**RDA COUNTY CHAIR CHECKLIST**

**DUTY OF CARE AND WELFARE**

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| **Criteria** | **Requirements** | **Notes** | **Support Available** |
| **Safe Environment**The RDA Group has policies and procedures to ensure that all activities take place in a safe environment which complies with legal requirements | The group has a health and safety policy and can evidence how this is put into practice |  | Health and safety policy RDA website |
| There is a completed risk assessment for the venue |  | Risk assessment templates RDA website |
| All volunteers involved in RDA sessions have filled in the relevant sections of the volunteer basic training record card (green card) |  | Green Cards available from RDA Group Orders website. |
| All RDA Coaches have up to date safeguarding training and have completed reviews as per their agreed review period |  | RDA County Coach |
| Incident reporting procedures can be demonstrated |  | Health and safety policyRDA website |
| There is access to first aid equipment and appropriate volunteers / staff trained in first aid |  | First aid policy RDA website. First aid training available from Medi-K or other accredited providers |
| **Child and Adults at Risk Safeguarding** The RDA group has policies and procedures in place to ensure the safeguarding and welfare of all individuals involved | The group has a safeguarding policy which is in line with RDA UK’s requirements |  | Safeguarding policy statement for children and adults at riskRDA website |
| There is a designated safeguarding officer for the group |  | Resources available on RDA website |
| There are safe recruitment processes including volunteer application forms, the collection of two references and disclosure checks at the appropriate level for those who require them. |  | Volunteer application forms and reference templates are available on the RDA websiteAdvice on Disclosure Check providers is also available.  |
| The group has robust responding and reporting procedures for indicators or allegations of abuse or poor practice |  | RDA reporting flow chart and pocket guide to safeguardingRDA website |
| Safeguarding Officers and Coaches have attended a recognised face to face safeguarding workshop with refresher training taken every three years (refresher training may be alternated online and face to face) |  | RDA safeguarding training and RDA e-learning, other external providers are available |
| **Data Protection** The group has procedures in place to ensure that data is processed and stored in line with General Data Protection Regulations (GDPR) | The group has a GDPR Policy and Privacy Statement available to all interested parties |  | GDPR Policy and Privacy Statement Templates on RDA website |
| **Equine Welfare** The RDA group has a policy in place to ensure the safeguarding and welfare of all equines involved | The group has an equine welfare policy which is in line with RDA UK’s requirements |  | Equine welfare policyRDA Website |

**GROUP GOVERNANCE**

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| **Criteria** | **Requirements** | **Notes** | **Support Available** |
| **Governance**The group has governing documents in place | Trustees have all seen and are aware of the group constitution which is in line with RDA UK requirements |  | RDA Template Constitution, The Essentials of RDA Membership |
| There is a defined membership and clear record of the groups’ current members |  | Introduction to RDA Governance Training – Face to face workshop or e-learningThe Essentials of RDA Membership |
| An AGM is held to which members are invited and where trustees are elected and retired as per the group constitution and where accounts are presented to members |  | Introduction to RDA Governance Training – Face to face workshop or e-learningThe Essentials of RDA Membership |
| **Trustees** The group has the required number of trustees. | The group is governed by a group of trustees (min 3 to max 11) who meet regularly with decision making recorded in minutes |  |  |
| The roles of Chair, Secretary and Treasurer are occupied |  |  |
| Conflicts of interest are recognised and are managed effectively |  | Conflict of Interest Form, RDA Governance Training |
| **Financial Management**There are procedures in place which ensure sound financial management | The group has a bank account with at least two signatories |  |  |
| Annual accounts are prepared and are reviewed independently where required. |  | The Essentials of RDA Membership |