

After School Horse Guidelines

2025

(Effective as of 02/05/2025)



WA COLLEGE of AGRICULTURE - HARVEY
An Independent Public School

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RTO Provider 50421

HORSE AGISTMENT AGREEMENT

Students may bring horses onto **WA College of Agriculture Harvey** property during the school year for recreational activities.

To have a horse at the WA College of Agriculture Harvey, students and guardians must abide by the following:

Horses must meet the following criteria;

- Horses must be unmated or gelded.
- Horses must be saddle broken.
- Horses must be in good health and of an appropriate temperament for a public facility.
- Only one horse per student unless for a specific short term purpose and authorised by the Farm Manager.

1. Arrival of Horse

The Technical Officer (TO) is contacted prior to arrival of the horse and a yard allocated.

New horses will only be accepted during normal school hours unless prior arrangement is made to enable staff to be present. The TO inspects the new horse on its arrival for soundness and health.

The following completed forms must be completed before the arrival of the horse and submitted to the College Administration office either by email harvey.ac@education.wa.edu.au or a hard copy handed in;

- Horse arrival (first time only)
- Horse and medical details (first time only)
- Horse declaration (for horses returning after school holidays or for the first time)
- Horse agistment agreement
- Horse riding agreement
- Copy of personal insurance

A photo of the horse will be taken when it comes on site for the first time and added to the horse details.

Horses are legally required to be registered to a PIC but this is a matter for owners to arrange with DPIRD.

Equine load and unload area:

Set down and pick up point for horses and equipment is adjacent to the hay shed in the equine complex. Vehicles are not to drive beyond the hayshed.

Students will need to carry equipment and feed to the tack room by trolley or wheelbarrow.

Quarantine:

We require new horses and those taken home on holidays to undergo quarantine for 48 hours to assist with farm biosecurity. Whilst under quarantine, horses cannot leave their allocated paddock and must be temperature checked twice plus be monitored for behaviour, eating, manure etc. Horses may be walked from their yard to the horse crush for the purposes of temperature checks. Details must be recorded in the log book.

Short day trips up to weekends will not require quarantine if going to own property. If going to an event over a weekend, horses will need to be quarantined upon return.

2. Fees

- An agistment fee of \$60.00 per week/per horse is charged. This fee includes a maximum of 4 biscuits of hay per day/per horse being provided.
- Agistment fees are expected to be paid in full when invoices are provided or the horse cannot remain onsite. Invoices are generated for the full year once completed paperwork has been submitted and approved by the College.

3. Care of Horse

Whilst the horse is at the *WA College of Agriculture Harvey* the student will ensure that the horse is suitably cared for to the satisfaction of the TO. Horses are the sole responsibility of the owners who are responsible for any and all health, veterinary, shoeing, dental and other optional treatments, including their costs. Students must have their own equine first aid kit. The College and its staff will not be liable for any injury or loss of horse or equipment unless proven to be negligent. If a horse develops or has a chronic or long term health issue the expectation is that they return home.

Whilst the horse is at the *WA College of Agriculture Harvey* the student must:

- Ensure that the horse is groomed at least 3 times per week and adequately fed (Feed program to be documented and accepted by the TO).
- Exercise their horse at least 3 times per week.
- Keep their allocated yard tidy. Manure to be raked **daily** or picked up and placed in prescribed area.
- Worm the horse for parasites at the beginning of each term.
- Have the horse's hooves either trimmed or shod every 6-8 weeks.
- Complete their horse care duties by 7.45am each morning.
- Ensure all equine facilities are maintained in good order. This may involve busy bees on weekends.
- Record all activities in horse activity log.

4. Feed

Hay will be supplied by the College as part of the agistment fees. The daily allowance of hay for each horse is no more than 4 biscuits. If more hay is required, ensure the TO is aware and has booked out feed over the allocated amount. This must be recorded and reported daily.

Students are **not** permitted to provide their own hay due to biosecurity risks. Grain may be brought to the College but must be weed free. Students must bring their own feed and hay bins. Students **will be expected to supplement** their hay ration with hard feed if required. Grain feeds and additives are to be brought to the College by the horse owner or can be delivered by the local stockfeed store. All stock feed/requisites are required to be managed privately. The College will not organise the logistics of orders and freight. The TO will monitor horse feeding to ensure animal welfare.

5. Closed Weekend or Holiday Feeding

Students are expected to remove their horses over holidays and closed weekends. For closed weekends only, parents may request permission for their horses to remain on site. Arrangements must be made at least one week in advance using the request form to ensure that the Farm Manager can include this task in the farm staff weekend roster.

The horses may be put out in larger paddocks with other horses. College staff will provide hay, check water and check for general health and wellbeing of the horse. Staff will not be held responsible for issues that arise during these times. In the event that an issue arises, the horse owner will be contacted to arrange veterinary or other treatment at owner's cost. If the horse owner cannot be contacted and there are sufficient health concerns, a vet will be contacted at the owner's expense.

All returning horses are to follow quarantine procedures listed above under arrivals.

6. Weekend Leave

If a student with a horse at the College takes weekend leave and the horse remains at the College, they must organise another student to care for the horse over the weekend and notify Duty Staff and the Farm Manager/Assistant Farm Manager who that person is.

It is the student's responsibility to record this in the Horse Activity log book and in REACH when they book their leave.

7. Contractors

If a contractor is needed for a student horse (Dentist, Manipulation, Vet, Farrier, etc) the following steps need to be undertaken;

- All contractor bookings must be approved by TO.
- Bookings will be arranged to have least effect on class, trades and farm rosters.
- All confirmed bookings are to be communicated to Farm Manager by TO.
- Any student roster changes will only be approved by VET Coordinator when scheduling contractor visits.
- Student will pay the contractor direct.
- Contractors to sign in and out from front office.
- All bookings are to be documented on and recorded in the **Horse Activity log book**.

8. Conduct

- If the student is not caring adequately for their horse as per this policy their horse will be required to be removed from campus.
- Students will be expected to conduct themselves in a responsible manner whilst in the horse complex and be aware that they are dealing with large and potentially dangerous animals.
- If a horse is deemed unsafe by the TO or Farm Manager, the owner will be asked to remove the horse from the College.
- Caring for horses is not an acceptable excuse for lateness to any College program.
- The 'Horse Movements' book must be filled out when a horse arrives at the College, leaves the College and changes paddocks.
- If a student is injured and is considered unfit to ride by a doctor, they will not be able to ride again until they have been cleared by a doctor.

9. Authorisation

It should be remembered that horses are allowed onto the College campus by the Principal and can be removed at any time at their direction.

Any damage to property by horse and/or rider is to be paid for by the student's parent/guardian.

The College has the discretion to call for veterinary services to attend an injured or sick horse at the owner's expense. Owners will be contacted in this event.

Horse Riding Agreement

To be completed and returned to the College Administration before the horse is brought onsite.

I _____
(parent/guardian)

- Have read, understood and agree to the conditions outlined in the Horse Agistment Agreement
- Understand and agree that my horse is my sole responsibility and that I am responsible for all health, veterinary, shoeing and dental treatment and associated costs.
- Have visited the horse facilities and approve of my son/daughter's horse to be housed there and give permission for my son/daughter to work and ride in these facilities.
- Accept that unless negligence by College staff can be proven, any costs associated with injury or damage to horse or equipment or my son/daughter is my responsibility.

Student Name: _____

Signed: _____
Student *Date*

Signed: _____
Parent *Date*

2025 HORSE RIDING AGREEMENT

Students have the opportunity to be involved in horse-riding in the following circumstance.

- Riding after hours and weekends on own horse or loaned college horse for recreational purposes.

Regardless of the purpose, students must abide by the following:

1. Riding Expectations

The rider must:

- Provide and wear appropriate helmet (current Aust. Safety Standard 3838), appropriate riding pants and appropriate riding boots (flat sole) when riding. Helmets must be replaced after five years, if involved in a head injury incident, or when there is any doubt about the helmets integrity. Boots are to be worn at all times in the horse area.
- Have permission to ride horses from their parent or guardian.
- Undergo a riding assessment where a level is given, prior to riding any horse on the property and abide by the parameters of that level.
- Not allow other students to ride their horse, or ride another student's horse unless permission is given by the parents of both students and the owner of the horse or under direct supervision of the TO.
- Be covered by personal insurance for after hours' recreational riding.
- Flat work—students lunging horses on or off lead are expected to wear a helmet and advised to wear gloves.

2. Riding Skills Assessment

- Before riding your horse, students will be assessed for their riding ability by the Equine TO or another qualified person using the College assessment process. A proficiency rating level will be given to each student and this will determine where they can ride and under what level of supervision. The rating is relevant to the rider and the particular horse. Students riding different horses will need to be re-assessed.
- Students can be reassessed at any time they feel they have progressed to the next level or if they wish to ride a different horse.
- Riding Levels are as follows:

Level 1 Must be directly supervised at all times by a TO or qualified staff member.
These are beginner riders still learning to handle horses and are learning basic riding skills.

All students commence on Level 1 until a riding assessment is undertaken.

Level 2 Can only ride in the small arena and round yard unsupervised but must have another student observer present with a mobile phone or two way radio to contact staff in the event of an incident. These are novice riders becoming capable of handling horses and are developing basic riding skills.

Level 3 Can ride in either arena and PWD laneway or cross country paddock unsupervised but must have another student observer present with a mobile phone or two way radio to contact staff in the event of an incident. The mobile phones must have the College front office phone number in it. These are intermediate riders who have shown capability in controlling a horse in all gaits.

- Level 4 Can ride in either arena, flat grass area behind shed with mural and the designated cross country paddock unsupervised but must have another student observer present with a mobile phone or two way radio to contact staff in the event of an incident. May ride unsupervised on the laneways leading to the beef yards and PWD paddock with at least one other student, each with a mobile phone. The mobile phones must have the College front office phone number in it. May ride bareback only at the complex. These are advanced students who can control a range of horses in all gaits and show responsibility in following all safety rules at all times.

Parents will be informed when their child's riding status has changed to confirm they are in agreement with the changed riding circumstances.

3. Riding After Hours

When riding horses or caring for their horses after school hours, students must remember:

- To collect a two way radio from reception and take it with them to equine each day. There must be one radio taken between groups of students when at equine after school.
- To have permission from the Duty Residential Supervisor before going to the complex and sign out on Reach. The student must show their Farm Licence to the Duty Residential Supervisor.
- To have permission from the Duty Residential Supervisor before riding indicating where they are riding, who they are riding with and their expected return time, and sign out on Reach.
- To go with at least one other student when going out for a ride.
- To take a working mobile phone in case of emergency with the College main office number saved in it.
- To leave all gates as they are found.
- Out of bounds areas are;
 - crossing Mornington Road.
 - the main entrance road except when crossing to oval.
 - paddocks.
 - the main College buildings including staff residential areas.
- If any horse manures on bitumen roads, the rider must remove it.
- Riding on the farm is limited to daylight hours until 5.40pm.
- Early morning riding is not permitted unless authorised by the TO.
- Bareback riding is permitted for Level 4 students only and is restricted to the arena and round yard only. All other students may only ride bareback under the direct supervision of staff.
- Arena and round yard rules must be adhered to.
- Double dinking is not permitted.

4. Specific location rules

Regardless of location, students must seek permission from Residential staff and sign out on Reach.

Round yard:

- Round yard not to be used as a holding yard
- Keep gates closed at all times
- No more than two horses and two people permitted at a time in round yard unless TO is present.
- Approved helmet and gloves must be used whilst lunging

Arenas:

- Level 2 riders have first priority for small arena use.
- Level 3 riders have first priority for large arena use.
- Always show etiquette and awareness of other riders whilst using the arenas.
- Keep gates closed at all times.
- No galloping games without staff supervision.

Specific location rules (cont)

Equine Oval:

- Only level 4 riders permitted unless with staff supervision.
- Always go with at least one other student and mobile phone with the College main office number saved in it.
- Follow designated access to the oval.

PWD Laneway:

- Only level 3 or 4 permitted unaccompanied by staff.
- Always go with at least one other student and mobile phone with the College main office number saved in it
- Stay in the designated laneway.
- Leave gates as you find them.
- Ride responsibly and safely.

Beef Laneway:

- Only level 4 permitted unaccompanied by staff.
- Always go with at least one other student and mobile phone with the College main office number saved in it.
- Stay in the designated laneway.
- Leave gates as you find them.
- Ride responsibly and safely.

5. Conduct

- Students will be expected to conduct themselves in a responsible manner whilst in the horse complex and while riding horses and be aware that they are dealing with large and potentially dangerous animals.
- Caring for horses is not an acceptable excuse for lateness to any college program.
- If a student is injured and is considered unfit to ride by a doctor, they will not be able to ride again until they have been cleared by a doctor.
- **Students can only ride after hours if they are on 'Good Standing'.** Students who lose 'Good Standing' will only be permitted to lunge, feed and groom their horses until they return to 'Good Standing'.
- **Breaches of the Riding Agreement may result in loss of riding privileges and/or the horse being removed from the College.**

6. Responsibility

Any damage to college property caused by deliberate misuse or failure to abide by college procedures is to be paid for by the student's guardian.

Any damage to student property or injury to student horses is the student guardian's responsibility unless it can be proved that college staff were negligent.

7. Weather

Should weather conditions be considered dangerous by senior staff, riding will not be permitted in some circumstances or entirely depending on the situation.

9. Staff supervision and instruction

Students will be supervised by staff with appropriate experience and qualification. Depending on the availability of staff and competing demands for staffing resource, a suitably qualified staff member may be available on one or more days per week after school to supervise riding for those students whose riding level dictates direct staff supervision.

2025 Horse Riding Agreement

To be completed and returned to the College Administration before the horse is brought onsite.

STUDENT NAME: _____

I have read, understood and agree to the conditions outlined in the 2025 Horse Riding Agreement.

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____ :
(Parent/Guardian)

Personal insurance details:

The personal insurance should cover the rider for after hours recreational riding. Equestrian Australia is one company who provides recreational riding insurance however there are others that you may like to look in to.

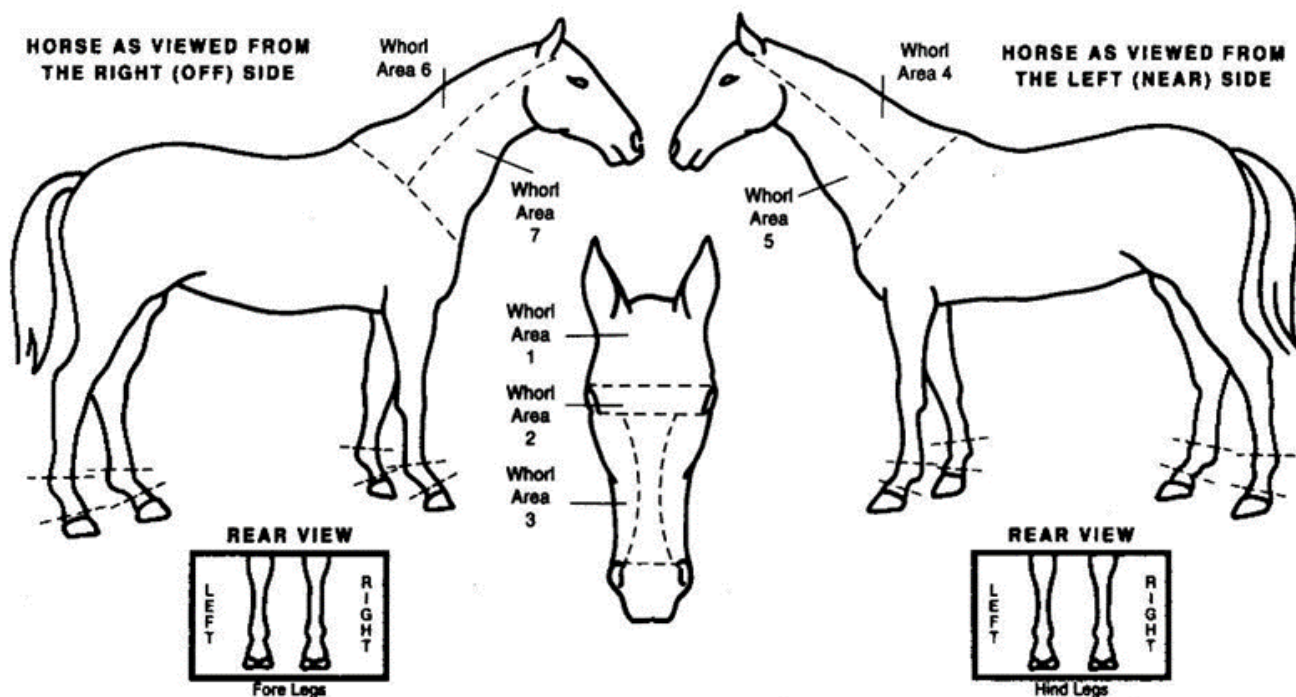
A copy of the personal insurance must be provided to the College Administration before the horse is brought onsite.

Name of Horse:	
Stable Name:	
Name of Student:	
Owner of Horse	
Contact Details: (Including Phone number)	

Colour:		Brand:	
Breed:		Age:	
Sex:		Height:	
Body Score:		Value:	

Markings:

PLEASE DRAW ALL WHITE MARKINGS, BRANDS, WHORLS AND SCARS ON THE DIAGRAMS FOLLOWING A VISUAL INSPECTION OF THE HORSE.



Use of Horse:	
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MEDICAL DETAILS

To be completed and returned to the College Administration before the horse is brought onsite.

Date of last Vaccination: Strangles:	
Worming: <i>Horses will be wormed on arrival at the College.</i> <i>Wormer cost will be billed to student.</i>	
Dentistry: Treatment:	
Farrier: Treatment:	
Vices:	
Soundness: (to be assessed by equine staff)	
Other:	

Please note: All animals kept at the College come under the Schools Animal Ethics Committee (SAEC) guidelines. Failure to meet these guidelines is a serious breach which could result in the SAEC taking legal action against the College and offender.

In the unlikely event that the horse either dies or needs to be put down, removal from site is the parent's obligation. Arrangements may be made following consultation with the Farm Manager for the animal to be buried on-site.

HORSE DECLARATION

To be completed and returned to the College Administration before the horse is brought onsite.

Name of person in charge of horse(s): _____

Contact phone: _____

Address: _____

Name of horse: _____

Identification (colour/markings/brand):

Address of property from which the horse moved from:

Health of Horse

I, _____ declare that the horse named above has been in good health, eating normally and has not shown signs of respiratory disease during the last 3 days leading up to its arrival. I give my authorisation for the designated college staff officer to call for veterinary inspection of the horse named above should it be showing signs of a respiratory illness at any time during its stay. I agree to pay any veterinary fees incurred as a result of this veterinary examination. College staff will ensure that parent/carers are contacted in the event that Vets are called in to treat the horse.

Signed _____

Date _____

Student Horse Float Agreement

To be completed and returned to the College Administration before the horse is brought onsite.

I give permission for _____ to have a horse float at the Western Australian College of Agriculture Harvey, and accept the following:

- The College accepts no responsibility for theft, damage or vandalism of student floats while parked on College property.
- The float is to be parked in the designated area.
- The float is not to be used during the week for any private purposes, unless approved by the Principal.
- Any student who abuses the privilege of having the float at school by breaking the above rules will not be able to keep the float on school grounds.
- It is advisable that the float should have a lock put on the float hitch for security.

Student Name: _____

Signed: _____
Student *Date*

Signed: _____
Parent *Date*

Float description: _____

Float Registration: _____

Horse Arrival Checklist (to be completed by instructor)

To be completed by TO

Date of arrival: _____

Paddock Number: _____

Temperature checks within 48 hours of arrival; Check 1 Date/time _____ Temp _____

	Yes/No	Signed
Suitable horse to meet guidelines requirements		
Suitable helmet		
Correct riding gear (attire)		
Correct riding equipment		
Account set up with local veterinary clinic		
Correct medication/s for horse – worming pastes etc.		
Guidelines read, understood and signed		
Lockable box to hold saddle, bridle and all other equipment		
Feed bins, hay net and buckets provided by student		
Equine Supervisor spoken to		

2025 Riding Assessment

Before riding students will be assessed for their riding ability by the TO or another qualified person using the College Assessment process. A proficiency rating level will be given to each student and this will determine where they can ride, the level of supervision and under what circumstances. The rating is relevant to the rider and the particular horse. Students riding different horses will need to be re-assessed.

The expectations around the riding of horses are outlined in the 2025 Horse Riding Agreement document.

Students can be reassessed at any time they feel they have progressed to the next level or if their horse changes.

Riding Levels are as follows:

- Level 1 Must be directly supervised at all times by a TO or qualified staff member. These are beginner riders still learning to handle horses and are learning basic riding skills.

All students commence on Level 1 until a riding assessment is undertaken.

- Level 2 Can only ride in the small arena and round yard unsupervised but must have another student observer present with a mobile phone or two way radio to contact staff in the event of an incident. These are novice riders becoming capable of handling horses and are developing basic riding skills.

- Level 3 Can ride in either arena and PWD laneway or cross country paddock unsupervised but must have another student observer present with a mobile phone or two way radio to contact staff in the event of an incident. The mobile phones must have the College front office phone number in it. These are intermediate riders who have shown capability in controlling a horse in all gaits.

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Parents will be informed when their child's riding status has changed to confirm they are in agreement with the changed riding circumstances.

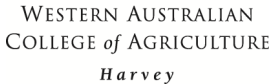
2025 Riding Assessment

This form must be handed to College Administration on completion of any riding assessment.

Student Name: _____

Assessor Name: _____

Explanation	Competence	Tasks given in test	Location of test
Level 2		<p><u>Ground skills:</u> Approaches and catch horse in a calm manner. Adjusts halter to fit horse Lead a horse. Uses a quick release knot to tie up a horse. Can groom adequately and pick up horse's hooves for cleaning Can saddle and bridle a horse Can adjust stirrup length and tighten girth</p> <p><u>Ridden Skills:</u> Can mount and dismount using a mounting block. Can walk, trot (sitting or rising) and halt horse independently.</p> <p><u>Required knowledge:</u> Demonstrates an understanding of the round yard and arena rules</p>	<p>Horse Yard & Equine Complex</p> <p>Small Arena</p> <p>Standard question sheet</p>
Date:		<p>Horse ridden:</p> <p>Signed:</p>	
Level 3		<p><u>Ground skills:</u> Can adjust saddlery to fit the horse and rider.</p> <p><u>Ridden skills:</u> Can mount and dismount without using a mounting block Can walk, trot, canter and halt horse independently</p> <p>Can walk, trot, canter and halt horse independently in an open space. Can canter at least 1 lap of the oval in full control. Demonstrates control of a horse if it is excited, rears, bucks or takes off. Demonstrates a one rein stop.</p> <p><u>Required knowledge:</u> Demonstrates an understanding of the PWD laneway and equine oval rules and how to control a horse that is excited, bucking, rearing or taking off in an open area.</p>	<p>Equine Complex</p> <p>Large Arena</p> <p>Equine Oval</p> <p>Standard question sheet</p>
Date:		<p>Horse ridden:</p> <p>Signed:</p>	
Level 4		<p><u>Ridden skills:</u> Can walk, trot, canter and halt horse independently in a paddock or on a trail. Can adjust their horse's gait to suit the needs of the trail ride group. Demonstrates control of a horse if it is excited, rears, bucks or takes off in a paddock or on a trail. Lead a group on a trail ride in a sensible manner and keep aware of each riders' status during the ride Advise others on suitable conduct of the group's dynamics.</p> <p><u>Required knowledge:</u> Demonstrates an understanding of the beef laneway and equine oval rules and how to control a horse that is excited, bucking, rearing or taking off in an open area.</p>	<p>Trail Ride</p> <p>Standard question sheet</p>
Date:		<p>Horse ridden:</p> <p>Signed:</p>	



Equine Log Book

For the recording of details for arrivals/departures, riding/handling activities, horse care, worming, trims, vaccinations, injuries and general health.

Owner/Rider: _____ **Horse:** _____

[illegible]