

RDA Policy List

with 2023 Revisions



Listed below are the RDA policies, with any pertinent revisions for 2023 – any minor changes to addresses and names, links, general formatting etc. have not been listed.

Carriage Driving

- **Carriage Driving Safety Code:** Currently under review for 2023

Complaints

- **RDA UK Working Together Code of Conduct:** Reviewed for 2023, no changes
- **Complaints Policy:** Reviewed for 2023, no changes
- **Whistleblowing Policy:** Reviewed for 2023, no changes

Equines

- **Annual Health Check Policy & Form:** Updated for 2023 – small amendment to following paragraph to include coaches:
 - *'The health and wellbeing of any equine owned/long-term loaned by an RDA group supersedes any demands of volunteers, coaches or participants.'*
- **End of Service Policy:** Slightly updated for 2023 – second paragraph relating to reasons for policy and addition of reference to groundwork activities:
 - *'In addition, RDA is not an equine welfare charity, therefore charitable funds should not be unduly used to fund the costs of care and/or treatment for an equine that is no longer being ridden, driven or taking part in RDA groundwork activities.'*
- **Gift & Loan Policy:** Reviewed for 2023, no changes.
- **Pre-Purchase Examination Policy:** Reviewed for 2023, no changes
- **Equine Welfare Policy:** TBC – under review for 2023
- **Equine Flu Vaccination Policy:** Updated for 2023
 - *Change from **Horses** to **Equines** in 'Claiming a free vaccine is easy: just fill out the form on the MyRDA website in Equines in RDA, Vaccinations.'*
 - *Addition of **vaccine replacement** in 'The Veterinary practice will then be reimbursed with vaccine replacement usually on a quarterly basis'*
- **Riding School Licence Policy (2021):** Reviewed for 2023, no changes
- **Gift & Loan Sample Letters:** Updated for 2023:
 - *Addition of point 7: 'AGREEMENT FORM EQUINE OFFERED ON LOAN FROM A GROUP - This form must be completed by all concerned before an equine is accepted on loan from a group.'*
 - *Agreement Form (p.7) title amended to: Agreement Form, Equine Offered on Loan from a Group'*

Essentials of Membership

Currently under wider review. It is hoped that the revised version will be available soon.

GDPR

- **RDA Group Privacy Notice:** Reviewed 2023, no changes
- **RDA Group Data Protection Policy:** Reviewed 2023, no changes

Governance

- **Trustee Annual Checklist for Groups:** 2023 amendments:
 - Reference to Equality and Diversity in *'Safeguarding, Code of Conduct, Equality & Diversity'*
 - Revision of wording to: *'The group has an Equality, Diversity and Inclusion policy, which is in line with RDA UK's requirements.'*

Hat & Body Protector Rules

- **Hat standards:** Amendments as follows:
 - *Confirmation: PAS 015: 1998 is no longer acceptable, following 31 December 2022 withdrawal date*
 - *Confirmation: SNELL E2001 is no longer acceptable, following 31 December 2022 withdrawal date*
 - *Link to BETA (British Equestrian Trade Association Hat guidance)*
 - **Confirmation of Carriage Driving alternative hat assessment:** *'In the case of RDA Carriage Driving Groups, alternative hat assessment may be carried out by the Regional Driving Representative, Carriage Driving Assessor, or a suitable person appointed by them to assess hats.'*
 - *Addition of: 'From 1st September 2022, no person should be in a carriage during an RDA Carriage Driving activity (with or without participants) without wearing an approved riding hat. The only exceptions are Sikh turban wearers and those with alternative protective headwear, approved through the Alternative Hat Form.'*
 - *Complete removal of information relating to purchase of riding balaclavas/snoods*
 - **Hats for Volunteers:** *Removal of requirement for hat tags ('...and be tagged with an RDA Hat Tag.')*
 - **Body Protectors:** *New section – text confirming recommendation for Showjumping competition, and reference to RDA Rule Book for information*

Health and Safety

- **Health & Safety Policy:** Updated for 2023 as follows:
 - **Front cover:** Addition of reference to *'Groundwork and Non-Ridden Activities'*
 - **4f: Amendment of text to:** *'their application should be declined, using the Review of a Participant's Ability to Ride or Drive Form, and accompanying guidance, both of which can be found at: <https://myrda.org.uk/runningyourgroup/new-participants/new-participants/>'*
 - **Hats: g (1):** Addition of link to RDA Hat & Body Protector Rules document
 - **Hats g (2a):** Amendment of text to: *'In the case of RDA Carriage Driving Groups, alternative hat assessment may be carried out by the Regional Driving Representative, Carriage Driving Assessor, or a suitable person appointed by them to assess hats.'*

- **Hats g (3b):** *Amendment of text to 'From September 2022, no person should be in a carriage during an RDA Carriage Driving activity (with or without participants) without wearing an approved riding hat. The only exceptions are Sikh turban wearers and those with alternative protective headwear, approved through the Alternative Hat Form: <https://myrda.org.uk/assets/Alternative-Hat-Assessment-Form.pdf> '*
- **Hats g (5a): Hats for Volunteers:** Removal of the reference to requiring hat tags
- **Religious headwear:** Removal of information about riding snoods
- **First Aid j (1):** Amendments to text relating to First Aid training courses, roles, for clarity. Addition of link to HSE website regarding what to include in a First Aid kit
- **First Aid j (2):** Addition of guidance on What3Words and mobile phone preparedness
- **Accident & Incident Books m:** Addition of information about Accident/ Near Miss book availability and compliance. Extra links to Policies page on MyRDA, RIDDOR on HSE, HSENI and insurance microsite (Howdens)
- **Group Records and Up to Date Information n:** Links added for RDA GDPR Policy and RDA Group Privacy Notice
- **Weight Charts:** Clarification that these are available for both Riding and Carriage Driving from the Group Orders website
- **Hoists & Hydraulic Platforms:** Update to contact team details and addition of link to HSE/LOLER information
- **Electrical Equipment s:** Link to HSE information on PAT (Portable Appliance Testing)
- **Camps & Holidays:** Update to contact team details
- **First Aid Policy:** Updated for 2023 as follows:
 - **First aid levels required for every member group**
 - a. *Someone with an up-to-date minimum certificate achieved by attending one of the courses recommended in (b) below, as a minimum, must attend every group session. It is advisable for each group to have at least two nominated First Aiders to ensure that this is possible. The RDA Group and the First Aiders must know who these nominated First Aiders are, and their names should be shown in the group's records.*
 - **First Aid Kit contents:** Removal of specific quantities of items, removal of camera, addition of maintenance and replacing contents information
 - **Recording of Accidents/Incidents:** 5a - removal of word 'indefinitely' and addition of 'in accordance with GDPR* and RDA Policy' and links to MyRDA/ HSE
 - **Information required in Report of Accident of Incident:** d) Basic details expanded to include breed, age, size etc.
 - **Revised link to Howdens Insurance microsite:** <https://www.howdengroup.com/uk-en/riding-for-the-disabled>
- **RIDDOR Reporting:** Reviewed for 2023 – link to Howdens (insurance site) updated

Equality & Diversity

- **Equality & Diversity Policy:** Updated for 2023:

- **Paragraph 1 – revised text as follows:** *‘i.e. religion or belief, age, sex, sexual orientation, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin or on any other basis.’*
- **Paragraph 2 – revised text as follows:** *‘without regard to their religion or belief, age, sex, sexual orientation, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin or on any other basis.’*
- **Equal Opportunity Policy & Statement:** Updated for 2023:
 - **Section A1 – text revised as follows:** *‘RDA is an equal opportunity employer, committed to ensuring that the talents, skills and resources of all employees and volunteers recruited are fully utilised. RDA will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the ground of perceived religious or belief, age, sex, sexual orientation, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin.’*
 - **Section B, 1a (ii) – revised text as follows:** *‘When filling a vacancy, applications will be accepted from all groups in accordance with the protected characteristics of the Equality Act 2010 (as listed above in paragraph 1).’*

Insurance

- **Certificate of Competence for External Events:** Reviewed for 2023, no changes
- **Attending an External Event:** Reviewed for 2023, no changes
- **Insuring and Exercising of Equines by RDA Volunteers:** Reviewed for 2023, no changes
- **Insurance & Ridden/Driven Training for RDA Sessions:** Reviewed for 2023, no changes
- **Insurance for Volunteers over the age of 80:** Reviewed for 2023, no changes
- **RIDDOR Reporting:** Reviewed for 2023 – link to Howdens (insurance site) updated

Safeguarding

- **RDA e-Safety Policy:** Reviewed for 2023, no changes
- **RDA and Disclosures Policy Statement:** Reviewed for 2023, no changes
- **Safer Recruitment Policy:** Amended for 2023, title and content change to safer recruitment, from safe recruitment. Also:
 - **Recruitment of Staff:** Addition of reference to Coach ages: *‘Age of Coaches
Coaches who are expected to work on their own initiative, holding a position of trust with sole charge of a session, must be aged 18 years or older at the time of qualification/certification.
An RDA Coach in Training may be 16 years old, however those who go on to train and then become assessed to become a Group Coach or Coach, which enables them to coach without supervision, must be aged 18 years or older.’* Revised at 27.01.23
- **Safeguarding Adults at Risk Policy:** Updated for 2023:
 - Reference to safer recruitment, rather than safe recruitments
 - *‘Ensure all Safeguarding Officers and Coaches attend an accredited face to face or Zoom safeguarding workshop, with refresher training taken every 3 years’*
- **Safeguarding Children Policy:** Slight amendment for 2023, reference to safer recruitment rather than safe recruitment

- **Safeguarding Code of Conduct:** Reviewed for 2023, no changes
- **Safeguarding e-Safety Code of Conduct:** Updated for 2023 – changes in reference from ‘vulnerable people’ to ‘adults at risk’ and ‘Group Safeguarding Coordinator’ updated to ‘Group Safeguarding Officer’

Volunteering

- **RDA UK Volunteer Policy:** 2023 amendments to:
 - **Recruitment:** *‘...and where necessary in conjunction with the Volunteer Appointment Committee (VAC)’*
 - **Induction & Training** *‘Within the first 3 months of holding the RDA UK role, an entrance interview will be held.’*
 - **Equal Opportunities:** *‘...equality and diversity through both the Equality, Diversity and Inclusion mission statement and policy.’*

Other Policies

- **Non-Disabled Riders in RDA Sessions Policy:** Updated for 2023
 - Removal of previous point 3 under criteria, relating to external coaching qualifications
 - Removal of previous point B relating to suitably-qualified coach for disabled/non-disabled riders