**RDA COUNTY CHAIR CHECKLIST**

**DUTY OF CARE AND WELFARE**

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| **Criteria** | **Support Available** |
| 1. **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 MyRDA website |
| There is a completed risk assessment for the venue, updated at least annually | Risk assessment templates  |
| Volunteer Basic Training Record Cards (Green Cards) are completed for all volunteers who are active within group sessions (including A4 record cards for parents and carers) | Green Cards available from RDA Group Orders website. |
| All RDA Coaches have completed reviews as per their required review period and have up to date safeguarding training; ensuring sessions are only run by coaches within review date | RDA County Coach |
| Incident reporting procedures can be demonstrated – with incident / accident book readily available. | Health and safety policyMyRDA website |
| There is access to first aid equipment and appropriate volunteers / staff trained in first aid | First Aid policy, Medi-KMyRDA website  |
| 1. **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 statements on MyRDA website |
| There is a designated safeguarding officer for the group | Resources available on MyRDA 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 templatesDisclosure Check Pr  |
| 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 safeguarding |
| 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 providers can be used |
| 1. **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 MyRDA website |
| All participant and volunteer forms are completed and retained in line with RDA retention policy | GDPR Policy |
| 1. **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 policyMyRDA Website |

**GROUP GOVERNANCE**

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| **Criteria** | **Support Available** |
| 1. **Governance**
 | *The group has governing documents and required governance processes 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,The 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,The Essentials of RDA Membership |
| 1. **Trustees**
 | *The Group has the required number of trustees and officers* |
| The group is governed by a group of trustees (min 3 to max 11) who meet regularly with decision making recorded in minutes | Introduction to RDA Governance Training,Group constitution |
| The roles of Chair, Secretary and Treasurer are occupied | Introduction to RDA Governance Training,Group constitution |
| Trustees have all completed volunteer application forms, provided references and signed Trustee Acceptance and Conflict of Interest Forms. | Introduction to RDA Governance Training, |
| Conflicts of interest are recognised and are managed effectively | Conflict of Interest FormIntroduction to RDA Governance Training, |
| 1. **Financial Mgt**
 | *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 |
| 1. **Employment Practices**
 | *The group meets legal obligations if employing staff or contracting self-employed staff* |
| Where staff are employed the group can demonstrate their employment practices including: contracts for staff, payroll, pensions arrangements, holiday entitlement, an employee handbook and that all staff have line management. | Director of Operations RDA National Office, HR Consultant |
| Where staff are employed the group has an agreed method for obtaining professional advice on HR | Director of Operations RDA National Office |
| Where a group is contracting staff who are self-employed there is a service agreement in place and invoices are produced. | Director of Operations RDA National Office, HR Consultant |