure

A child / adult at risk may choose any person to tell of the abuse that she / he may have suffered. This is the child's choice and means that she / he feels able to trust that person. It is important that the person hearing this disclosure treats this seriously whether or not she / he believes the child / adult at risk.

In these circumstances the following points should be taken into consideration:

- Ensure that you are in a position where you can talk to the child / adult at risk in comparative privacy, but are also in a position where other people can see you in order that allegations cannot be made against you
- Listen to the child / adult at risk. Stay calm and do not allow the child / adult at risk to see that you are distressed or shocked. Take the child / adult at risk seriously even though you may not fully believe him / her. It is not your role to investigate the allegation nor to make a decision as to the veracity of the statement.
- Do not ask leading or close-ended questions (those which can be answered "Yes" or "No"). Only ask open-ended questions which help to clarify what has been said / happened, e.g. "When?" "Who?" "Where?" "How?" etc. Avoid using "Why?" questions as they can be seen to be condemnatory.
- Be honest, never promise to keep the disclosure a secret, but it would be reasonable to inform the child / adult at risk who will be told. If the child / adult at risk requests confidentiality before she / he will speak, you must not do so. You must inform him / her that it depends what she / he wants to tell you as there are some things that you cannot keep confidential. If the child / adult at risk refuses to speak without a promise of full confidentiality, that is his / her choice. She / he may go away without telling you, but, if she / he wishes to tell someone it is normally because she / he wants some action taken to help him / her. She / he will find someone to tell.
- Reassure the child that they are not to blame, but do not express any judgement about the alleged perpetrator as the child / adult at risk may genuinely love the person concerned and may not want him / her to suffer.
- Maintain confidentiality but follow correct reporting procedure. It is not necessary to tell anyone other than those who need to know what has been said. It is important that the Branch / Linked Centre Child Protection Officer is informed as soon as possible. She / he may inform the District Commissioner / Centre Proprietor / Manger for support, but she / he has been given delegated responsibility for dealing with these situations and so it is not necessary at this time. No other branch or centre officials need to know at this time.
- If the child / adult at risk is deemed to be in immediate danger then the Child Protection Officer must contact the local Social Care Services or the Police Child Protection Unit immediately and request help and advice. During this call it is important that the relevant authorities are asked for advice as to your immediate actions. This advice must be recorded and followed. It is important that the Child Protection Officer has as much information as possible about the child / adult at risk and his / her family.
- Record all the facts as soon as you can in writing, including your actions. Sign the record, date it, including the time you heard or observed the information and the time and date that you are writing the record, state your position in The Pony Club and give it to the Child Protection Officer. If you are expressing an opinion then it must be clear that this is an opinion and not a fact.

c. Reporting Abuse

- Good record keeping is essential
- Child / adult at risk protection records should be kept separate in a locked cabinet, accessible only by the Child Protection Officer and the District Commissioner / Centre Proprietor. This should be stored securely for 25 years. Arrangements will be made by The Pony Club to assist with this.
- Child protection records are exempt from any open access policy unless required by the Court or to facilitate a Police investigation.
- Information from third parties can only be shared with their consent unless it is in the public interest, e.g. to protect a child / children / an adult at risk.
- If you are concerned about a child make some very brief notes at the time and write them up as soon as possible as necessary. Do not destroy original notes.
- If a child tells you something which causes concern record the words the child uses, don't translate to 'proper' words!
- Record statements, facts and observable things, not your views, interpretations or assumptions unless you make it very clear that these are opinion and not facts
- If visible draw a diagram indicating position, size and colour of any bruising. DO NOT photograph.
- Record non-verbal behaviours.
- As noted above, if there are concerns that a child may be subject to significant harm these concerns must be noted and referred to the Branch / Linked Centre Safeguarding Officer immediately. If she / he is unavailable the Area Representative or The Pony Club's Lead Safeguarding Officer could be contacted for support and advice.
- If there is immediate concern and a referral is made to the Local Social Care Services or Police (preferably Police Child Protection Unit). The Pony Club's Lead Safeguarding Officer must be informed of the case as soon as is possible and practicable.
- If you have concerns about an adult at risk and they have capacity to consent then their consent to report must be sought before being passed on (unless there is additional risk to others when the information can be passed on without the consent of the adult).
- If the adult at risk has NOT the capacity to consent then the information should be referred to the relevant authority and the carers informed if they are not implicated in anyway.
- The Area Representative, The Pony Club's Lead Safeguarding Officer and the Safeguarding Secretary should be informed of the case, but no other officers or volunteers should be informed.

d. Allegations Made Against an Adult within The Pony Club

If an allegation / complaint of a safeguarding nature is made against an adult who is employed by, or volunteers for, The Pony Club, the correct procedures must be followed. It is important to note that the investigations must be brought to a conclusion via the appropriate disciplinary procedures whether or not the individual is still involved with the organisation (Working Together to Safeguard Children 2015).

- If an allegation or complaint is made it must be taken seriously. Strict confidentiality must be adhered to at all times.
- The complainant must be asked if she / he will put the complaint in writing so as to ensure that the listener has not missed anything or misinterpreted what the complainant is saying.
- Failure to give a written complaint does NOT mean that the complaint will be disregarded or will not be treated seriously
- If necessary, write out the complaint whilst the complainant is there, asking him / her to check it and sign and date it when it is completed. All relevant known contact details must be included. Please note, this is not a statement, nor is it part of an investigation at this point, merely a written note of the actual complaint

- Give the complaint to the District Commissioner / Centre Proprietor / Manager, Branch / Linked Centre Child Protection Officer or Area Representative unless the complaint is about one of these officers in which case it should be passed to the Safeguarding Secretary, or The Pony Club's Lead Safeguarding Officer.
- On receipt of the written complaint or a verbal account of the complaint, The Pony Club's Safeguarding Secretary must be contacted and informed of the situation. They will in turn inform the Lead Safeguarding Officer.
- Once informed, The Pony Club's Lead Safeguarding Officer will give you the relevant support and guidance, and will consult with external bodies as appropriate, to bring the matter to a conclusion.
- The Pony Club will keep the person making the original complaint should be kept informed as far as is possible as must the person against whom the allegation has been made.

The full procedure can be found on The Pony Club website, within the Safeguarding section.

e. Anti-Bullying

Bullying is deliberate hurtful behaviour by an adult or a child which may result in pain or distress to the victim. It could include emotional, physical, racist, verbal, sexual or cyber bullying.

- Incidents should be reported to the District Commissioner / Centre Proprietor / Manager or Branch / Linked Centre Child Protection Officer. Observed incidents of bullying must always be challenged.
- Encourage the victim to speak in an honest open environment away from the bullies where they can feel safe.
- Discuss with the victim the need to involve others but they must be informed that the information will be recorded.
- The incident must be investigated, the bullies interviewed and appropriate sanctions and mediation put into place.

Unfortunately, there has been an increase in bullying behaviours over recent times, and the perpetrators are not only children but some adults also use bullying behaviour. This must also be addressed as it can bring The Pony Club into disrepute as well as causing a great deal of distress and hurt.

The full Anti-bullying policy and procedure can be found on The Pony Club website, within the Safeguarding section.

Support is available for Branches and Linked Centres from the Safeguarding Secretary and The Pony Club's Lead Safeguarding Officer.

16. CODE OF CONDUCT FOR COACHES, TRAINERS AND OTHERS IN SIMILAR POSITIONS

Whether you call yourself a coach, an instructor or a trainer you play a crucial role in the development of the sport and in lives of the riders that you support.

It is you that will ensure that individuals in The Pony Club have positive experiences and therefore are more likely to continue in equestrian activity and achieve their potential.

The Code of Conduct for Coaches, Instructors, Teachers and Trainers is built on the principles of integrity, honesty, fair play and respect. These principles are integral, not optional, and apply to all levels of ability and commitment, including recreational participation through to high level competitive equestrian sport, with the welfare of the Member(s) and their horse / pony at the centre.

This Code of Conduct sets out standards you are required to meet.

The core values are for all involved in equestrian activity and coaches, instructors, teachers and trainers are asked to demonstrate:

- **Performance:** That you will strive to be successful in all your endeavours and deliver high standards in every session, lesson, class or workshop.
- **Partnership:** No coach, instructor, teacher or trainer has all the answers and we ask that you collaborate and find solutions to shared issues and are open and honest at all times.
- **Professionalism:** That you will remain objective and professional at all times. You act with integrity in an ethical way and treat everyone with respect.
- **Passion:** That you will be passionate in all your endeavours, working with others to the benefit of the rider or horse / pony.

When working with your pupil, whether in training or competition, you will show:

Good Practice

- Recognise the importance of fun and enjoyment, especially when working with young Members. Most learning is achieved by doing.
- Show respect to others involved in the sport including Judges, official and volunteers, other riders and teams, other coaches, instructors, teachers and trainers, spectators, parents / guardians and horses / ponies.
- Promote fair play and high standards of behaviour.
- Place the well-being, safety and enjoyment of your Member, (and the horse / pony), above everything, including winning.
- Explain exactly what you expect of the Member and what they can expect from you. Ensure all parents / guardians of all Members under the age of 18 years understand these expectations.
- Develop mutual trust and respect with every Member to build their self-esteem.
- Encourage each Member to accept responsibility for their own behaviours and performance.
- Ensure all activities you organise are appropriate for the Member's ability level, age and maturity and for the capabilities of the horse / pony.
- Ensure appropriate supervision of all Members, especially those who are younger or more vulnerable.
- Be a positive role-model, consider your behaviour, do not ridicule or shout at Members, or use sarcasm.
- Provide positive verbal feedback in a constructive and encouraging manner to all young Members at all times particularly pre, during and post training sessions and competitions.
- Treat everyone with the same degree of courtesy and respect regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion and belief, sex and / or sexual orientation.
- Adhere to the rules and the spirit of the disciplines and competitions in which your Members participate.

Inappropriate Behaviour to Avoid:

- Never dispute the decisions of officials, other coaches or volunteers during an event or in

front of their child, other Members or parents / guardians.

- Never engage in or condone unsportsmanlike behaviours such as booing, taunting, using profane language, refusing to congratulate winners, etc.
- Never criticise officials, other coaches, volunteers or Members on social networking or by the use of text messaging.
- Never engage in or tolerate offensive, insulting, demeaning or abusive language or behaviour.
- Never engage in or tolerate any form of bullying, always appropriately challenge bullying behaviour.
- Recognise that young Members under 18 years cannot have alcohol whilst under your supervision or attending your event. Members should not take prescription or non-prescription medicines or drugs whilst under your supervision, without their medical needs firstly being discussed prior to the teaching, instructing or coaching session. (Members should be aware of FEI and BEF rules related to performance-enhancing drugs for humans and equines).
- Recognise that young Members should not be exposed to extremes of heat, cold or unacceptable risk of injury.
- Avoid giving advice of a personal or medical nature unless you are qualified to do so.
- Be aware that your behaviour in your role is subject to scrutiny by others at all times. Ensure that your words and behaviour are not subject to misinterpretation by the Members, parents / guardians or onlookers. The line between a professional working relationship and undue informality is not crossed.
- Never photograph or video an injured person. It is unacceptable to do so and could be classed as assault by the Police.

Policies and Procedures

- Be aware of, and abide by, the policies and procedures outlined in the BEF Safeguarding Equestrian Sport document which has been adopted by the Pony Club.
This includes that no coach, instructor, teacher or trainer should have sexual related contact with a Member, fellow coach, instructor, teacher, trainer or volunteer under the age of 18 years – to clarify, this includes sexual innuendo, flirting, inappropriate gestures and terms, in person or through social media, texts and emails, taking part in sexting or otherwise sending inappropriate sexual images through technological systems.
Report any concerns that you may have about a child, young person or adult at risk in line with the procedure.
Report any concerns you have about a colleague, volunteer or any adult working with children, young people or adults at risk in line with the procedure.
- All accidents must be recorded in line with the requirements of The Pony Club and appropriate legislation.

All coaches, instructors, teachers and trainers should actively involve parents / guardians throughout all stages of a young person (under 18 years) training / coaching and ensure you have parental consent for all activities.

It is recommended a coach, instructor, teacher or trainer is qualified by the achievements of a nationally recognised qualification and that they confine their delivery to areas where their training and competence are recognised by The Pony Club.

Coaches, instructors, teachers or trainers working independently should be a minimum of UKCC Level 2 or the Pony Club equivalent.

On The Pony Club website there are downloadable templates for the Code of Conduct. There is one version which can be displayed at Pony Club activities and one version which incorporates a section where an individual can be asked to sign to confirm they have read and agree with the Code of Conduct.

17. CODE OF CONDUCT FOR PARENTS / GUARDIANS

The Pony Club is a voluntary youth organisation for young people within an equestrian environment.

The Pony Club's purpose is:

- To encourage young people to learn to enjoy all kinds of sport connected with horses / ponies and riding.
- To give instruction in riding and horsemanship and to educate Members to look after and take proper care of their animals.
- To promote the highest levels of sportsmanship, citizenship and loyalty to create strength of character and self-discipline.

The Pony Club is a volunteer organisation and depends on parents and guardians to help. Fairness should take precedence over competitiveness. Teaching by example will foster caring and respect for all.

Parents / Guardians should therefore:

- Be a positive role model for his / her child and other Members by respecting coaches, officials, volunteers and leaders; their authority and decisions; the rules and regulations under which The Pony Club operates.
- Agree to discuss disputes / appeals at a suitable, agreed time with the correct officials, within the appropriate level of The Pony Club organisation, without resorting to hostility or violence.
- Always remember that Pony Club activities are intended to be educational, safe and fun to benefit the Members rather than parents / guardians.
- Respect the horses / ponies and show humane care for them at all times.
- Respect the property and equipment used in any activities, considering safety uppermost in all situations.
- Be knowledgeable about the rules of the discipline or competition their child is taking part in and encourage their child to know, be familiar with, and follow these rules.
- Promote the physical and emotional well-being of their child, other Members and horses / ponies ahead of any personal desire to win or succeed in any activity.
- Teach their child that taking part, learning and showing sportsmanship in all competitions, testing situations, clinics, etc. are more important than winning.
- Praise all Members equally for trying hard and competing fairly.
- Inform officials as soon as possible if they or their child is unable to fulfil commitments or attendance at events.
- Help their child and others to understand the satisfaction of co-operation, group work and team spirit in achieving personal goals and growth, and good results.
- Volunteer their services and skills, whether equine-related or not, whenever possible.
- When using social networking sites always conduct yourself in an appropriate way as you would face to face. Be aware of what you say and how you say it - the use of sarcasm and innuendo are not appropriate.
- Encourage his / her child to learn the rules and ride within them.

- Discourage unfair competition and arguing with officials.
- Help his / her child to recognise good performance, not just results.
- Set a good example by recognising fair competition and applauding good performances of all.
- Accept officials' judgements.
- Support his / her child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.

Parents / Guardians should not:

- Force their child or other Members to take part in activities with which they are not comfortable.
- Punish or belittle a child for losing or making mistakes.
- Disrespect the decisions of coaches / officials concerning the skills and abilities of their child or other Members.
- Undermine the authority of coaches / officials by interfering with, or coaching any Members from the side-lines.
- Dispute the decisions of coaches / officials and volunteers during an event or in front of their child, other Members or parents.
- Engage in or condone unsportsmanlike behaviours such as booing, taunting, using profane language, refusing to congratulate winners, etc.
- Criticise officials, coaches, volunteers or Members on social networking sites or by the use of text messaging.
- **Never photograph or video an injured person. It is unacceptable to do so and could be classed as assault by the Police.**

On The Pony Club website there are downloadable templates for the Code of Conduct. There is one version which can be displayed at Pony Club activities and one version which incorporates a section where an individual can be asked to sign to confirm they have read and agree with the Code of Conduct.

18. CODE OF CONDUCT FOR MEMBERS

The Pony Club aims to promote the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline.

Members should:

- Show respect for their ponies / horses, coaches, Branch / Linked Centre Officials, competition Organisers, Stewards and their fellow Members.
- Abide by the rules of the competition and accept the decisions of the event Stewards and Organisers when competing.
- Query any decisions they do not understand politely and listen to the explanation.
- Support the other members of their team and also the other Members of their Branch / Linked Centre.

They should not, while at Pony Club activities:

- Possess or consume alcohol or illegal and performance-enhancing drugs
- Smoke

- Engage in sexual activity
- Use foul language
- Tolerate or be involved in discrimination of any kind
- Leave an organised event unless accompanied by their parent / guardian or by a Branch / Linked Centre official.
- Criticise officials, coaches, volunteers or Members. This includes criticism on social networking sites or by the use of text messaging.
- Photograph or video an injured person. It is unacceptable to do so and could be classed as assault by the Police.

On The Pony Club website there are downloadable templates for the Code of Conduct. There is one version which can be displayed at Pony Club activities and one version which incorporates a section where an individual can be asked to sign to confirm they have read and agree with the Code of Conduct.

19. CODE OF CONDUCT FOR PARTICIPANTS AT EQUESTRIAN EVENTS

Taking part in sport is fun and I want to improve my skills and feel good. I am aware that I am an ambassador for my family and my sport and I take full responsibility for my actions. I have read this contract with my parent / guardian, understand the guidelines set out below and agree to comply with the following contract.

I agree that I will not:

- Possess or consume alcohol, illegal and / or performance-enhancing drugs.
- Smoke.
- Engage in sexual activity.
- Use foul or abusive language.
- Be involved in discrimination of any kind.
- Leave the Event unless accompanied by a member of staff or parent / guardian.
- Act with violence towards any other person or animal.
- Bully anyone, including cyber bullying.
- Take photographs or videos of an injured person during or after a fall / accident.

NB: The Organiser reserves the right to send participants home if they do not keep to the signed contract. We do hope this will not be necessary.

On The Pony Club website there are downloadable templates for the Code of Conduct. There is one version which can be displayed at Pony Club activities and one version which incorporates a section where an individual can be asked to sign to confirm they have read and agree with the Code of Conduct.

20. CODE OF CONDUCT FOR SPECTATORS

As a spectator, your enthusiasm and support encourages all participants. Your actions influence the mood of the riders and the competition.

Therefore:

- Please do not abuse officials or coaches, regardless of how much you disagree with their decision.
- Encourage all riders and applaud their efforts.
- Do not ridicule opponents for their mistakes or criticise their horses.
- Do not applaud or encourage unsportsmanlike behaviour.

- Do not use foul, racist or abusive language to riders, officials or other spectators.
- Do not ever use physical violence or threaten anyone.
- You must not enter the riding area or arena during a competition unless asked to do so by the Organiser or Chief Steward.
- If you are aware of any reason why you may not mix with vulnerable children or young people, e.g. by reason of past offences or having signed the sex offenders register, please do not attend any Pony Club event as this is likely to cause embarrassment and upset.
- Remember, when you are supporting your rider, or team, you are representing your Association, Riding Club, Pony Club branch or Centre or your discipline. You are subject to the rules of the sport. You can be cautioned, reported or sent away from the competition if this Code of Conduct is breached.

On The Pony Club website there are downloadable templates for the Code of Conduct. There is one version which can be displayed at Pony Club activities and one version which incorporates a section where an individual can be asked to sign to confirm they have read and agree with the Code of Conduct.

21. CODE OF CONDUCT FOR PONY CLUB OFFICIALS AND VOLUNTEERS

Pony Club officials and volunteers have a great opportunity to be a positive role model and to help build a member's confidence.

Officials and Volunteers should:

- Ensure the safety of all Members by providing effective supervision and proper pre-planning of Pony Club activities using safe methods at all times.
- Consider the wellbeing and safety of Members before the development of his / her performance.
- Encourage and guide the Member to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure that they all feel valued equally. Have no favourites.
- Encourage all Members to refrain from discrimination no matter on what grounds, particularly on the grounds of religious belief, race, gender, sexuality, social; class or lack of ability.
- Intervene and not to allow any rough or dangerous play, bullying, the use of bad language or any other inappropriate behaviour.
- Appreciate the efforts of all young people and not over train the Members. Never exert undue influence over members to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of The Pony Club at all times.
- Administer minor first aid in the presence of others and, where required, refer more serious incidents to the first aider on site.
- Report accidents or allegations of abuse or poor practice to the District Commissioner / Centre Proprietor / Manager or the Child Protection Officer as soon as possible, and certainly within the same day.
- Foster team work to ensure the safety of Members within your care.
- Ensure the rights and responsibilities of Members are enforced.
- Establish and address the additional needs of disabled Members or other adults at risk.
- Maintain confidentiality about sensitive information.
- Respect and listen to the views and opinions of Members.
- Take time to explain to members to ensure that she / he clearly understands.
- Develop an appropriate working relationship with Members based on mutual trust and respect.
- Be a role model displaying a consistently high standard of behaviour and appropriate appearance, (disciplined, committed, time keeping, polite, etc), to aid the Members to learn by example.

- Do hold appropriate and valid qualifications and insurance cover as required and necessary.
- Do help the Members to have fun!

Officials and Volunteers should not:

- Allow allegations of abuse of any kind, or of poor practice to go unchallenged or unrecorded. Incidents and accidents must be recorded in line with the Pony Club's procedures and the parents must be informed if appropriate and if informing them is not likely to put the child in danger of significant harm.
- Never use sanctions that humiliate or harm a member, or put him / her in danger.
- Engage in a sexual relationship with a member under the age of 18 even if she / he is over 16 years of age.
- Abuse members sexually, physically or emotionally. This includes verbal abuse or abuse via social media.
- Never smoke, drink alcohol or take any other inappropriate substance during Pony Club activities.
- Condone rule violations, bullying, rough play or the use of prohibited substances.
- Spend excessive amounts of time alone with any child other than your own unless there are exceptional circumstances.
- Administer first aid which involves the removal of significant items of the member's clothing unless you are the first aider and are in the presence of at least one other person.

Officials and volunteers have the right to:

- Access on-going training and information on all aspects of leading or managing activities for Members, particularly with regard to Safeguarding children and adults at risk.
- Support in reporting suspected abuse or poor practice.
- Access to professional support services if necessary and appropriate.
- Fair and equitable treatment by The Pony Club.
- Be protected from abuse by Members, parents / guardians or other adults.
- Not be left in vulnerable circumstances when working for The Pony Club.

Any minor misdemeanours and general misbehaviour should be dealt with immediately and reported verbally to the appropriate person, with the report followed up in writing. Serious or persistent breach of the code of conduct will result in disciplinary action and could lead to dismissal from The Pony Club, following the Disciplinary Procedure which can be found on The Pony Club website, within the Safeguarding section. A dismissal could be appealed using the same procedures. On The Pony Club website there are downloadable templates for the Code of Conduct. There is one version which can be displayed at Pony Club activities and one version which incorporates a section where an individual can be asked to sign to confirm they have read and agree with the Code of Conduct.

22. SOCIAL NETWORKING, PHOTOGRAPHY AND COMMUNICATION

Many Members, volunteers and coaches already use sites such as Facebook, Twitter and Instagram etc. It is essential that the adults keep him / herself and the young people safe online. As an adult, you have a key role to play in actively promoting safety measures. It is important to remember that young people under the age of 13 are not permitted to hold a Facebook account and so should not be contacted via this medium.

Coaches and instructors are encouraged not to have social media contact with any Member on a one-to-one basis. Where contact is conducted through social media this should be visible to all and where other adults (preferably including parents / guardians) can see dialogue. Photography and video can be a useful tool to enhance coaching and capture positive memories of riding. However, it is important to ensure proper safeguards are in place to protect children

and adults at risk from inappropriate use of photography and video. If the video is to be used in the future for comparison then it should be stored on the Member or the parent / guardian's technology. If the coach used his / her own equipment then the image must be deleted at the end of that session.

No rider should be photographed or videoed without the consent of the parent / guardian if the member is under 18 years.

NB: It is unacceptable, under possible assault, to photograph/ video an injured person.

No pictures or videos should be shared, used for marketing purposes or posted online without consent.

Texts and emails are a very useful way of contacting others as they are relatively inexpensive and provide immediate access (via mobile phones). However, Coaches, Officials, Centre Proprietors, competition providers, etc., who communicate this way with young people can put themselves at risk as messages can be misconstrued.

It is advised that where this form of communication is a necessity that all texts and emails are copied to young person's parent / guardian.

Messages should only be sent at a reasonable time. It is inappropriate and unnecessary to contact Members late at night or very early in the morning unless it is an emergency.

Messages must be kept 'professional' not overly friendly.

Further guidance on the appropriate use of social media, photography and the Pony Club's e-safety procedure can be found on The Pony Club website.

23. DISCIPLINE AT PONY CLUB ACTIVITIES

The information below and the procedures on The Pony Club website apply to Branches but could be used as a guide for Linked Centres who should have their own procedures in place.

On rare occasions it may be necessary to indicate to Members, parents / guardians, supporters or officials / volunteers that their behaviour is not acceptable at Pony Club activities and competitions. In such instances it is essential that an agreed procedure is followed so that the person may continue to take part in, and benefit from, Pony Club activities. It is anticipated that formal disciplinary action will only be used when all other avenues have been tried.

At all competitions, The Pony Club rules for the competitive discipline in question are intended to ensure that competitions are run fairly and Members learn to compete in the correct spirit. When there is consistent bad behaviour at successive competitions or when the behaviour at a competition is excessively poor, formal disciplinary action may be necessary. Similarly when behaviour is poor at non-competitive activities, formal disciplinary action may be necessary.

The District Commissioner or his / her designated representative should look into the allegations against the Member, parent / guardian, supporter or official to ascertain the basic facts and whether or not there were any other witnesses. After this the formal procedures may be instigated as outlined on The Pony Club website. A verbal or written warning may be issued and, in extreme circumstances the membership could be terminated, the parent / guardian or supporter banned, or the official / volunteer required to surrender his / her post. Strict confidentiality MUST be maintained at all times.

APPENDIX A - FIRST AID COVER AT PONY CLUB EVENTS

The following pages set out the **MINIMUM** medical cover required.

It is the responsibility of the Organiser to have the appropriate cover for the type of event, taking into account the number of participants and spectators. The most important thing is that the Organiser carries out a written Risk Assessment (see Section 6: Risk Assessments for more information).

When the participants are under instruction, the risks may be lower than at a larger event – the words cross-country immediately imply that there will be higher risk but not necessarily, if it is a training situation with an instructor in charge.

As part of the risk assessment the Organiser will decide the appropriate level of cover required, in line with the minimum first aid cover required at Pony Club activities, as indicated in Appendix A1 – First Aid Matrix. At the very minimum every event must have an Appointed Person, a Trained First Aider and a mobile phone or other means of communication to the emergency services.

To aid the emergency services it is **necessary** to have the grid reference or postcode. (A note to this effect **should** be included on the Risk Assessment Form).

Retired and practising doctors, medical personnel and Veterinary Surgeons, if officially appointed by the Organiser are covered by our Public Liability Insurance. However, if they were already covered by any other insurance, that policy would pay first.

If the booked medical cover does not turn up on the day, an evaluation must be made of what is available on site, and the risk element, so that an informed decision can be made on whether or not to continue. In all cases, if additional advice is needed please do contact your Area Representative or The Pony Club's Stoneleigh Office.

Loss of Consciousness

In the event of any loss of consciousness of any duration at any Pony Club event, riders should not continue the activity and should avoid riding (or any contact sports) for at least 14 days. Riders are also advised to seek medical review from a Doctor or Paramedic either at the time of the loss of consciousness or as soon as reasonably practicable afterwards.

Concussion

In the event of a suspected concussion, particularly if a rider shows any signs of vomiting, unsteadiness, worsening headache, confusion, seizure, unusual behaviour, or double vision, riders should seek medical care from a Doctor or Paramedic immediately and should not ride until they have been deemed as not suffering with concussion. If concussion is diagnosed, it would be normal for riders not to ride for at least 7-10 days. Parents / guardians will need to take responsibility for ensuring that riders seek medical attention and do not ride when they have been advised not.

Please use the Concussion Advice Form (Appendix H) to ensure that parents / guardians are definitely aware of the need to adhere to medical advice. Concussion Advice Books are available to purchase from The Pony Club Online Shop.

Suspension from Competing for Medical Reasons

If a rider is banned / suspended from competing in any sport for medical reasons, they should

not compete at any Pony Club event until passed fit by a Doctor for the sport in which they are banned / suspended. It is the responsibility of the rider or parent / guardian to ensure that this rule is adhered to.

Nor should they partake at any ridden rally / training session or any other discipline associated activity.

1. PONY CLUB ACTIVITIES

Rallies, Team Practices and Activities

An Appointed Person and a Trained First Aider must attend with an appropriately stocked First Aid Box and a mobile phone or other effective means of communication.

Camp

An Appointed Person must be present 24 hours a day as well as a Trained First Aider with mobile phone and an appropriately stocked First Aid Box.

Camp Organisers and helpers must be given guidance on supervision levels and child protection, particularly at night. Refer to Section 5: Pony Club Activities and Section 15: Safeguarding for more information.

2. ALL COMPETITIONS

The following requirements are common to all events: -

1. There shall be an Appointed Person, ideally a First Aid Point (e.g. Tent, Caravan, Horsebox etc.) and the correct level of medical cover required for the activity being organised, as indicated in Appendix A1 – First Aid Cover Matrix. For more information on the level of first aid qualification required for some of these roles, please refer to Section 7 Part A: First Aid Training and Qualifications.

It is the responsibility of the Organiser to have the appropriate first aid cover for the type of event, taking into account the number of participants and spectators. The most important thing is that the Organiser carries out a written Risk Assessment.

2. Prior to the Event

- a) The Organiser **MUST** inform the appropriate County Ambulance Service / Trust. The Organiser should provide details of the event, including dates, types of competition, ranges of ages of the competitors, details of medical / first aid cover and a precise location of the event, to include the postcode and / or the Ordnance Survey grid reference point.
- b) A letter of confirmation must be exchanged with any First Aid Provider (Appendix C – Letter for First Aid Provider) containing information of the first aid requirements agreed for the day. A copy of the document “Ambulance, Personnel and Equipment” (Appendix D) should also be included with the letter of confirmation when an ambulance is required.
- c) The Organiser should prepare a ‘First Aid Information Pack’ in advance of the event. Please refer to Appendix E – Notes for First Aid Provider for more information regarding what this pack should contain.

3. At the Event

- a) The procedure for contacting the emergency services must be agreed with the Appointed Person, First Aiders and Medical Provider.

- b) Appropriate emergency telephone numbers should be listed and a copy attached to the DHSS Accident Book at the Secretary's Tent. DHSS Accident books can be purchased from The Pony Club Online Shop.
- c) Accident Reporting - The appropriate forms MUST be completed in the event of any accident, as detailed in Section 8: Accident Reporting.
- d) Insurance - The Pony Club Third Party Legal Liability Insurance Policy is extended to give cover for all Pony Club Competitions and Championships. Details of this insurance are given in 'Administrative Notes' in the current issue of The Pony Club Year Book. A copy of the Evidence of Insurance should be displayed at the event.

In the event of any accident or damage occurring to a Third Party or the property of a Third Party (including the general public and competitors), no liability should be admitted and full details should be sent at once to The Pony Club's Stoneleigh Office.

- e) Concussion and Loss of Consciousness – Please refer to Concussion and Loss of Consciousness sections above.
- f) Action After a fall - A rider must not be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of parents, trainers, etc. Further participation may be possible following medical examination.

3. GUIDELINES FOR INDIVIDUAL DISCIPLINES – (MINIMUM STANDARDS)

It should be noted that these are minimum levels of first aid cover; the appropriate level of cover must be decided as part of the Organiser's risk assessment for the event. Appendix A1 – First Aid Cover Matrix sets out the minimum level of first aid cover that would be appropriate for a variety of Pony Club events. Appendix A2 - Veterinary Cover Matrix sets out the minimum level of veterinary cover that would be appropriate for a variety of Pony Club events.

4. DEFINITIONS

1. Appointed Person

Someone appointed to take sole charge of communications in the event of an accident. It may be appropriate for the Trained or Qualified First Aider to be the Appointed Person provided they are part of the Pony Club team organising the activity.

2. First Aid Point

A designated area, such as a tent, caravan or horsebox, where first aid can be administered in privacy.

3. Trained First Aider

A person who holds either:

- Emergency First Aid at Work (EFAW) qualification gained at a one-day course run by QCF (Qualifications and Credit Framework, SQCF in Scotland) registered trainers or one of the voluntary aid organisations (St John's, Red Cross of St Andrew's). Requalification is required after three years, OR,
- BHS Equine Specific First Aid (ESFAC) qualification gained at a two-day course. Requalification is required after two years.

4. Qualified First Aider

A person who holds:

- First Aid at Work (FAW) qualification gained at a three-day course run by QCF (or SQCF in Scotland) registered trainers. Requalification is required after three years.
- A nurse registered with the Nursing and Midwifery Council may also be suitable providing they maintain a knowledge of and are able to apply the current standards that QCF accepts for the first aid management of injuries and illness.

5. Ambulance Aid

A person who is fully trained in patient handling, medical gases and ambulance equipment.

6. Emergency Medical Technician (EMT)

A person whose training and skills include those of an Ambulance Aid with a higher knowledge of clinical skills in patient handling, patient monitoring and who is able to prime a 'giving set' for a Doctor or Paramedic.

7. Paramedic

A person whose initial training has been accredited through the NHS i.e. holders of NHSTA or IHCD Paramedic qualification or military training. This qualification must be revalidated after not more than three years. **NB:** To check the validation of a Paramedic see website: www.hpc-uk.org/register.

8. Doctor / GP

It is recommended that the appointed Doctor / GP has been trained in pre-hospital emergency care. A list of Medical Cover providers is available from BE but some Doctors from this list do charge a fee for their services. This qualification must be revalidated after not more than three years. **NB:** To check the validation of a GP / Doctor see website: http://www.gmc-uk.org/doctors/medical_register.asp.

9. Confidential Injury Report Forms

Forms that are used to record any type of injury sustained at Pony Club events. These forms include: Injury Report Forms (Appendix F), The Pony Club Accident Report Forms (Appendix G) and Concussion Advice Forms (Appendix I). All injury report forms should be kept safe and stored securely to ensure confidentiality at all times. Completed forms should be returned to the Organiser at the end of the event.

10. Ambulance

A designated vehicle that is appropriately marked, identifiable and conforms to current regulations for the transportation of injured or seriously-ill patients. It must contain necessary resuscitation, immobilisation and transportation equipment.

Ambulance providers must be registered with the Care Quality Commission. The provider will be able to give details of their registration or this may be checked on the Care Quality Commission website, www.cqc.org.uk. This site also enables a search to be made for registered ambulance providers in your Area.

11. Emergency Response Vehicle (ERV)

A 4WD vehicle containing all the equipment, for use by the appointed Doctor or Paramedic.

12. Rescue Vehicle

A 4WD vehicle specifically dedicated to the moving of an injured rider to the nearest ambulance. It must be able to carry an injured person lying secured on a stretcher or long-board.

**APPENDIX A1 -
MINIMUM FIRST AID COVER
AT PONY CLUB COMPETITIONS**

			Appointed Person	First Aid Point (EFAW or ESFAC)	Trained First Aider (FAW)	Qualified First Technician (EMT)	Medical Emergency Doctor	Paramedic or Doctor	Ambulance	Pool Lifeguard
RALLIES			✓	✓	✓					
	With Cross Country*		✓	✓	✓					
FUN / SPONSORED RIDES			✓	✓	✓					
	With jumping		✓	✓	✓					
MOUNTED GAMES	Practices & Rallies		✓	✓	✓					
	Areas		✓	✓		✓				
	Zones & National Finals		✓	✓	✓			✓	✓	
POLO	Practices & Rallies		✓	✓	✓					
	Competitions & Championships		✓	✓	✓			✓	✓	
POLOCROSSE	Practices, Rallies & Training Days		✓	✓	✓					
	Tournaments		✓	✓	✓			✓		
	Championships		✓	✓	✓			✓	✓	
RACING	Rallies		✓	✓	✓					
	Pony Club Race Days		✓				✓	✓	✓	
DRESSAGE*	Practices & All Competitions		✓	✓	✓					
	Championships		✓	✓	✓					
SHOW JUMPING	Practice		✓	✓	✓					
	Branch Event	No more than 25	✓	✓	✓					
		More than 20	✓	✓	✓					
	Branch Event with Open class equivalent to PC 100 (Intermediate) or greater	No more than 25	✓	✓	✓					
		More than 20	✓	✓	✓	✓				
	Area Competition		✓	✓	✓	✓				
National Championships		✓				✓	✓	✓		
CROSS COUNTRY* (INCLUDING HUNTER TRIALS)	Practice		✓	✓	✓					
	Branch Event PC 70 or PC 80	No more than 25	✓	✓	✓					
		20 to 60	✓	✓	✓	✓				
		More than 50	✓			✓	✓		✓	
	Branch Event - PC 90 (Novice) PC Members Only		✓				✓		✓	
	Branch Event PC 100 (Intermediate) or PC Open		✓				✓	✓	✓	
	Area Competitions		✓				✓	✓	✓	
National Championships		✓				✓	✓	✓		
TETRATHLON*	Run*		✓	✓	✓					
	Swim*		✓							✓
	Shoot		✓	✓	✓					
ENDURANCE*	Less than 10 km		✓	✓	✓					
	More than 10 km – at each vet gate				✓					
CAMP*	Please see note below for more information.		✓	✓	✓					

*Additional notes for disciplines.

ADDITIONAL GUIDELINES FOR INDIVIDUAL DISCIPLINES

Cross Country: Where an ambulance is required, it must be on the ground throughout the competition with its Trained First Aid Personnel. The First Aid Provider must have access to a dedicated vehicle (also known as a Rescue Vehicle) as ground conditions may necessitate the use of a 4WD. The vehicle must be capable of carrying a stretch or long-board securely fastened and must be able to reach all parts of the competition.

Fence Judges at Cross Country Events: On the day, the Appointed Person or First Aid Provider should have the opportunity to talk to the fence Judges at the briefing. Failing that, the fence Judges should be told that if they wish to discuss anything with the First Aid Provider, they should do so before the first horse sets off.

Tetrathlon, Swimming Phase: Details on Lifeguard qualifications are given in the Tetrathlon Rulebook.

Tetrathlon, Running Phase: It is recommended that the medical cover provided for the Cross Country phase be retained. Should this not be possible, a Trained First Aider should be in attendance.

Endurance: A Trained First Aider should be present at the start and finish of the course, and at each vet gate.

Camp: The minimum first aid cover for Camps in the above table indicates the minimum cover required during the running of camps. Additional first aid cover will be required depending on the activities organised during camp. For more information, please refer to specific disciplines for the minimum first aid cover required for each activity.

Note: At multi-discipline events where the phases are running concurrently the appropriate cover is required for each phase. Where the phases are continuing in close proximity one first aid team may be able to cover both phases. If this is done all phases must stop when the first aid team are attending a casualty.

**APPENDIX A2 -
MINIMUM VETERINARY COVER
AT PONY CLUB COMPETITIONS**

		Vet Informed	Vet On Call	Vet On Site	Tarpaulin	E-marketed	Horse Ambulance, Horsebox or Trailer On Site	Horse Ambulance, Horsebox or Trailer
RALLIES		✓			✓			
	With Cross Country	✓		✓	✓			
FUN / SPONSORED RIDES		✓			✓			
	With jumping	✓		✓	✓			
MOUNTED GAMES	Practices & Rallies	✓			✓			
	Areas	✓	✓		✓			
	Zones & National Finals	✓		✓	✓	✓		
POLO	Practices & Rallies	✓			✓			
	Friendly Tournaments	✓	✓		✓			
	Qualifier Tournaments	✓		✓	✓			
	Championships	✓		✓	✓	✓	✓	✓
POLOCROSSE	Practices, Rallies & Training Days	✓			✓			
	Tournaments	✓	✓		✓			
	Championships	✓		✓	✓	✓	✓	✓
RACING	Rallies	✓			✓			
	Pony Club Race Days	✓	✓		✓			
DRESSAGE	Practices & All Competitions	✓			✓			
	Area Competition	✓	✓		✓			
	Championships	✓		✓	✓	✓	✓	✓
SHOW JUMPING	Practice	✓			✓			
	Branch Event	No more than 25	✓		✓			
		More than 20	✓		✓			
	Branch Event with Open class equivalent to PC 100 (Intermediate) or greater	No more than 25	✓		✓			
		More than 20	✓		✓			
	Area Competition	✓	✓		✓			
National Championships	✓		✓	✓	✓	✓	✓	
CROSS COUNTRY (INCLUDING HUNTER TRIALS)	Practice	✓			✓			
	Branch Event PC 70 or PC 80	No more than 25	✓	✓	✓			
		20 to 60	✓	✓	✓			
		More than 50	✓	✓	✓			
	Branch Event - PC 90 (Novice) PC Members Only	✓	✓		✓	✓		
	Branch Event PC 100 (Intermediate) or PC Open	✓	✓		✓	✓		
	Area Competitions	✓		✓	✓	✓		
National Championships	✓		✓	✓	✓	✓	✓	
TETRATHLON (Riding phase only)	Rallies	✓			✓			
	Area Competition	✓		✓	✓	✓		
	Championships	✓		✓	✓	✓	✓	✓
ENDURANCE	Less than 10 km	✓	✓		✓			
	More than 10 km – at each vet gate	✓	✓		✓	✓		
CAMP	Additional cover will be needed for activities organised		✓		✓			

APPENDIX B – MANAGEMENT OF A SERIOUS INCIDENT

Management Team

	Name	Mobile Telephone (Check that reception is available on site)
Organiser		
District Commissioner		
Appointed Person		
First Aid Provider		
Official Steward (May be the Organiser)		
The following may not be present at smaller activities		
Branch / Event Safety Officer		
Press Officer		

Procedure in the Event of a Serious Incident

The Official Steward is in charge and should be prepared to delegate as they see fit. The continued running of the Activity may be handed over to other Officials if this is considered to be appropriate.

While this procedure is written with Branches in mind it can be used as guidance for Linked Centres who are requested to inform The Pony Club Stoneleigh Office of serious incidents to enable assistance to be given as appropriate with resulting publicity and investigations.

Evacuate the Casualty to Hospital:

1. First Aid Provider called to the scene immediately
2. Casualty's condition assessed by First Aid Provider
3. NHS Ambulance called
4. First Aid Provider should inform Official Steward of mode of evacuation (Land or Air Ambulance).
5. Arrangement made to meet Ambulance and direct to casualty from road, OR, Area cleared for Air Ambulance to land with high visibility markers.
6. Casualty evacuated to hospital.

NB: From this time onwards only the immediate family or a Doctor will be able to obtain information regarding the casualty's condition.

Note: In cases of serious injury, the injured person may claim for damages. In these circumstances The Pony Club Stoneleigh Office will gather the information required by our Insurers for them to be able to decide upon the best course of action. This may include interviewing some of the Officials at the event and taking statements.

Treat the Equine Casualty:

1. Veterinary Surgeon called to the scene immediately.
2. Assess condition of horse
3. Agree course of action with owner / family
4. Arrange suitable transport for an injured horse, OR,
Arrange horse to be put down and taken away.

While the casualty is being treated, the Official Steward will ensure that the following are done:

1. Ensure that the First Aid Provider have space to treat casualty, rider and / or horse. This may be best achieved by putting a ring of vehicles round the area.
2. Liaise with the First Aid Provider when the extent of the injuries has been assessed.
3. Talk to Officials and Volunteers, they may suffer some level of shock having witnessed the incident at close quarters and having to deal with the immediate situation. If the event is able to continue they may need to be relieved by new Judges.
4. Start an investigation into the causes of the incident. This will be done by the Health and Safety Officer if present.
 - a. Identify witnesses
 - b. Take statements
 - c. Take photographs – The Health and Safety Officer should take photographs of the scene of accident / fence. Under no circumstances should photographs of the injuries or the casualty be taken.
 - The initial aim of the investigation will be to determine if the event should continue and, if applicable, if the fence should continue to be used.
 - The Official Steward will make this decision in consultation with the District Commissioner, the Organiser and the Health and Safety Officer.
5. Assist the First Aid Provider with the evacuation of the casualty by meeting a land Ambulance and / or clearing an area for an Air Ambulance to land. The latter will include ensuring that all horses / ponies are safe.
6. Ensure that next of kin are aware of the situation.
7. Ensure that the horse / pony is correctly cared for.
 - a. Liaise with Veterinary Surgeon.
 - b. Check that arrangements in hand for an un-injured horse to be taken home and looked after.

In the Event of a Rider Fatality:

1. The Official Steward shall inform:
 - a. The Police,
 - b. The District Commissioner and the Organiser, and,
 - c. Next of kin.

The Official Steward should ensure that the next of kin are informed as soon as possible. If the next of kin are at the event, the Steward must do this. Ideally a Doctor, or another trained in bereavement, should be present, e.g. vicar, nurse, etc. If they are not present, arrangements must be made through the Police, but under no circumstances should the next of kin be informed on the telephone.
 - d. The Area Representative
 - e. The Pony Club Chairman, Mary Tuckett (07803 208334)
 - f. The Pony Club Risk Management Director, Bill Cook (07768 495918)
 - g. The Pony Club Press Officer, Clare Walkeden (02476 698310)

2. If it is decided to continue with the event, the Official Steward should hand over the responsibility for the continued running of the event to the Organiser.
3. The Official Steward shall ensure that key witnesses, including the First Aid Provider, remain at the site of the Activity and are available to make statements to the Police. If there is an official photographer on site, they should be tasked to take a picture of the fence or other scene of accident as early as possible. Under no circumstances should photographs of the injuries or the casualty be taken.
4. Radios – It should be borne in mind that both transmitting and receiving radios can easily be overheard. Therefore, to avoid sensitive messages being compromised, volume controls should be sensibly set and crowded conditions avoided. It may be better to use mobile phones in some circumstances.
5. Press statement
 - a. When informing the Police, the Official Steward should establish whether they are issuing a press statement and if so, when, to whom and what it will say.
 - b. The Official Steward should appoint a spokesperson to speak to the Press on his behalf. If a Police Officer or ex-Police Officer is available, they are particularly good at this.
 - c. If there are other people at the event site with telephones (estate office, secretary, etc.), they must be briefed NOT to make statements, no matter much they may be pressed to do so. They should refer all callers to one telephone number which the appointed spokesperson should answer.
 - d. What the spokesperson tells the Press is dependant on whether the next of kin have been informed. If the next of kin and family have NOT been informed, then the rider's name and other details MUST NOT be released. Reporters may find this information out from other sources but the Official Steward's representative must not release it until the next of kin have been informed. It will generally be accepted by the press/media that:-

"A rider was killed / injured but no further information will be released until the next of kin have been informed."

- e. If the next of kin and family have been informed, then the information set out below should be compiled as quickly as possible. If the suggested format below is used, a perfectly acceptable Press Statement will be produced. Any press representatives should be told to assemble at the Secretary's Tent at a specified time, when a press statement will be made:

"It is with the deepest regret that we announce that Boy / Girl [Rider's Full Name – Christian Name and Surname] has died as a result of a fatal accident whilst competing at [Name of Competition] Pony Club Horse Trials in [County] at [Time - am / pm] on [Date]. [Rider's Name], [Age], from [Town, County] had been a Member of the [Name of Branch] Branch of The Pony Club for [Number of Years] years. No further details are available at present. We will investigate and report further details when available."

The cause of death should not be given – if you do so you are prejudging the inquest and other formal enquiries.

- f. Put at the bottom of the statement a name and telephone number for contact, queries, etc.

g. **NOTE:** Do not give the rider's whole address in order to save the family from press harassment. Just give the nearest town in their address.

h. The Press may well ask about the dimensions of the fence at which the accident happened and this information should NOT be divulged. A suggested reply is:

"All the fences on the course are within the dimensions specified in the rules and no details will be discussed before the Coroner's Inquest. [Number of horses / ponies] horses and ponies had successfully jumped the fence before the accident".

6. All concerned should be quite clear on all the facts before leaving the site of the event that day, so that they can subsequently make an accurate statement and correctly answer questions. It is vital that written statements are taken from all witnesses and signed by them before they leave the event. The correct accident reporting procedure must be carried out as detailed in Section 8 Accident Reporting.

7. **Subsequent investigations will be managed by The Pony Club's Stoneleigh Office.**

- a. The Coroner may call some of the Officials at the activity as witnesses at the inquest.
- b. The Local Authority Environmental Health Department will carry out an investigation.

In the Event of an Equine Fatality:

The sport has always prided itself not only on its safety record, but also on its image as a 'good, clean, healthy and responsible sport'. Thus, any ill-informed publicity is of very deep concern. Whilst the equestrian press continually provide their excellent support and defence of the sport, there may be other members of the press taking a new (and possibly detrimental) interest in the sport.

At most Pony Club Activities it should still be possible to deal with a horse / pony which is killed or has to be destroyed, without undue fuss and perfectly in accordance with Rule 47 of the Eventing Rule Book - Destruction of Severely Injured Horses. However, with the increasing welfare lobby created by those opposed to the sport, it is possible that even at a small local activity the contents of this guideline will be useful.

1. The Official Steward shall inform:
 - a. The District Commissioner and the Organiser
 - b. The owner of the horse / pony
 - c. The Area Representative
 - d. The Pony Club Risk Management Director, Bill Cook (07768 495918)
2. It should be borne in mind that both transmitting and receiving radios can easily be overheard. Therefore, to avoid sensitive messages being compromised, volume controls should be sensibly set and crowded conditions avoided. It may be better to use mobile phones in some circumstances.
3. The Official Steward should ensure that key witnesses make immediate brief written statements. In conjunction with the Veterinarian, the Official Steward should conduct an immediate and thorough enquiry, establishing the cause of the accident and death.
4. The Official Steward should ensure that the owner is informed as soon as possible at the event. If the owner is not at the event, other arrangements must be made - probably through the rider and / or their District Commissioner.

5. A press statement may be necessary. The Official Steward should speak to the press himself or appoint a spokesperson to speak on his / her behalf. If the veterinarian is available, they may be a suitable choice to do this.

“It is with great sadness that we announce that [Horse / Pony Number], [Horse / Pony Name], ridden by [Rider's Name] and owned by [Owner's Name] has died / was put down as a result of a (fatal) accident at fence number [Specify Fence Number] [Name of Fence] whilst competing at [Name of Competition / Activity] Pony Club Activity in [County] at [Time – am / pm] on [Date]. No further details are available at present. We will investigate and report further details when available.”

6. All concerned should be quite clear on all the facts before leaving the site of the Activity that day, so that they can subsequently make an accurate statement and correctly answer questions. It is vital that written statements are taken from all witnesses and signed by them before they leave the event. The correct accident reporting procedure must be carried out as detailed in Section 8 Accident Reporting.

APPENDIX C – LETTER FOR FIRST AID PROVIDER

Dear [Name],

RE: First Aid Provision at [Name of Event / Activity] on [Date of Event / Activity]

The [Name of Branch] Branch of the Pony Club is organising a [Type of Activity] at (Venue / Location of Activity, including Post Code) on [Full Date, including day]. The ambulance will be required from [start time], [Number of minutes before activity is due to start] minutes before the scheduled start of the competition until [expected finish time], the anticipated time the event will finish. Please could you provide the following (or “Please could you quote for providing the following”):

Ambulance

A designated vehicle, appropriately marked and identifiable which conforms to current regulations, for the transport of the injured or seriously ill patient. It must contain necessary resuscitation, immobilization and transport equipment. This should include the equipment detailed on the list attached.

Personnel

Two ambulance personnel, one of whom must be a trained and qualified “Paramedic” or “Emergency Medical Technician (EMT) or higher”, and the second member should be trained at least to the level of a Qualified First Aider. Training records must be kept for each person and be available for scrutiny by a representative of The Pony Club on the day, if requested.

Either: A doctor will be present to act as the designated Medical Officer for the event. The doctor will discuss the detailed medical arrangements with the ambulance personnel on arrival.
Or: The senior member of your team will be asked to act as the designated First Aid Provider for the event. The Organiser will discuss the detailed medical arrangements with them on arrival.
The competitors at this event will include children; therefore, all medical personnel should have a current disclosure check (i.e. DBS, PVG or Access NI).

Note: These requirements would need to be tailored to your specific event and the minimum first aid cover required, as indicated in Appendix A1 – First Aid Matrix.

Insurance

The ambulance and personnel must be covered by public liability insurance. The Organiser may request to see a copy of the insurance certificate on the day of the competition.

Ambulance and Personnel Registration

Please provide details of your registration with the Care Quality Commission (CQC) and the Ambulance Personnel’s Health Professions Council (HPC) registration with your quotation.

Doctor Registration

Please provide details of you registration with the General Medical Council (GMC) with your quotation.

Yours sincerely, etc.

Note to Event Organiser – When confirming your booking, ensure that the Event Location and the Time the Ambulance is required are clear. Allow time for the Ambulance Personnel to check the location of all aspects of the event, including Cross Country course when included, before the first competitor is due to start. Also consider allowing additional time at the end of the event in case the timetable should run late

APPENDIX D – AMBULANCES, PERSONNEL AND EQUIPMENT

Ambulance providers must be registered with the Care Quality Commission. The range of services on each provider's registration can be checked on the Care Quality Commission website www.cqc.org.uk.

Organisers should confirm that the Paramedic(s) they have booked to be the first aid cover at a Pony Club event is registered with the governing body, the Health Professions Council (HPC). This can be done by asking the Paramedic for their personal identification number before the event. This number can be used to confirm the Paramedic's registration on the HPC website, www.hpc-uk.org/.

A professional or organisation that cannot provide these details should not be used and consideration of reporting these details to The Pony Club's Stoneleigh Office should be given.

All Ambulances must be adequately equipped for pre-hospital resuscitation, immobilisation of the casualty where necessary and transportation if required. It would be expected that Ambulance Personnel, trained to Emergency Medical Technician (EMT), would be capable of carrying out the procedures necessary to stabilise the injured patient while awaiting the arrival of the County Ambulance service. The list of equipment below is the minimum that is considered necessary to effect these procedures and it would be expected that an Ambulance classified as carrying trained personnel would be capable of using this equipment in an emergency situation to resuscitate and stabilise an injured person.

Often there may be a Doctor assisting at events and it is important that he / she is aware of the equipment that is contained in the Ambulance and the skill mix of the Ambulance team. It is important that the senior member of the Ambulance team reports to the Organiser for the event on arrival and introduces him / herself to the Doctor, if there is one in attendance, prior to the event commencing. It is important to be aware of:

1. The schedule for the day.
2. Where the best place for the Ambulance to be positioned is.
3. What the arrangements for communication (radios or mobile phones) are.
4. What the arrangements for food / comfort breaks are.
5. Whether the Secretary for the event will ask for a medical briefing at the time that the fence Judges are being briefed.

Should it be necessary for an injured person to be transferred to hospital, it is essential that the First Aid Provider contact the Accident & Emergency department of that hospital to ascertain that the hospital is an appropriate one to accept the type of injury that the casualty has sustained. Clearly it is important for the First Aid Provider to ensure that they have the contact telephone numbers of the local and District General hospitals that might be involved.

EQUIPMENT

Standard Items:

- Stethoscope
- Sphygmomanometer
- Torch
- Stationery and pen
- Protective gloves

Airway:

- Pocket mask with oxygen port and tubing
- Nasal airways sizes 6 and 7
- Gudel oro-pharyngeal airways sizes 2, 3, 4 and 5
- Face masks sizes 3, 4 and 5
- Resuscitator with non-re-breathing valve
- Oxygen reservoir bag
- Suction unit with 14G suction catheter (smaller size for children)
- Yankauer suction catheter
- Laryngoscope with spare batteries and bulbs + adult and child blades
- Endotracheal tubes sizes, 5, 6, 7, 8, 8.5 and 9 with connectors
- Introducer
- Magill forceps
- Spencer Wells forceps, 5"
- KY gel
- 10ml syringe
- Bandage, 1" roll
- Cricothyrotomy set or size 12 Venflon
- Laryngeal mask airways (LMA's) sizes 2, 3 and 4.

Breathing:

- Oxygen cylinder with connecting tube and mask
- Portable Oxygen cylinder with connecting tube and mask
- Entonox cylinder with tube and mask

Circulation:

- Defibrillator, e.g. advisory
- Hartmann's solution 500mls x4
- Normal saline 500mls x2
- Administration set x2
- Velcro tourniquet
- Cannulae of different gauges (Venflon, 14G, 16G and 18G)
- Hep flush 2 x 2mls or Sodium chloride
- Roll of adhesive tape or adhesive film
- Sharps mini-bin
- Antiseptic wipes

Syringes:

- 2ml x5
- 10ml x5
- 20ml x5

Needles:

- 21G 1.5" x5
- 23G 1" x5
- 25G 5/8" x5

Splinting

- Tuf cut scissors
- Cervical collars (range of sizes)
- Splints, e.g. lower limb box splint, vacuum splint, short arm splint, traction splint (Segar or Donway, optional)
- Triangular bandages x4

Transporting:

- Spinal board
- Scoop stretcher or Donway lifting frame
- Vacuum mattress (optional)

First Aid equipment e.g. bandages, elastoplasts, various dressings, eye pads, micropore tape, scissors, safety pins, cling film roll, etc.

APPENDIX E - NOTES FOR THE FIRST AID PROVIDER

Thank you for agreeing to act as the First Aid Provider at this event. Please could you spend a few minutes reading these notes and the contents of the "First Aid Information Pack". It is very important that you are familiar with our medical guidelines; a copy is included in this pack. If you need any clarification, please talk to the Organiser.

Please check that your Ambulances, personnel and equipment comply with the guidelines before the competition commences. If you are in any doubt, you must inform the Organiser immediately.

It is advisable that you make written notes of any rider you examine, even if the injury appears trivial, and these notes should be stored safely and securely. In addition, it is now extremely important that you complete a Pony Club Accident Report Form for all persons that you examine, whether injured or not, (if no injury, please complete details in top section and tick ('Un-injured')). These records should be handled with full confidentiality and are used to monitor safety at Pony Club activities.

Loss of Consciousness

In the event of any loss of consciousness of any duration at any Pony Club event, riders should not continue the activity and should avoid riding (or any contact sports) for at least 14 days. Riders are also advised to seek medical review from a Doctor or Paramedic either at the time of the loss of consciousness or as soon as reasonably practicable afterwards.

Concussion

In the event of a suspected concussion, particularly if a rider shows any signs of vomiting, unsteadiness, worsening headache, confusion, seizure, unusual behaviour, or double vision, riders should seek medical care from a Doctor or Paramedic immediately and should not ride until they have been deemed as not suffering with concussion. If concussion is diagnosed, it would be normal for riders not to ride for at least 7-10 days.. Parents / guardians will need to take responsibility for ensuring that riders seek medical attention and do not ride when they have been advised not.

Please use the Concussion Advice Form (Appendix H) to ensure that parents / guardians are definitely aware of the need to adhere to medical advice.

Action After a fall

As a teaching organisation we wish riders to be able to continue whenever possible. However, a rider must not be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of the parents / guardians, trainers, etc. Further participation may be possible following medical examination by a Doctor or Paramedic.

The "First Aid Information Pack" should contain:

- Details of emergency contacts
- Notes for the First Aid Provider (Appendix E)
- Injury Report Forms (Appendix I)
- The Pony Club Accident Report Forms (Appendix G)
- Concussion Advice Forms (Appendix H)
- Event programme with planned times
- Map of the Cross Country course where applicable

Thank you for your help and assistance.

APPENDIX F - INJURY REPORT FORM

Confidential when completed

EVENT: _____ BRANCH: _____
 VENUE: _____ DATE: ____/____/____
 COMPETITORS NAME: _____ NUMBER: _____ DOB ____/____/____
 TIME OF INCIDENT: _____ HIGH VELOCITY: YES/NO

BRIEF DESCRIPTION: _____

HEAD INJURY: YES/NO IF YES L.O.C. _____ MINS FITTING YES/NO

AMNESIA RETROGRADE _____ ANTEROGRADE _____ NIL _____

G.C.S/AVPU	Time		Time		Time		Time			
		/		/		/		/		

OTHER INJURIES:

HEAD		DRUGS
FACE/JAW		
CHEST		
ABDOMEN		
R ARM		
L ARM		
R LEG		
L LEG		
PELVIS		
C SPINE		
T SPINE		
L SPINE		ALLERGIES

OUTCOME: FIT TO CONTINUE YES/NO

TREATMENT ON SITE _____

HOSPITAL REFERRAL _____ MODE OF TRANSPORT _____

ADVICE GIVEN (TO WHOM) _____

ADDITIONAL NOTES: _____

MEDICAL OFFICER: _____ SIGNED: _____

APPENDIX G - THE PONY CLUB ACCIDENT REPORT FORM

Branch:

Report of: Member Injury Property Damage Horse Injury

The Activity

Date: Time: Venue:

Description of Location:

Field Indoor School Outdoor Arena Countryside Stable Lorry / Trailer

Name of Instructor:

Activity:

Flatwork Showjumping Polo Cross Country Mounted Games Racing
Polocrosse Tetrathlon Dressage Other (please specify)

Rider Details

Name of Person Involved: Age:

Address:

Postcode:

Name of Parent or Guardian (if different)

Owner of Horse or Pony:

Rider Injury

Was the Rider Injured? No Injury* Minor Injury* Significant Injury* Major Injury*

(*Please see the Health, Safety and Safeguarding Rule Book for definitions of injuries)

Was a Body Protector Worn? Yes No Was the Hat Kitemarked / Tagged? Yes No

Did the Rider Complete the Lesson / Event? Yes No

Was First Aid Given? First Aid Paramedic / Doctor A&E None Given

What was the Injury?

The Horse

Name of Horse or Pony:

Was the Horse:

Ridden On lead rein Loose Tethered / tied up

Did the Horse Fall? Yes No Was the Horse Injured? Yes No Killed / Destroyed

Did the Horse Require Veterinary Attention? Yes No

Was there any Damage to Property?

.....
.....
.....

APPENDIX H – CONCUSSION FORM

1. Concussion is a condition that is not always immediately obvious. It can have very serious after effects.
2. The Pony Club states in all its Rule Books that following the fall of a rider, if concussion is suspected, the advice of the Doctor / Paramedic must be sought and followed. They should obtain medical advice before the Member rides again.
3. This advice must be relayed personally to the Parent / Guardian of the competitor and care must be taken to ensure that the Parent / Guardian fully understands
 - i. The seriousness of the possible injury;
 - ii. That the rider should be taken that day to a Doctor or the A&E Minor Injuries unit at a hospital;
 - iii. That the rider must not ride again that day; and,
 - iv. The riding hat should be replaced.
4. The medical advice must include warnings about the danger signs which can occur later, namely:
 - i. Deterioration of consciousness
 - ii. Restlessness and/or irritability
 - iii. Vomiting
 - iv. Persistent or worsening headacheThe Parent or Guardian must be advised that if any of these symptoms occur, medical assistance must be sought immediately.
5. The Concussion Advice Form must be completed, signed and dated by the Parent / Guardian.

CONCUSSION ADVICE FORM

I _____ being the Parent / Guardian of _____ of the _____ Branch / Linked Centre of The Pony Club have been informed that they have been involved in an accident which may have involved a head injury. As a result, they may have suffered a concussive injury.

I confirm that I have been advised that they should be seen by a Doctor or attend an Accident & Emergency Minor Injuries unit at a hospital today.

I have been advised that the following symptoms could indicate a worsening of their condition:

- i. Deterioration of consciousness
- ii. Restlessness and / or irritability
- iii. Vomiting
- iv. Persistent or worsening headache

and that if any of these symptoms occur, medical assistance must be sought immediately.

Print Name: _____ Signed: _____ Date: _____

APPENDIX I - MEDICAL CONSENT FORM

This form is to be completed by the person who has parental responsibility of each Pony Club Member.

Date of Pony Club Activity _____

BRANCH / LINKED CENTRE _____

Name of Member _____ Date of Birth _____

Name of Parents / Guardian _____

Authorised contact if parent unattainable _____ Tel. No. _____

Address of Parents / Guardian _____

Tel. Number (Day) _____ (Night) _____

Fax Number _____ Email _____

Member's General Practitioner NAME _____

NAME & ADDRESS OF PRACTICE _____

Does he / she suffer from:

* Asthma	YES / NO * Epilepsy / Fainting	YES / NO
* Migraine	YES / NO * Diabetes	YES / NO
* Dyslexia	YES / NO * Hay Fever	YES / NO
* Heart / Lung Disorder	YES / NO * Bone / Joint Impairment	YES / NO
* Vision / Hearing Defects	YES / NO * Allergy to Drugs / Food	YES / NO
* Gynaecological Disorders	YES / NO * Ear, Nose & Throat	YES / NO
* Gastro-intestinal Disorders	YES / NO * Any skin complaint	YES / NO

Are contact lens worn? YES / NO Religion, if applicable to Medical Treatment _____

Any other problem of which the Welfare Officer should be aware? _____

Does he / she regularly take any form of Medication, if so what? _____

Are there any current injuries / recent operations / medical treatments? YES / NO If so, please explain.

Any previous operations, e.g. appendix? YES / NO If so, please explain

Date of last Tetanus Injection _____ (Any adverse reaction?)

Blood Group (if known) _____ Is he / she a Vegetarian? YES / NO

Does he / she have any special dietary or other requirements? _____

In the event of my daughter / son requiring emergency medical or dental treatment whilst taking part in the Pony Club activity as described above, and an Officer or other responsible adult being unable to contact either myself or other person with a parental responsibility for my daughter / son, I hereby authorise the District Commissioner or other Officer of the Pony Club to obtain such medical or dental treatment for my child as they, in their absolute discretion, think necessary after consultation with a medical or dental practitioner. This authority extends to all medical and dental treatment including the giving of an anaesthetic where necessary.

Data provided will be stored and used in line with The Pony Club Data Protection Policy. This can be found on The Pony Club website.

Signed _____ Date _____

APPENDIX J - SELF DISCLOSURE FORM

SECTION A – To be completed by the applicant

Type of disclosure:	DBS / PVG /Access NI		
Name as on certificate:			
Address: <i>(please include Postcode)</i>			
Date of Birth:		Gender:	Male / Female
Unique Reference Number:		Date of Issue:	
Clear Certificate?	YES / NO	Level of Certificate:	Standard / Enhanced
Organisation who carried out check:			
Are you subscribed to the Update Service?	YES / NO		

SECTION B – To be completed by a Pony Club Official

I confirm that I have the disclosure certificate relating to this person, and I confirm that these details are accurate.

Signature:			
Print name:		Date:	

SECTION C – To be completed by the applicant

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children, young people or vulnerable adults?	YES / NO <i>(if Yes, provide information overleaf)</i>		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour?	YES / NO <i>(if Yes, provide information overleaf)</i>		
Have you committed any offence of abuse or causing harm to children, young people or vulnerable adults that may be relevant to the work that you undertake for The Pony Club?	YES / NO <i>(if Yes, provide information overleaf)</i>		
I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the The Pony Club's attention. <i>(Please tick)</i>			
In accordance with The Pony Club's procedures if required I agree to provide a valid disclosure certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. <i>(Please tick)</i>			
I agree to inform The Pony Club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults. <i>(Please tick)</i>			
I understand that the information contained on this form, the results of the disclosure check and information supplied by third parties may be supplied by The Pony Club to other persons or organisations in circumstances where this is considered necessary to safeguard children. <i>(Please tick)</i>			
I have read the Safeguarding Section of The Pony Club Health & Safety Rule Book and anticipate taking on tasks described as Regulated Activities. <i>(Please tick)</i>			
Signature:			
Print name:		Date:	

The Branch/Centre should keep one copy of this form for their records and one copy should be sent to The Pony Club Office.