



Guidelines for Arranging Residential Camps Including Excursions and Visits

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Guidelines for Arranging Residential Camps and Excursions

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INTRODUCTION

This document contains information and guidance concerning the best practices for planning, organising and running a successful and safe event, and should be read alongside The Pony Club Health and Safety, Safeguarding and Horse Welfare Rulebooks and Policies.

The following is intended as guidance for Branches and Centres as part of their residential camps to assist them with Safeguarding procedures, Health and Safety and Horse Welfare.

N.B. Some camps allow Non–Members or Members from other Branches / Centres to attend. Throughout this guidance the terms “Members” and “riders” refers to all the camp participants.

PLANNING

Safeguarding

In the following document reference is made to camp escorts/supervisors. This means any individual involved in regulated activity at the camp on a regular, frequent or overnight basis.

The definition of regulated activity applies to England, Wales, Northern Ireland, Isle of Man and the Channel Islands is where a person has responsibility for children including:

- Unsupervised activities, i.e. coaching, training, teaching or instructing, caring for or supervising children
- Providing advice or guidance on well-being to children
- Driving a vehicle only for children.

Working for establishments (known as ‘specified places’ including schools and colleges) with unsupervised contact with children is also considered regulated activity. This includes volunteers and those who are remunerated.

Activity is only considered regulated activity if done on a regular or overnight basis.

- Regular is work carried out three days or more in a thirty-day period regardless of the employer or place in which the activity is held. For example, a coach who works one day per week for a Riding Centre is deemed to be involved in regulated activity. Similarly, if another coach works one day per month for a branch or centre, and holds private lessons for three other days in that month (or 30-day period) would also be in regulated activity
- Coaching or volunteering for a two to three day plus camp would therefore meet the three days in a thirty-day period timescale to meet the criteria as regular activity.

- Overnight is when an adult could encounter a child/adult at risk between the hours of 2am and 6am regardless of whether officially “on duty”, awake or asleep eg.at camps and overnight events even if this person is sleeping for all or part of this time. Waking night staff are not mandatory but maybe used if the Branch/Centre feels it is helpful and suitable. All such staff must have an up-to-date Enhanced DBS/PGL/AccessNI clearance with a check on the Barred List and have completed Safeguarding Training.

External factors and variables must be considered when planning an event, all camps and residential excursions vary across The Pony Club and require planning in detail, considering Safeguarding and Risk Assessment. This is available on The Pony Club website.

Initial Considerations

- The DC should be involved in organising camp even if they are not going to be present.
- The relevant Risk Assessment must be carried out prior to the camp to identify risks and the controls to be put in place to mitigate these. A hired facility may provide a Risk Assessment but a Pony Club Camp Risk Assessment must be carried out as well.
- Make sure all adult volunteers have undertaken the appropriate accreditation: Disclosure Checks, Safeguarding and First aid etc as required and are recorded on Pelham.
- Identify the camp leader who will be responsible for making sure all tasks are done
- Have a system in place for the handover of young people between parents/carers and leaders
- Identify the experienced coach/ Member with higher Test (AH or above) who will be in charge of the horses/ponies as appropriate.
- Have a system in place for the safe handover of horses/ponies as appropriate and necessary.
- Have a suitable supervision plan detailing the supervisors on duty – including free time and unstructured activities, headcounts, overnight and check-ins
- Have a procedure in place in case a child becomes separated from the group – see Missing Persons Policy (Appendix 1)
- Provide adequate supervision – including ratios:

4 – 8 years old	1 adult to 6 children
9 – 12 years old	1 adult to 8 children
13 – 18 years old	1 adult to 10 children

A minimum of 2 supervisors is recommended, ensure Risk Assessment is used to identify the number required for the activity. These suggested ratios may be changed depending on the makeup of the group and external factors.

Preparation and planning are key to a safe and successful camp for all

Types of Camps

Summer activities including Pony Club camp and residential excursions are usually the highlight of the year. It is a special time when Members can make significant progress in their riding and develop new skills both on and off their ponies. As Members must work in groups all week, they learn new and develop their life skills. For some Members it is the first time that they have stayed away from home for several nights. It is also the time that Members forge and improve close friendships.

Camp can take many forms e.g.

- **Mini Camp** - for the very young Member often on a lead rein. This group will need extra supervision. 'Short and sweet' is often the best advice, so plan for three days in a safe, quiet environment with one Coach to cater for those on lead rein, in addition to the person leading the pony. Mini campers often have a short concentration-span, parents usually stay and help their children. It is recommended that this is a non- residential camp.
- **Junior Camp** - for younger Members off lead-rein and may be up to the age of 11 who are able to care for their own ponies with assistance if required. Children may arrive each morning bring a packed lunch and leave each afternoon, although they can remain at camp. Camp usually lasts for 3-4 days. The ponies may stay for the duration of camp under the supervision of an experienced equestrian or may be brought in daily by the parents.
- **Senior Residential Camp** - usually for children staying at one venue for five to seven days. The ponies/horses are stabled, and the children live on site in for example hostels, caravans, tents or a barn with on-site catering. It is recommended that members are over 11/12 years of age but this will vary. The children look after their own ponies/horses with supervision from the camp supervisors or older campers.
- **Boot Camp for Older Members** - age 16+, a short residential or non-residential camp lasting 3-5 day with specialist instructors, held at a different time from main camp. It may focus on a particular sport or the higher tests tailored to the group attending
- **Day Camp** – Has no need for overnight arrangements. Ponies/horses may come in daily.

- **Weekend Training Camp** - may allow parents to remain at the venue overnight, a Branch Official must be present, and arrangements should be organised in advance of the start of the event. Parents may be able to stay at the venue in accommodation separate from the campers or with their own children in their own lorries. If the children stay in their parents' lorries, the parents are responsible for their children and must be present.

Some Branches and Centres have a combined residential camp for all members, some running for seven days. Whatever the choice, careful planning is important if camp is to run smoothly. The Risk Assessment is essential. Camp should be rewarding and fun for all. Try to ensure a little free time for all too.

Planning Camp

At the end of annual camp, a wash-up meeting with the main Camp Officials and the Lead Coach should be held to discuss the camp, noting the high points and identifying weaker areas that could be improved, etc. Evaluate the performance of every instructor and decide who you would like to invite back. Assuming it was satisfactory, re-book the venue immediately after the previous camp along with temporary stables and other essential items. Re-book the caterer if necessary and appropriate. If a new camp or a change of venue is planned, booking needs to be done as early as possible. A Risk Assessment needs to be done prior to the booking.

Book key instructors early, those individuals capable of teaching to a high standard make the whole experience enjoyable, are in great demand. Always look after your special instructors they are worth their weight in gold.

Decide the following year's camp dates and publish them on the website and inform the parents as soon as possible. Invite key helpers to assist again. Set the charges for the next year promptly. Consider spreading payments out and ask for a deposit on booking. It is helpful for parents to have this information as early as possible because they have their own family holidays to arrange along with other siblings' activities to consider. Information about vaccination requirements should be included on the Camp Booking Form. Acknowledge all applications in order of receipt and keep a waiting list if necessary. Some Branches may subsidise camp to make it more affordable for their members.

Check that all invited volunteers and coaches are available for the week. The Branch/Centre may choose to inform the local vet of camp dates, in case of any emergency.

Each day needs careful planning and advance preparation. Sleeping arrangements (as in who will share with who) need to be discussed and planned prior to the start of camp. The

children should have a choice as to with whom and where they will be sleeping, if with anyone, and this needs to be agreed with the parents of all children involved and the children themselves.

Every stable should be clearly labelled with the Member's name before their arrival at camp.

Ensure a programme of the day's activities are in a prominent position to keep everybody informed of activities, programme changes etc. All Members muck-out and feed their ponies at the same times during the day. Likewise, a timetable for Members ensures that everyone is in the right place at the right time for meals and other activities. Schedule regular periods of relaxation during the week, this could be activities such as swimming and ten-pin bowling to provide off-site interest. During the evening talks, demonstrations and games etc, may be arranged. Ensure you send out the kit list for pony and member in advance, so parents have time to prepare.

- It is not expected that parents will plan to be away on holiday during camp week in case of emergency. However, if the parents are not available for a period of the camp, for example work commitments make them unviable between 9.00am – 5.00pm, they must appoint a responsible adult who will be available in case of need. The camp escorts and supervisors are not providing a 24-hour childcare service to allow a private holiday

All campers should be sent kit lists in advance of camp. (See suggested kit list in appendix)

Codes of Conduct and Discipline

Codes of Conduct exist for coaches/instructors, volunteers, officials, parents and Members and should be re-issued ahead of camp as a reminder of expectations. These exist not only to safeguard the Members but to protect the volunteers and coaches. It is important that all the escorts and supervisors have not only read The Pony Club's Codes of Conduct, but that all Members attending the residential camp, and their parents, are fully informed. Any breach of the Codes of Conduct may result in appropriate disciplinary action being taken. Everyone should abide by the Codes of Conduct at all times, these are available on The Pony Club website and in the Health & Safety, Safeguarding and Horse Welfare rulebook.

- The adults involved in the residential event must have regard to the Codes of Conduct and ensure that the children/adults at risk have been informed of the contents prior to attending the event
- Campers who are also adults, must understand that the camp is being held under Pony Club rules and that the rules and Code s of Conduct also applies to them no matter what their age and status, e.g., no smoking, no vaping no sexual activity, no alcohol, no leaving the site without permission etc

- The adults supervising the residential event expect that the Members behave in a reasonable manner and they will use appropriate sanctions if the Member's behaviour is not acceptable
- In the event of a serious incident, the group leaders should not be afraid to contact the parents and arrange to send the young person home
- Consent, including parent/guardian contact details, which must be given in advance for all under 18 years and for adults at risk. 18+ to give their own contact details but another adult should be designated in case of emergency
- Medical information including but not limited to dietary requirements, allergies and medication must be provided
- Codes of Conducts for all, including parents, coaches and visiting parents, and sanctions should they be broken must be re-issued prior to camp
- Timings - Parents must be given details of the arrival and departure times when to collect their children/adults at risk. The organiser should have contact details for all parents/carers – detail the procedure for late collection of members
- Security (risk assessment of venue)
- Lifeguards at events - If you are able to have use of a pool then a lifeguard is required only if the pool is private, local authority swimming pools will have life guards on duty
- Transportation (See Transport Policy in appendix)

Sleeping Arrangements

Where possible, depending on the venue, individual tents or rooms should be available. Sleeping arrangements should be clearly stated on the Camp Booking Form and information obtained to support an informed choice.

- No supervisors/escorts should share a room with a camper unless it is his/her own child/adult at risk. The only exception to this would be that the child/adult at risk was so ill that they needed to be monitored all night, and the escort was undertaking nursing duties necessitating that they remain awake all night. In this event, the parents must be informed that it may be necessary and appropriate to take a camper to the local hospital.

Boys and girls should not sleep together nor in the same room, however if there is only one boy, then special arrangements may be put in place to ensure his safety and well-being. Any decision must be agreed ahead of camp with the parent/carers and relevant campers.

It is not appropriate for any campers to be housed in a room which has clear glass walls or doors enabling others to see into the room and prevents the occupants from having any privacy. It is best practice to have mixed gender supervisors where mixed gender members attend overnight camps. In the extreme event that it is not possible to provide mixed gender supervisors, it is important that all arrangements for both sleeping and supervision are agreed with Members, parents/guardians, organisers and all helpers ahead of the camp.

Rules at Camp

Camp Rules must be based on The Pony Club Rules and the Codes of Conduct. It is important that the camp participants understand that if the rules are broken the participant could be sent home.

The basic rules for campers include no sexual activity, no alcohol, no substance abuse, no smoking and no vaping. The consumption of alcohol by any helper in his/her free time must be discussed and agreed prior to the beginning of the camp. There must be at least two adult supervisors at camp who do not consume alcohol in case of an emergency. No adult may offer alcohol or illegal substances to a child/adult at risk under any circumstances. If this does happen, the Police may be involved.

Strategy Plan

The following points will help you to develop your safeguarding plan for camp as appropriate:

- Detail who the supervisor will be for each night of the camp
- Detail where each supervisor will sleep
- Detail the process you have in place to prevent and manage any situation or issue
- Detail the facilities of the venue/campsite and the mechanism in place to safeguard members
- If going off site, detail the facilities of the venue and the mechanism in place to safeguard members off site
- Detail of supervisors if Members are going off site – See Transporting Children Policy
- Detail how you will provide support for all Members
- Document your decisions and mitigation plan
- Detail the process to record concerns a parent or guardian may raise
- Detail the process to record any concerns a member may raise
- All the points above are as necessary and appropriate

Risk Assessment

- Detail the provisions put in place in addition to the standard Risk Assessment

Parents and Guardians

- Ensure all parents and guardians are aware of the identity of the supervisors at all times
- Ensure the Strategy Plan is clear and transparent and available for parents and guardians to view
- Ensure the Risk Assessment is clear and transparent and available for parents and guardians to view

Members

- Ensure Members are aware of who all the supervisors are
- Ensure Members are aware of where they can find supervisors if they need assistance or help day and night
- Ensure Members are aware of where they can and can't go at the venue/campsite – on or off site

CAMP PERSONNEL

Role Specific Information

Camp Leader

There should be a minimum of two people (depending on number of attendees) who remain at camp for the duration. In addition to the other personnel such as coaches, volunteers and night supervisors as appropriate. This will be part of the Risk Assessment.

The Camp Leader is responsible for the general discipline, rules, safeguarding, catering and all the domestic aspects of camp life. This person may be responsible for the petty cash, pocket money and the sale of confectionery etc. All officials must hold an Enhanced Clearance with a check of the Child Barred List (DBS, PVG or Access NI). The Camp Leader may be the Trained First Aider who looks after the children's welfare, stores, and gives out any medication and has charge of the medical consent forms. However, this role may be taken on by another person who will be present throughout camp. This person may also be the Designated Safeguarding Officer for camp. It is good practice that all residential adults should have a valid First Aid Certificate. There must always be a Trained First Aider present. If there are any accidents or incidents they should be recorded together with the level of first aid required as per The Pony Club requirements. Please see appendix for forms.

The Lead Coach

It may be helpful to designate a coach or coaches for the role of Lead Coach at camp. In consultation with the DC, the Lead Coach may arrange other coaches for camp, one coach per ride, and will prepare an instruction timetable. Alongside the DC, the Lead Coach confirms that the Risk Assessment has been completed and signed off.

It is best practise for the Lead Coach to have a pre-camp meeting with all the coaches to discuss camp activities. On the first morning, before the rides gather, it is helpful to call an early briefing meeting of all coaches in case last minute changes have had to be made.

The Lead Coach may also be responsible for:

- Setting out flatwork arenas
- Allocating instructors to rides

- Dividing Members into groups of mixed ages for all other activities
- Ensuring that accident report forms are available
- Planning in case of bad weather
- Preparing ride sheets for each instructor with relevant details of Members and ponies so that progress/problems can be recorded
- If there are sufficient instructors the Lead Coach could act as a floating instructor and cover for delays, accidents or injuries, as well as give specialist or remedial help where necessary
- The different roles of the adults attending the residential event should be made clear to ensure appropriate and continuous supervision and care for the riders
- Coaches are present to teach the riders and should not be expected to additionally run the evening entertainment, unstructured non riding activities, and camp escorts should be responsible for the welfare of the riders at all unstructured times. This does not prevent the coaches voluntarily joining in the non-structured “fun” events if they so wish, nor does it prevent the escorts watching the riding activities if they have the time, but they should not interfere with the coach’s activities. In these circumstances, the coach is in charge
- Ensure all coaches are aware of any illness, allergies or Reasonable Adjustment needed for members of their Ride or Group

Supervisor Requirements

Before engaging in regulated activity/work Coaches, Officials, Volunteers and Night Supervisors as appropriate, must meet the requirements outlined in The Pony Club Safeguarding Policy/Safer Recruitment requirements. At least one supervisor should be appropriately first aid trained.

Overnight supervisors may remain awake overnight or sleep for part of the time as agreed in the planning. If the camp contains mixed gender campers, it is best practice that the supervising adults must include at least one man and one woman as a minimum. They must inform the Camp Leader and Organiser of any incidents that occur overnight. The requirement for DBS, PVG, Access NI must be in place well in advance of start of camp.

All people staying overnight must be checked via DBS, PVG, or Access NI as applicable. All those helping during the day need to be disclosure-checked as well. A responsible person must be ‘On Duty’ at all times whilst the camp is running.

During the day various activities will be planned, equestrian activities will be supervised by a Coach who must hold the required first aid qualification. An additional trained First Aider could be considered to help the coach.

Fun activities should be run by adult helpers who have the appropriate clearances. A trained First Aider should always be present. The coaches should not be asked to organise these activities.

Coaches, Trainers, and Visiting Speakers

We would strongly recommend booking key instructors/coaches, trainers, or visiting speakers early, those individuals capable of teaching to a high standard to make the whole experience enjoyable, are in great demand. Those coming in to deliver sessions must meet the current coaching criteria as per the Coaching Criteria identified on the website.

However, a visiting speaker who does not have the requisite checks can come in as a speaker if supervised by an accredited official who must keep them in full sight and sound at all times whilst they are on site.

Stable Manager (if identified)

Reports to the Lead Coach and is responsible for all stabling arrangements which includes the management of the supply of hay and bedding, muck heap, mucking out and all safety precautions. She/he checks the health and wellbeing of all the animals in the stables and in consultation with Lead Coach calls the vet if necessary. She/he should have a veterinary first aid kit and a local farrier's phone number. She/he may need DIY skills on temporary stables!

Overnight Waking Night Staff

Overnight refers to any role whereby an individual is responsible for children/adults at risk between the hours of 2.00 a.m. and 6.00 a.m. e.g. at camps and overnight events even if this person is sleeping for all or part of this time. It is not mandatory to have waking night staff, but some Clubs prefer to do so.

Besides the pastoral care organiser and others who are in residence and depending on the numbers of campers, a suggested minimum of 2 people should be on hand every evening to patrol after lights out and ensure that the campers are safe. A patrol should be made up of two people as a minimum, one male and one female should be in this group, but it can be larger. The group should stay all night and take turns to patrol the site at regular intervals throughout the night. This responsibility could be shared by a group of reliable parents on a rota for the duration of camp, but all must be appropriately checked and hold an Enhanced Disclosure Check with Child Barred List and Safeguarding Certificate.

N.B. If the group contains mixed gender members, then the supervising adults must be mixed gender.

Caterers

They are a very important part of camp. At colleges, some camps can book the term-time catering staff for their week. Others will import their own team of people to provide the food from a kitchen provided on site. The food may be prepared on site or delivered each day by parents according to a pre-determined menu. It is important that all caterers have, and are aware of, the appropriate hygiene certificates/standards necessary to store, prepare

and serve food at camp. The camp kitchen is an important area to include in the camp risk assessment. Camps of two weeks duration may be visited by the Local Authority Health and Safety Representative who may wish to review catering standards.

N.B. If the camper is a vegetarian, vegan, has a special medical or dietary requirement please make sure that the organiser is informed well before the camp begins.

Senior Pony Club Members

Enthusiastic older Members who can welcome new members on arrival show them the ropes and help them to settle in and help to organise games and other activities for members once the riding has ended. Any member who is over the age of 16yrs and is helping at camp should attend a Safeguarding Course and have a DBS/PGV/Access NI clearance.

Parental Involvement

- The role the parent is expected to take must be discussed and agreed upon before the event begins and must be strictly adhered to
- If the parent is there to supervise his/her child, they must take over at the appropriate time. It is not acceptable for a parent in this position to leave their child to the care of others unless there is an emergency, and the parent is unable to be present on time
- If they do not have this role, then the Consent Form must specify the extent of the delegation of shared parental responsibility. For example, definition of the amount of responsibility, the camp/excursion escorts have for each child. To what extent the escort can make decisions on behalf of the parent
- Consent for additional activities may need to be obtained before the beginning of the event, or the parent could signify his/her consent to any deviation from the publicised programme before the event commences. If the parent has not given this consent, then she/he must be contacted before a camper takes part in any change to the programme

HEALTH AND SAFETY

Risk Assessment

The DC should be involved in organising camp and if they are not staying, they should visit regularly. It is the DC's responsibility to ensure that a Risk Assessment is carried out. The Risk Assessment should remain on site for the duration of the camp. A risk assessment must be carried out on all aspects of the event, including activities to be held, particularly for a residential visit if these activities involve groups leaving the accommodation site. This includes consideration of fire risk, evacuation procedures and other emergency responses. Please use the Camp Risk Assessment Template in the Appendix

Emergency Procedures

The Branch or Centre should have an Emergency Procedure in place to cover, for example,

- A child going missing
- Fire breakout
- A child needing hospitalisation
- A child being sent home for poor behaviour

If a child goes missing a Missing Person Form should be completed – Form in Appendix

The Emergency Procedure should be practised with all the campers on the first day of camp and all volunteers and coaches should be informed.

Members, parents/guardians and anyone attending camp, (such as volunteers, coaches, overnight supervisors), must be made aware of the Emergency Procedure. All attending camps must attend a practice Emergency Procedure briefing on the first day. An additional surprise drill may also be organised.

Photography

It is important to inform parents/guardians before camp of the presence of a photographer and ensure that permission has been given and consent forms completed and signed to allow images, photographic or videographic, to be taken. A professional photographer must be registered with the Information Commissioner's Office, (ICO) and hold a current, clear enhanced disclosure check with a check on the child barred list. If permission is not given the camper cannot be in any photograph or video.

Mobile Phones

Mobile phones can create problems at camp. It is important that rules around retention and use of mobile phones is explained and agreed before the start of camp. Some issues to consider include:

- Where and how should Mobile phones be stored when not in use
- Who will be responsible for their safe keeping
- When can they be used
- Are there any restrictions on what they can be used for or to access
- Risk of damage to the phone

Some camps have a 'No Phone Rule', others allow phones at certain times. Parents are often anxious about being able to contact their child, a central contact name and number must be provided for this purpose. Parents must be informed of the times members will have access to their phones.

Catering at Camp

Catering is a very important part of the camp. If the organiser is catering for camp at least one person should have an HSE Hygiene Certificate. If the camp owners or their staff are catering, then the Risk Assessment must include the catering service provided. It is important that food safety is considered. The Food Standards Agency offers advice on this topic.

At colleges, some camps can book the term-time catering staff for their week. Others can import their own team of people to provide the food from a kitchen provided on-site. The food may be prepared on-site or delivered each day by parents according to a pre-determined menu. All caterers must have and be aware of the appropriate hygiene certificates/standards necessary to store, prepare, and serve food at camp. The camp kitchen is an important area to include in the camp risk assessment. Camps of two weeks duration may be visited by the local authority health and safety representative who may wish to review catering standards. If the camper is a vegetarian, vegan, has a special medical or dietary requirement please make sure that the organiser is informed well before the camp begins. Separate utensils may be necessary to cater for these needs.

Food Hygiene at Self-Catered Residential Events

- Micro-organisms can spread illnesses very easily in the confined living conditions of any residential event, and so personal cleanliness is essential to maintaining your own and everyone else's health
- Always ensure that you wash your hands after going to the toilet, after handling stove fuels and before handling food
- Ensure that all cooking utensils, plates, pots and cutlery are thoroughly cleaned after use
- Appropriate hygiene certificates are required by the lead caterer

Substance Abuse

Substance abuse by a Member at a residential event is not allowed. Members under 18 years of age may not possess or consume alcohol. Possession or consumption of illegal or performance enhancing drugs, smoking and vaping is not allowed at a residential event.

N.B. If the Member is to represent their Club or discipline at a national or area event then they are subject to the same rules on drug testing as for any elite athlete.

Any adult abusing any substance whilst working at the residential event, whether waged or a volunteer would be subject to disciplinary action and could be asked to leave. This could lead to involvement of the Police.

Any parent wishing to collect his/her child/adult at risk whilst visibly under the influence of any substance should be prevented from taking the child/adult at risk as they could be deemed to be unfit and potentially a source of danger. If they insist on taking the child/adult at risk the police must be informed.

Drugs and Alcohol

No camper or on duty supervisor is allowed to consume alcohol, smoke, vape or take drugs during camp.

No adult may offer such substances to a child/adult at risk under any circumstances. If this does happen, the police may be involved.

Visitors

You must emphasise to all adults, Members, volunteers and campers and other helpers at the event that unknown adults or children should not, under any circumstances, be allowed into a residence or an event without the organiser's permission. The organiser should be satisfied that the visitor's business is genuine.

MEDICAL CONSIDERATIONS

There should be a Designated Adult (First Aider) with as a minimum an Emergency First Aid Qualification and an up to date well stocked First Aid Kit.

Administration and Handling Medicine

- All prescribed medication should be given to a designated adult for safe keeping and must be kept in a locked area accessibly only to the named person/people
- No medication should be given to a camper without the knowledge and consent of a person with parental responsibilities for under 18's
- All prescribed medication must be labelled with the Member's name (it helps to have a photo of the child on the label as well). The parent must ensure that the expiry date is checked prior to camp.
- The correct dosage for any medication should be clearly marked on the container and followed exactly. It should be in the chemists packaging not decanted into other vessels.
- Any instructions as to necessary medication must be included on the Medical Consent Form before the child/adult at risk leaves for the event and must be in writing
- Any instances of illness or other situations requiring first aid assistance or medication must be recorded and the parents informed
- Asthma inhalers and epi-pens, may be kept by the child/adult at risk as agreed with the parents
- All coaches, instructors and leaders must be informed of medical conditions while the child/adult at risk is under their supervision subject to normal confidentiality
- Any dose of medication given must be recorded

Medical Provision

Completed and signed consent, medical and special dietary requirements details must be collected before the camp starts by completing the Medical Consent Form available on the website. Members under 18 need consent from their parent/guardian or those with legal parental responsibility. Medical consent forms must be kept secure. They should be destroyed when no longer required, likely to be the end of the residential event.

Injections at residential events – Adrenaline auto-injectors (AAIs) (product names EpiPen, EpiPen Jr. Emerad or Jext) deliver adrenaline by means of an auto-injector device for the emergency treatment of anaphylaxis, a life-threatening severe allergic reaction.

AAIs are intended for self-administration by a patient (including children), or administration by a carer, and should be always carried by patients considered to be at risk of anaphylaxis, so the medicine is available for immediate use, before the arrival of the emergency services. Death from anaphylaxis can occur within a very short period and therefore swift intervention by the administration of AAIs can be lifesaving. AAIs are critical medicines, their effectiveness being of utmost importance.

Advice for the use of Adrenaline Auto-Injectors (AAI)

If you are not sure always administer the AAI

1. Use the AAI without delay

- If there are any signs of anaphylaxis, use the AAI immediately
- Signs may include swelling in the throat or tongue, wheezing or breathing difficulty, dizziness, tiredness and confusion
- If in doubt, use it

2. Immediately dial 999

- Say anaphylaxis (“ana-fill-axis”)

3. If the patient is not already lying down, then get them to do so

- Lie them down flat and raise their legs (if pregnant, lie on their left side). This will assist blood flow to the heart and vital organs
- Stay lying down even if they feel better

4. Use the second AAI if they haven’t improved after 5 minutes

- Two AAIs should be carried at all times.

Other Auto Injector devices can be prescribed for regular administration for illness such as diabetes or to control seizures. If a member requires an injection during the event, then it is the parent’s responsibility to ensure that the member receives the injection at the appropriate time of day. If the parent cannot be present then a qualified nurse, doctor (a

parent may be one) or another trained person is permitted to inject the child if required to do so with the parent/guardian and Member's prior consent.

Further information on the handling and administration of medication is available on The Pony Club website.

Dealing with Ill and Unwell Children

- If a child/adult at risk in your care is ill or upset, as a concerned adult, you would express sympathy for him/her
- If the adult has knowledge of an existing condition, the parents should also have given instructions as to the appropriate treatment and these instructions must be followed and recorded
- If there is no prior knowledge, then the necessary first aid procedures should be followed including gaining medical assistance if necessary and a record made
- If more than one camper is ill with the same symptoms medical advice may be required
- If the camper is upset or possibly homesick, then the escort should talk to the camper, discuss the reason for the distress and attempt to discover ways in which to allay their concerns and make them feel comfortable
- In some situations, it could be necessary to allow the child/adult at risk a short conversation with the parent after first alerting the parent to the need for such contact or even to return home overnight
- If appropriate and requested by the camper there is no problem in giving the camper a cuddle, but this should always be in an open environment where other leaders or coaches can clearly see

Welfare

Members should tell their coach or the camp organiser if they feel unwell, unhappy, or have been injured or bullied. They should know who the Camp Safeguarding Officer is and where to find him/her. The Pony Club safeguarding poster should be visible in communal areas of camp – (Please see link in appendix)

HOUSE KEEPING

Pocket Money and Valuables

A small amount of pocket money may be brought to buy sweets and soft drinks. Parents are asked not to send a camper with items of value because the Branch/Centre is not liable for any personal loss or any damage incurred.

Tidiness

Campers are expected to keep their stable and sleeping area clean and tidy. They may be expected to carry out light domestic duties during the week such as emptying waste bins

Leaving the Site

No Member may leave the camp without the recorded permission of the DC or camp organiser.

Parents

Arrangements must be agreed in advance with all parents when they are welcome to visit camp. Once the final afternoon ride has finished all campers must return their ponies to their stables. There may then be a short prize giving which the parents are very welcome to attend. If so, after prize-giving has finished the campers are dismissed and the parents become responsible for their child/adult at risk again. It is important to ensure that all personal equipment is removed from the site and that both the site and the stable is left clean and tidy before the camper and his/her parents leave

If visiting by arrangement, parents should not do the camper's jobs for them. It is an important aspect of camp for all campers to learn to muck-out, make up the stables, clean tack and help themselves and each other with supervision.

ARRANGING EXCURSIONS

When arranging an excursion, the check list below should be considered whether the excursion is a one off or part of camp.

Check Lists

The following checklist identifies planning elements to consider

	Considerations	Club Comment
Planning	Purpose of the Trip e.g. Competition, training, social, combination, etc e.g. When? Where? Who? Risk assessment of the activity: does this meet the Health and Safety requirements as per the Rulebook?	
Pre event communication with parent/carer	e.g. Destination and venue, Pick- up times, Competition dates, Kit and equipment list, Emergency procedures, home contact, Consent form, Code of conduct	

Accommodation and catering	e.g. What type? Catering: special diet, allergies Suitability for group, accessibility Room lists	
Hosting or being hosted	e.g. Hosts vetted? What country? If not in the UK vetting requirements may be different Hosts aware of special requirements Transport arrangements Telephone contact Local map and information	
Transport	e.g. Mode of transport Journey time and stopping points Supervision Suitability and access Drivers checked Insurance	
Supervision and staffing	e.g. Ratio of staff to participants Male/female, Specialist carers, Staff checked, Staff with relevant safeguarding training, Responsibilities	
Emergency procedures	e.g. First aid Special medical information/ Medications Fire Evacuation procedures E111 form (EU visits)	
Insurance	e.g. Liability Accident	

	Travel Medical	
Costs	e.g. For trip Payment schedule – deposit, staged payments Extra meals, refreshments Spending money Security	
Documentation	e.g. Travel tickets Passports, visas Check non EU nationals	
Preparing participants	Parent/ Guardian or member joining instructions and considerations e.g. Local culture, language Food and drink Currency Telephone Maps of area Arrange group meeting(s) Confirm care and child protection procedures with group/staff Rules: Codes of Conduct should be followed Consider curfews, room checks, collect money, valuables	

Transportation

The Pony Club has developed a Transport Policy, which may be viewed on the Pony Club website, giving advice on dropping off and collecting children/adults at risk. In most instances, it is the responsibility of the parents, and not the organisation, to transport their child/adult at risk to and from the nominated meeting point. If the parents make

arrangements between themselves, this is a private arrangement and at the parents' discretion. Parents must notify Camp Organisers of such arrangements for reference.

If The Pony Club formally arranges transport e.g. mini-buses or people carriers, then the organiser must ensure that:

- The drivers have a valid driving license
- Appropriate vetting and recruitment procedures have been followed
- The appropriate insurance is in place
- Breakdown cover has been arranged
- The vehicle is suitable for the number of passengers and have operational safety belts and appropriate child car seats
- At least one designated official of the Pony Club must travel in the transport
- Parents must give their consent and have the driver's contact details, with the driver having easy access to parent's contact details including mobile phone numbers in case of incident or emergency
- No child or adult at risk should be left alone in a car with the driver, unless it is the adult's own child or adult at risk. If in extenuating circumstances, this situation happens the child or adult at risk should sit in the back of the car if possible
- The children/adults at risk involved must be happy with the arrangements and adults should be alert to any signs of disquiet

If the Pony Club organiser hires a coach from a reputable commercial coach company, he/she must check the company properly maintains and insures the vehicles and employs properly licensed and drivers that hold an Enhanced Disclosure Check with Child Barred List. However, children/adults at risk must never travel unaccompanied. At least one adult member of the party must travel with the children/adults at risk and this adult's contact details must be readily available to any parents who have a reason to contact them.

In the event of a late collection of children/adults at risk, coaches and volunteers should attempt to contact the parents and wait with child or adult at risk, preferably in the company of others. Parents should be notified by the organisation of their responsibility to collect their child promptly.

APPENDIX

Sample Timetables

NB: the following timetables are merely suggestions and may be used, altered and adapted as required.

Pony Club Mini Camp Timetable Day 1

Parents arrive at 08:30, park trailers, erect tents in designated area, all tent openings must face towards the marquee.

Please could parents bring a cake to share and a packed lunch

10:00	Children to be mounted, in teams ready for tack and turnout inspection (parents should leave as soon as tack inspected).
10:15 – 12:00	Ride
12:00 – 12:30	Untack and hay and water ponies
12:45 – 13:45	Lunch
13:45 – 14:00	Tack up
14:00 – 15:30	Lesson
15:30 – 15:45	Untack
16:00 – 16:15	Ponies to be picked up
16:00 – 17:00	Tack cleaning in marquee (including tea and cakes)
17:15	Water fight!
18:00	Supper
18:45	Games without ponies followed by hot chocolate
20:30	Wash, clean teeth and PJs
20:45	Tent, goodies and laughs
21:15	Lights out
21:30	All asleep

Pony Club Mini Camp Timetable Day 2

07:00	Up, washed and dressed
07:30	Breakfast and tidy tents
08:30	Parents arrive with ponies and drop off Children to do activity on foot
09:30	Groom and tack up
10:00	Tack and turnout inspections in teams
1. 10:00 – 12:00	Riding with drinks and biscuits
2. 11:00 – 12:00	Untack and hay and water ponies

12:30	Lunch
13:30	Tack up
13:45	Have a go Side Saddle plus <ul style="list-style-type: none"> ○ D plus tests ○ D tests
17:00	Parents pick up ponies
17:00	Badges
18:00	Supper
18:45	Games without ponies followed by hot chocolate
20:30	Wash, clean teeth and PJs
20:45	Tent, goodies and laughs
21:15	Lights out
21:30	All asleep

Pony Club Mini Camp Timetable Day 3

07:30	Up, washed and dressed
08:00	Breakfast and tidy tents
08:30	Children to do activity on feet
09:30 – 12:30	Driving activity & badges
11:00	Drinks and biscuit
12:45	Parents arrive with plate of food to share
13:00	Lunch
13:30	Take down tents
14:00	Prize giving

Senior Camp Sample Timetable

Groups	Blue	Red	Green	Yellow	Pink	Mauve
7am	Rise and dress					
7.15	Feed, hay water and muck out					
8am	Breakfast					
8.30	Tidy tents & wash					
9am	Tack & Turnout at 9am	Groom, skipout,				
9.20am		All Rides apart from Blue, Tack & Turnout 9.20am				
10.00	Show Jumping ST	Dressage FD	Gallops JP	Grass Arena EM	Stable Management HB	Cross Country HM
11.00	Dressage FD	Show Jumping ST	Cross Country HM	Stable Management & Badge EM	Tack up & Warm up	Stable Management HB
12md		Ponies away, wash off, hay, water	Show Jumping ST	Lunch	Cross Country JP	
12.30	Lunch			Tack & Turnout & Warm up	Lunch	Lunch
1pm	C Tests All those taking C Test Dressage Arena FD			Ponies away, wash off, hay, water Lunch	Show Jumping ST	Tack Up D+ Test Grass Arena EM
2pm			All those not taking tests Plaiting and clean ponies HB, AB	Ponies away, wash off, hay, water Stable management & plaiting EM		
2.30				Show Jumping ST		
3pm						Tack up & Warm up

SAMPLE KIT LIST JUNIOR CAMP – please name everything!!

Tent

Camp bed or air bed or camping mat

Sleeping bag AND a duvet as well as it can get really cold at night

Pillow

Warm clothes to sleep in (it can get really cold at night in a tent, a beanie hat is good & a onesie)

Good torch

Cheap watch

Alarm clock – battery operated

Plastic plate, bowl, mug for hot chocolate, knife, fork, spoon

Named water bottle

Sun hat

Sun cream

Waterproof coat

Wellies & trainers

Fleece

Riding hat – Tagged. No fixed peak allowed for cross country jumping.

Body protector – BETA Level 3 2018

Jodhs x 3 pairs, cream, beige, white, black, navy or brown.

Shirt(s) & Pony Club tie (can be white or pale blue, long or short-sleeved but must cover shoulders),

Branch sweatshirt

Branch polo shirt (long or short sleeved)

Jodhpur boots & chaps

Socks and underwear

Change of clothes to wear in the evening (if they wish)

Washing kit (ha ha) and towel

Water pistol!

Bag or bin liner for wet clothes!

Pen and notepad

Packed lunch for Thursday only

Cake for everyone to share at teatime/bedtime!

Pony:

Headcollar and lead rope

Saddle & bridle

Grooming kit

Tack-cleaning kit

Ribbons or glitter to decorate pony on Saturday – optional!

Large haynet x 2

Water bucket (s)

Light turnout rug if you have one in case it's wet or cold

Sweat rug or fly rug if you use one

Fly mask if you use one

If pony staying overnight: any hard feed they would normally have plus extra hay and water buckets

Please do NOT bring any mobile 'phones, smartwatches, tablets etc. If you need to speak to your child or they want to speak to you this can be done through the camp leader mobile: xxxxxxxx

MINI CAMP KIT LIST

Named re-usable water bottle

Packed lunch for each day

Sun hat

Sun cream

Waterproof coat

Riding hat – Tagged. No fixed peak allowed for cross country jumping

Hair net to secure long hair above the shoulders – no plaits or pony tails!

Gloves

Body protector for jumping – BETA Level 3 2018

Jodhs, cream, beige, white, black, navy or brown.

Shirt(s) & Pony Club tie (can be white or pale blue, long or short-sleeved but must cover shoulders),

Branch sweatshirt

Branch polo shirt (long or short sleeved)

Jodhpur boots & jodh clips or half chaps

Pony:

Saddle & bridle

Grooming kit

Headcollar and lead rope

Large haynet

Water bucket

Light turnout rug if you have one in case it's wet or cold

Sweat rug or fly rug if you use one

Fly mask if you use one

There is mains water on site and there are 10 permanent tie ups which you can use if pony can't be tied up to lorry/trailer. These get the shade in the afternoon.

Ponies not to be left tied up unsupervised.

The marquee will be set up for children to eat their lunch in if it's raining or they need shade. There will be chairs and tables and drinks available.

There are two serviced Portaloos on site, one in the field and one by our Clubhouse.

Useful Links

[Health & Safety, Safeguarding and Horse Welfare Rule Book 2025](#)

[The Pony Club Safeguarding Policy 2024-2025](#)

[NEW Safeguarding Poster](#)

[Safeguarding Conversation Reporting Form](#)

[Safeguarding Incident Report Form](#)

[Health and Safety Resource Hub](#)

[Safeguarding Resource Hub](#)

[Equine Welfare Resource Hub](#)

[Missing Person Form](#)

[The Pony Club Handbook 2025](#)

