

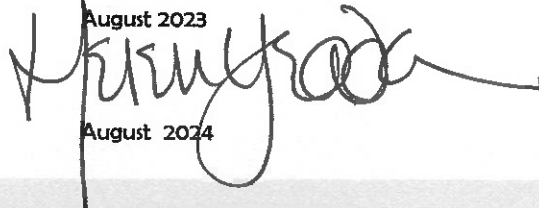
REHOMING PROCEDURE POLICY

DATE CREATED: April 2014

DATE REVIEWED: August 2023

SIGNATURE:

DATE OF NEXT REVIEW: August 2024



This policy was written for Greatwood by HELEN YEADON.
It will be reviewed annually and updated in line with any new recommendations or legislation as it is made available.

This policy applies to anyone responsible for recruiting, selecting potential carers and to include the visits to Greatwood Charity and any member of the public riding out at Greatwood.

Greatwood is committed in teaming up the right person to the right horse.

Greatwood is committed to the welfare of former racehorses and ensuring their safe secure future.

Greatwood is committed to ensuring the safety of all potential carers who visit the charity and those who ride out by ensuring that the competence of the rider is matched to our assessment of the former racehorse.

The purpose of the policy:

- to select only those potential carers who have previous knowledge of former racehorses and Thoroughbreds
- to take all reasonable steps to ensure the safety of potential carers when riding out at Greatwood
- to take all reasonable steps to minimize accidents
- to ensure that our selection processes of potential carers are consistent and transparent
- to ensure potential carers are judged to be competent before they visit Greatwood
- to ensure that all members of staff are all aware of the correct procedure

We recognise that:

- the safety of potential carers and staff is paramount
- unsuitable individuals may sometimes seek out opportunities to ride out at Greatwood
- staff cannot perform their role effectively, safely and responsibly unless the correct procedure is adhered to.

Recruitment, selection and induction process

1. Greatwood will plan the potential carer selection process.
2. Greatwood will ensure that all potential carers have previous knowledge and experience of Thoroughbreds and ex-racehorses before visiting.

3. Greatwood will review all loan applications to identify which horse would suit the needs and experience of potential carer.
4. Greatwood will only show potential carers around for the first visit, they will not necessarily be permitted to ride.
5. Greatwood will ensure that all disclaimers and application forms are filled in correctly and filed accordingly on the 1st visit.
6. Greatwood will only show the agreed allocated horse on the 1st visit.
7. Greatwood will assess suitability of potential carer on 1st visit. The potential carer may not be invited to ride on the 1st visit.
8. Greatwood will invite suitable potential carers to ride only the assessed 'schoolmaster' horse in the school on their 2nd visit.
*Distance may govern number of visits; if suitable, the potential carer may be allowed to ride suggested allocated horse on a 2nd visit.
9. Greatwood will ensure that two competent people will be present to assess the riding of the potential carer.
10. Greatwood will invite only assessed and suitable potential carers to visit a 3rd time & ride the suggested & agreed allocated horse in the school.
11. Greatwood, subject to potential carer's and staff's satisfaction that the suggested allocated horse is deemed suitable and safe, will take potential carer on a hack which will include road and canter work on 4th visit.

If the potential carer and staff are happy and satisfied that the proposed horse is suitable, the following process will start.

12. Greatwood will arrange a home check.
13. On receipt of satisfactory references and inspection reports the applicant is asked to sign a legal contract. We invite a donation towards the upkeep of a Greatwood horse. The suggested donation to date has been a minimum of £750.
14. Greatwood will arrange a mutually convenient date for rehoming.
15. Greatwood will conduct a follow up visit to the carer within two months to check progress of carer and condition of horse.
16. After the two month period, are you satisfied with their progress and condition of horse? **Yes** – the next visit can be undertaken in 6 months. **Not completely** – consider advising and agree a further 3 month extension support package if appropriate. **No, progress has been highly unsatisfactory** - end the contract at this point and arrange the return of horse to Greatwood.
17. At the end of the three month period extension, are you still unsatisfied with the new carer's progress, and condition of horse? **No** – arrange annual visits. **Yes** – continue to follow up at regular intervals.

18. Greatwood, or an agent of Greatwood, periodically conduct home visits to check on the welfare of the horse. Inspectors can offer advice and help on matters regarding the welfare and management of the horse on these visits. These visits may not always be by appointment. In the event of an unsatisfactory inspection, and if the horse is deemed to be in a condition unacceptable to Greatwood, Greatwood will take back the horse.

19. If, for whatever reason, the carer wishes to move the horse from its inspected premises, permission from Greatwood must be sought and a new inspection undertaken.