

RfS

Agreement Form – February 2021

Riding for Smiles (RfS) Charity Number 1174773 www.ridingforsmiles.org Contact: Stephanie Hind, Project Liaison Officer info@ridingforsmiles.org Telephone: 07754090685	RfS is based at Coloured Cob Equestrian Centre (CCEC) Bank House Farm, Creswell, Notts, S80 4AA www.colouredcob.co.uk Telephone: 01909 725251
--	---

Participating school / organisation (PSO)	
--	--

1. The sessions will take place on the following dates, day(s) and time(s):

_____ on _____ at _____
2. There will be no charge for the sessions as they will be funded through the Charity. Travel costs will be met by the organisation or school.

The Agreement

1. All sessions will take place at the CCEC. The sessions will be delivered by CCEC staff.
2. Each session will be for a maximum of **8** children.
3. Each session will run for 1 hour and will be divided into a horse ride or a ride in a carriage and a stable yard activity.
4. There will be a weight restriction of 15 stone for horse riders. Any person over this weight limit will be allocated a ride in the carriage.
5. PSOs will give RfS a relevant contact for Safeguarding purposes.
6. The PSO will be given all relevant documentation and information forms prior to the start of the sessions.
7. Rider Registration forms will be completed for each pupil and signed by parents/guardians and given to the RfS prior to the start of the sessions.
8. Children attending will be split into groups for the activity by CCEC staff.
9. Children will be allocated a specific horse / pony suitable to their height / weight and ability.
10. At least 1 member of the PSO will accompany each group.

11. Children will be made aware of the rules prior to the start of the sessions by their PSO.
12. Riding hats will be provided by CCEC and fitted by a member of CCEC staff.
13. High visibility jackets will be worn when out on a hack.
14. All children will have a leader when riding a horse / pony until CCEC staff assess that they are capable of riding independently.
15. The CCEC and RfS Risk Assessments will cover children on leaving their transport in the CCEC car park. Journeys to and from CCEC will be covered by the PSO's own Risk Assessment.
16. Details of CCEC Insurance, Policies and DBS reference numbers will be available on request.
17. Any Safeguarding issues brought to the attention of RfS or CCEC staff will be passed to the RfS Project Liaison Officer who will inform the Safeguarding contact at the PSO immediately.
18. Any accidents occurring during the sessions will be logged in the CCEC Accident Book and reported to the PSO as soon as possible..
19. At least 1 project meeting will take place between RfS and the PSO prior to the start of the sessions to discuss requirements, desired learning outcomes and specific pupil needs. Wherever possible RfS will aim to meet and deliver the learning outcomes agreed.
20. Activities and learning outcomes will be planned prior to the start of the sessions by a member of RfS and CCEC staff and shared with the PSO.
21. An evaluation report will be written by the RfS at the conclusion of the sessions and kept on RfS file and shared with the PSO.

Signed on behalf of the PSO

.....

Print Name

.....

Signed on behalf of RfS

.....

Print Name

.....