

Reasonable Adjustment Policy

This Pony Club aims to promote equality and diversity of opportunity within our organisation. We recognise that due to the practical nature of the activities undertaken, adjustments may need to be made in order to make these activities accessible to the widest range of people.

This policy applies to all involved in The Pony Club including, but not exclusive to, members, volunteers, and coaches.

Policy Statement

A Reasonable Adjustment is an alteration to or consideration of an activity that may help to reduce the effect of a physical, or mental health condition, that places the person in question at a disadvantage compared to others. When applied to assessments or competitions, adjustments can only be made to the process or method; adjustments cannot be made to the criteria against which participants will be assessed. Competence must still be demonstrated.

A Reasonable Adjustment can be requested on the grounds of an impairment (physical or mental) that could be temporary or long term. Reasonable Adjustments may also be made in the case of members who wear religious clothing or for whom English is not their first language.

During Pony Club activities, the types of adjustments offered may include, but not be limited to, changes to elements such as:

- The location and some timing of the activity
- The format, questioning or type of activity
- The availability of support personnel for additional needs
- The availability or use of specialist equipment or tack
- The size or type of horse used

When applied in an assessment or competition environment, it is important that Reasonable Adjustments do not affect the reliability or validity of the exam or competition. They should not give an unfair advantage over others taking part.

The Pony Club may reject an application for Reasonable Adjustment in circumstances where:

- An adjustment may constitute a safety hazard which cannot be reasonably mitigated.
- An adjustment may create a loss of validity or independence within an assessment process or competition.

Applying Reasonable Adjustments

The matrix (Appendix) lists impairments and health conditions (based around the Higher Education Statistics Agency's (HESA) disability grouping framework) against assessment methods with suggestions of adjustments that can be applied for. These are recommendations only and each reasonable adjustment will be considered on a case-by-case basis.

How to apply for a Reasonable Adjustment

Application is via the member's Personal Profile. This Form must be submitted, accompanied by the relevant documents from a healthcare professional, to the relevant person (Test Organiser, Competition Secretary, Rally Organiser) at least two weeks before the activity is due to take place. If it is submitted after this date, there are no guarantees that the adjustment will be applied. This timeframe ensures that there is sufficient time for consideration of the application and that any adjustment that is agreed upon is fair and in place. A member's Personal Profile is the way that information about a member's needs are collected. These should be reviewed on a yearly basis or in the event of a significant change to the member's condition.

If the Reasonable Adjustment involves a change to the running of a competition (for example, specialist tack or a caller), an application must be made to the relevant Sport Chairman for review. The Adjustment will be considered and, if approved, will be relevant to a specific level of competition. If the member wishes to change competition level, an application to amend the Reasonable Adjustment must be submitted.

Special Consideration

Special Consideration is a consideration to be given to a person who has temporarily experienced an illness, injury or emotional shock. Safety is paramount in equine activities and, as a consequence, not all activities are suitable for special consideration.

Appeals

If, for any reason, a person involved in The Pony Club feels they have been wrongly refused access to activities or reasonable adjustment and wishes to appeal, they should refer to The Pony Club Complaints Policy.

Reasonable Adjustment Matrix

This matrix can be used as a guide to adjustments that can be applied. These are recommendations only and each Reasonable Adjustment will be considered on a case-by-case basis. The adjustment applied for should reflect any Reasonable Adjustment and additional support received outside of The Pony Club. Reasonable Adjustments cannot affect the requirements of an assessment or competition. The impairments and health conditions listed are grouped together based around the Higher Education Statistics Agency's (HESA) disability grouping framework. The conditions and adjustments listed in these matrixes are not definitive and are intended solely as a guide for organisers and applicants for Reasonable Adjustment.

1. No known disability
2. Cognitive processing needs such as dyslexia, dyspraxia, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, nonverbal memory.
3. Social/communication need such as autistic spectrum condition

4. Long standing illness such as cancer, epilepsy, Crohn's, irritable bowel syndrome (IBS), Chronic Fatigue
5. A mental health condition such as depression, schizophrenia or anxiety disorder.
6. A physical need such as crutches or wheelchair use, arthritis, paraplegia, quadriplegia, cerebral palsy.
7. Hearing need
8. Visual need includes blind, partially sighted, or a serious visual impairment uncorrected by glasses.

Training or Competition Reasonable Adjustment Matrix – the numbers in the table below refer to the conditions listed above

Reasonable Adjustment	Mounted	Unmounted
Details of the event ahead of time (e.g. venue, coach, timings, other riders)	2, 3, 5	2, 3, 5
Personal support worker or buddy in attendance	2, 5, 6, 8	2, 5, 6, 8
Timed rest breaks	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8
Bathroom breaks	4, 6	4, 6
British Sign Language interpreter	7	7
Flexibility with location	3, 4, 5, 6, 7, 8	3, 4, 5, 6, 7, 8
Additional or adapted tack or equipment	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8
Additional or adapted arena eg: large letters, additional marker poles, caller	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8
Other specified requirement	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8

Assessment Reasonable Adjustment Matrix

Reasonable Adjustment	Assessment Method		
	Observation	Practical Skills Test	Discussion
Extra Time Allowance	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	2, 3, 5, 6, 7
Personal support worker in attendance	2, 5, 6, 8	2, 5, 6, 8	2, 5, 8
Timed rest breaks	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8

Bathroom breaks	4, 6	4, 6	4, 6
Voice explanation	2, 8	2, 8	
British Sign Language interpreter and extra time	7	7	7
Flexibility with location	3, 4, 5, 6, 7, 8	3, 4, 5, 6, 7, 8	3, 4, 5, 6
Flexibility of time of assessment	4	4	4
Flexibility within the method of assessment		6	3, 4, 5, 6
Permission to write notes			2, 4, 5
Permission to bring notes			2, 4, 5
A few written questions to back up verbal questions			2, 4, 5, 6
Rewording of questions/clarification if needed			2, 3, 7
Time allowance for processing verbal questions			2, 4, 5, 7
Information presented in small chunks			2, 4, 7
Additional or adapted tack or equipment	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8
Other specified requirement	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8