

Bikeability Provider CSI Cycle Safety instruction

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## Course Information for schools

### Bikeability Level 3 training

#### Helmets

All students must have their own helmet for the duration of the course. This should be an appropriately sized cycling helmet that, ideally, has the safety certificate: Snell 50/95, BS. During the helmet check at the start of the course, instructors will make a visual check.

#### Consent Forms

All students must have a parental consent form before the start of the course. We have a duty of care to instructors to avoid using paper documents., so this should be an electronic document. Parental consent forms must be scanned and delivered electronically to CSI before the course starts.

Only the CSI: Cycle Safety Instruction consent form will be acceptable. Verbal parental consent is not sufficient.

#### Venue

The Level 1 course will take place in the school playground and the Level 2 course on local roads that are judged to be appropriate for the course. Level 1 is necessary to establish that all children have the skills necessary to proceed to Level 2. We visit the school and surrounding area prior to the course and conduct a risk assessment of the chosen roads. A copy of the risk assessment is sent to school prior to the course.

#### Riding Ability

All students must be able to ride a bike unaided. We can offer Learn To Ride courses and these can be organised separately.

#### Bikes

Students must bring a roadworthy bike to the school on the morning of their course. It must have two working brakes and pumped up tyres. The parental consent form has information to help parents check their bikes before the start of the course. Instructors are not able to fix bikes and will only make a visual inspection. If bikes are not roadworthy, the student may not take part.

#### Bad weather/cancellation

The course will only be cancelled if conditions are so severe that they present a risk to riders, in which case we will reschedule for the earliest mutually agreeable date. This means that we will deliver the course in a range of weather conditions that the riders must be fully prepared for. Every rider must have sufficient warm layers for standing outside comfortably for the course duration; they must have a water-proof layer and in the summer they should wear sun screen. Gloves are highly recommended, both as a means of keeping warm and as prevention against injury. Water bottles are recommended throughout the year.

If, due to unforeseen circumstances, a course has to be cancelled, CSI: Cycle Safety Instruction will give as much advance warning as possible and will make every effort to reschedule for the earliest mutually agreeable date.

### Staff Ratios

Our staff ratio is 1 instructor to 2/3 trainees.

### Inclusion

We want to include every student, and believe that all students can benefit from cycle training whether it is on a two-wheeled bike or on a specially adapted cycle. Please let us know before the course starts if students have special needs. If a student normally has an assistant they can attend as well.

### Observers

We warmly welcome teachers, teaching assistants and parents to observe or be present during the course, but ask that they do not under any circumstances get involved with the running of the course for health and safety reasons.

### Special needs and behaviour

We need to be informed if any student has any particular need e.g. ADHD, dyspraxia, Asperger's syndrome, hearing impairment or specific behavioural difficulties prior to the start of the course. CSI: Cycle Safety Instruction reserves the right to refuse to take a student onto roads where, in the professional judgement of the instructor, the student's behaviour presents a risk to their, or other rider's, safety.

### Insurance

CSI: Cycle Safety Instruction instructors have public liability insurance provided by British Cycling. Copies are available to schools upon request. CSI: Cycle Safety Instruction also has Public and Product Liability and Employers Liability Insurance.

### Child Protection

CSI: Cycle Safety Instruction has a child protection policy and its instructors have Enhanced DBS disclosures. In accordance with new guidelines, DBS certificates are sent to the school prior to the course, and instructors no longer carry paper copies.

## CSI Privacy Policy

A full copy is available on request. Information collected through the consent form is used for the duration of the course, for the welfare of the trainee. It is also used for monitoring and funding purposes. It is stored securely for the current, and following academic years before being destroyed by shredding and burning. Under current guidance we will use electronic consent forms where possible.

## Equipment

CSI: Cycle Safety Instruction will provide hi-viz waistcoats for all students and instructors for the duration of the course. Each hi-viz waistcoat must stay with the student for the duration of the course.



## Certificates and badges

Bikeability certificate, badge and booklets are available for completing Level 3 courses. These cost £ per students and, once the school has confirmed that they are required, the school will be invoiced directly one month before the delivery.

CSI will leave riders' award materials at the school or with the students.

If you have any queries please contact us using the information above.