



## REFERRING AGENCY AGREEMENT

**This Agreement sets out the terms on which Ride High accepts referrals of children/young people (together referred to as "young people") from the Referring Agency**

### **Introduction**

Ride High has written policies setting out its objectives and procedures in certain areas. They are reviewed at least annually and they include the following (all our policies are on our website, printed copies available on request):

(a) Entrance, Progression and Exit Policies, which set out the criteria for acceptance of young people on to the Ride High programme, the duration of each young person's membership and the circumstances in which young people might be excluded from membership.

(b) Behaviour Policy, which sets out the standards of behaviour expected of the young people attending Ride High and the way in which Ride High will respond to any incidence of poor behaviour.

(c) Safeguarding Children Policy, which recognises that Ride High's priority is at all times the protection and safety of young people in its care and sets out the procedures to be followed in any case of suspected abuse.

(d) Health and Safety Policy, which sets out the consideration Ride High gives to protecting young people in its care within the Ride High clubroom, when being transported to/from the clubroom and when undertaking field trips.

### **Agreement**

#### **Ride High will:**

- 1) Provide sessions at the times and dates supplied below.
- 2) Adhere to its policies at all times.
- 3) Be approachable and caring towards the young people at all times.
- 4) Provide regular feedback to the Referring Agency.
- 5) Ensure that in the event of any accident or incident involving a young person referred by the Referring Agency, the appropriate forms are completed promptly and that the Referring Agency is informed of any such accidents/incidents in a timely manner.
- 6) Ensure that if the Referring Agency has a cause for complaint, that complaint is addressed promptly in accordance with the Ride High Complaints Policy.

#### **The Referring Agency:**

- 1) Acknowledges the terms of the Ride High policies listed above.
- 2) Acknowledges that Ride High cannot accept on to the Ride High programme all young people referred by the Referring Agency as Ride High is limited by the parameters of its charitable objects, the terms of its Entrance, Progression and Exit Policies, the capacity of the riding school to provide riding lessons, and availability of
- 3) Will provide the following for each young person accepted on to the Ride High programme:
  - (a) a completed Parent/Carer Consent Form;
  - (b) a completed Child/Young Person Referral Form.
- 4) Will make each young person aware that:
  - (a) He/she must comply with Ride High's Behaviour Policy and may be excluded in accordance with the terms of that Policy if they do not do so.
  - (b) By the end of the second week of their membership, he/she must have signed a Ride High Member's Agreement which sets out the conditions of their membership.

(c) Regular attendance is required. If a young person misses a session without good reason he/she may be excluded from further activities with Ride High, in accordance with the Entrance, Progression and Exit Policies.

5) Will provide immediate notification of any change in special needs or medical conditions or any other change in the young person's circumstances such that he/she no longer qualifies as "disadvantaged" in accordance with the Entrance, Progression and Exit Policies.

6) Will notify Ride High of any safeguarding issues that arise in relation to any referral.

7) After discussion with Ride High, will arrange for a carer to accompany any young person known to have behavioural issues or a history of violence, or where there is a risk that their behaviour will have a negative impact on people or activities at Ride High, in accordance with the Behaviour Policy.

8) Will provide feedback about Ride High's services from time to time as and when requested by Ride High.

### **Exclusions:**

1) Although Ride High has taken reasonable care in selecting the riding school with a view to providing disadvantaged children with a positive riding experience, it expressly disclaims any responsibility for the actions or defaults of the riding school or of its instructors, employees or agents or for the physical or moral wellbeing of young people whilst in the custody or care of the riding school. To the fullest extent permitted by law, and save in the case of fraud, negligence or wilful default on the part of Ride High, the Referring Agency acknowledges and agrees that Ride High will not be liable or held in any way responsible for any of the following:

(a) any physical injury, loss or damage suffered by any young person, whilst in the custody or care of the riding school;

(b) the actions, defaults or omissions of the riding club, its instructors, employees or agents;

(c) the quality of the facilities, tuition, supervision and care and support provided by the riding school.

2) The Referring Agency will indemnify Ride High against any liability which Ride High incurs as a result of (i) the failure to comply with the Referring Agency's obligations set out in this Agreement or (ii) the actions of any young person (or any person acting on his/her behalf) referred by the Referring Agency arising otherwise than through the negligence or wilful default of Ride High. The Referring Agency will ensure that adequate insurance arrangements are in place to cover any such liability.

### **Referring Agency Information**

Name of Referring Agency:	Address:
E-mail address:	
Main contact name:	
Main contact telephone numbers (office and mobile):	

### **Details of Provision**

Dates of provision:	Times of provision:
Number of young people:	Payments due:

## Signatures

### Signed for and on behalf of Referring Agency:

Sign \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

### Signed for and on behalf of Ride High:

Sign \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Data Protection Act 1998: Ride High is registered under the Data Protection Act for holding personal data. Ride High has a duty to protect the information provided on this form. The information will be used by Ride High for its membership records and to assist in the day-to-day running and administration of Ride High and its activities. The information will not be shared more widely without the consent of the young person and/or the parent(s)/carer(s) as appropriate. However, information may be shared (without consent) more widely where there is a risk of harm to the young person and/or others.

This form was updated July 2013 and replaces the previous version.

**Telephone: 07507 308943**

Registered Charity: 1138260

Ride High is the trading name of Ride High Limited, a company limited by guarantee.

Registered in England and Wales, no: 7363597.

Registered address: The Dove House, The Avenue, Aspley Guise, Bedfordshire, MK17 8HH

