



# *Special Equestrians, Inc.*

## **Special Equestrians, Inc. Outreach Safety Rules and Procedures**

1. The visit will last one hour and the date will be set up in advance.
2. The outreach team leader may give a very short talk at the beginning of the visit to tell the participants what we do at Special Equestrians and to go over safety procedures.
3. Total number of participants for each visit will range from 10 to 30, with only one participant interacting with a horse at one time.
4. For most agency and school visits, the four learning stations will be set up. The learning stations will be horse grooming, horse food and bedding, horseback riding equipment, and the horse(s).
5. The participants will be divided into 4 groups. Each group will have one or two adults, from the agency or school, supervising and escorting the participants to the different stations. Two adults per group is preferable.
6. For the learning station setup, the outreach team will need two long tables and two chairs. Props will be brought to the outreach event by the Outreach team.
7. Only the Special Equestrians horse leader will handle the horses or change the equipment used with the horses. Horses will be attached to a lead rope during the visit.
8. All outreach participants will be supervised by agency staff, caregivers, or parents during the visit.
9. Please do not allow the outreach participants to walk behind the horses. One or two assistants will be standing beside each horse to ensure that this does not happen.
10. People interacting with the horses must be accompanied by a Special Equestrians outreach team member.
11. No one is allowed to feed anything to the horses, unless they have permission from the Outreach team leader. Most visits will not include feeding the horses.
12. Running and shouting are not allowed around the horses.
13. Participants may be allowed to pet or groom the horses, but no riding will take place.
14. If a participant does not want to pet or groom the horse, do not force them to do so.
15. The outreach team will need space to park the horse trailer. The agency or school needs to give clear directions on the location of this area.
16. A short survey will be provided for the agency or school to fill out after the visit.