

Bikeability Cycle Training Terms and Conditions

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1. Information For Schools

Pupils at your school are due to receive Bikeability training in the coming weeks. The purpose of this information sheet is to highlight how the training will work; what you can expect from us and some actions we need you to complete before and after training takes place.

We now have a dedicated webpage where all previously emailed documentation can be accessed by schools resources.leicestershire.gov.uk/bikeability-resources - here you will find:

Section 1	Bikeability Terms and Conditions
Section 2	GDPR Data Sharing Agreements
Section 3	Onboarding Guidance for Schools (Digital / Link)
Section 4	Bikeability (all levels) Generic Risk Assessment
Section 5	LCC Insurance
Section 6	Safer Recruitment – Instructor DBS Information
Section 7	Bikeability Trust Letter to Schools – Instructor mobile phone usage
Section 8	Guide on organising riders into groups
Section 9	Example template letter to parents
Section 10	Bikeability Information for Parents
Section 11	Bikeability Power Point Presentations – families – pupils – schools

To promote Bikeability to your year group please see the Power Point presentation section on the Bikeability webpage in section 11.

2. Digitisation

Every primary school has been sent the Schools and Organisations Onboarding pack and letter from Bikeability explaining what you need to do regarding the new Bikeability Link process for schools (section 3 on the Bikeability webpage). It is important that the member of staff within your school who has responsibility for co-ordinating Bikeability correspondence to parents and dealing with the parent consent, actions all requirements in Link in a timely manner. This is to ensure that your initial request for training (numbers) for your school is managed, and booked numbers reflects the actual attended on the day. Leicestershire County Council (LCC) does receive a grant from the Department for Transport to deliver training (on numbers attended), this does not cover the entire cost associated with training with LCC investing a considerable amount into delivering Bikeability.

There are four key reasons why Bikeability have introduced digitisation:

- Evidence of impact
- Real time data
- A standardised approach
- Better pre and post course engagement with parents
- Bikeability need evidence to prove to Active Travel England that cycle training makes an impact. Digitisation is the best way to gather this information, which will determine future funding for Bikeability.

Digitisation will also ensure a consistent approach to gathering consent, training and offering feedback to parents. This consistency will allow us to report data to Active Travel England in real time, and ensure every rider receives the same great experience, wherever they live.

Finally, pre and post-course communications to schools and parents will help Bikeability to reinforce the importance of cycle training and improve parental understanding of what their children have learnt, to ensure they continue cycling beyond Bikeability.

It will be used to provide an audit trail of information for our grant claim, to record and feedback outcome information for course participants, and to provide evidence of impact for the Department for Transport by surveying participants and parents before and after the training has taken place.

Digitisation will include:

- A digitised consent process
- An Instructor web based app

- Rider report, including outcomes achieved, emailed to parents
- Bikeability Club; a dedicated website for riders and their parents after Bikeability

3. Bikeability Cycle training

Bikeability cycle training equips children with vital life skills. Pupils not only learn to cycle, but they also gain independence, social skills and a sense of wellbeing.

After Bikeability, children are better at responding to risk and report increased confidence. As a result, more children cycle to school which in turn improves mental health and wellbeing. This allows children to get more out of the classroom, improving their attention span and engagement. Healthier habits lead to increased attendance and improved academic results. Bikeability goes beyond a training course; it impacts children's lives. More information can be found here www.bikeability.org.uk

4. Learn to Ride

Aimed at children in Year 3+ who can balance but have not yet mastered how to pedal (without stabilizers).

5. Level 1 / 2 combined training course

Level 1: Aimed at children who have mastered the art of balancing and pedalling. To enable children to learn in a traffic-free environment training takes place off-road, normally on the school playground. Training takes a minimum of two hours per group. There are a set number of outcomes which are taught and need to be achieved by the riders to progress to Level 2. On successful completion of Level 1 children will progress to Level 2 (delivered during the same week). Unfortunately, some riders are not ready to progress to Level 2. The Instructor will clearly explain why this has happened and will provide the rider/parents with feedback through the Instructor App and a Level 1 certificate and badge.

What they will learn:

- **Maintain their cycle:** make sure their ride is in tip-top condition and make simple repairs.
- **Glide:** smooth, calm and collected.
- **Control their bike:** including setting off, cruising, slowing down, braking and stopping. They'll even learn to pedal one handed!
- **Pedal:** without feeling wobbly or out of control.
- **Be aware of their surroundings:** looking behind and turning around obstacles.

Level 2: Successful completion of Level 1 leads to Level 2 training where our expert Instructors will lead riders onto quiet local roads, to experience 'real' cycling. This requires a

minimum of six hours tuition per group. All riders will receive a certificate and a badge for taking part along with feedback to parents via the Instructor App. Only the highest level achieved is awarded, e.g., if a rider completes Level 2, they will only receive a Level 2 Certificate and badge, they will not also receive Level 1. Every effort will be made to enable every rider to successfully achieve the outcomes.

Level 2 teaches:

- Start and stop with more confidence.
- Pass stationary vehicles parked on a road.
- Understand the road: signals, signs and road markings.
- Negotiate the road: including quiet junctions, crossroads and roundabouts.
- Share the road with other vehicles.

6. Bikeability Level 3

Based on ability, some riders may be offered the opportunity to undertake Level 3 if the Instructor feels their skills are advanced enough. Our Instructors will discuss this with you after level 2 has concluded.

Level 3 teaches:

- Use the best riding position for any situation.
- Ride alongside other cyclists.
- Ride on more complex roads. This might include busier roads, more complicated junctions or faster roads with speed limits above 30mph.
- Negotiate more complex roads. For example, junctions controlled by traffic lights, multi-lane roads or cycle lanes.
- Respond confidently when a situation changes. For example, when a vehicle pulls out in front of you.

7. Wearing of helmets

Please note that unless religious or cultural exemptions apply, no rider will receive LCC Bikeability training unless a helmet is worn.

8. What you can expect from us

- On receipt of your Bikeability Training Request (required 12 weeks prior to training) we will create a training event for your school in Link and an automated email will be sent to the name and contact included on your training request.

- The training will be delivered by qualified National Standards Cycling Instructors employed by Leicestershire County Council.
- Leicestershire County Council's Bikeability Cycle training Employers' Liability, Public Liability and Official Indemnity risks are covered with AXA and others – see the LCC Employers and Public Liability Insurance (section 5) on the Bikeability webpage.
- All LCC National Standard Instructors delivering Bikeability training have undertaken Risk Assessment, Emergency First Aid and Safeguarding training with Leicestershire County Council. All Instructors have been checked and have a valid DBS certificate (Instructors are not required to copy or share their DBS certificate). They are instructed to supply the number and date of clearance only. See Safer Recruitment (section 6) on the Bikeability webpage.
- All trainers have LCC ID badges that are always carried and shown.
- All trainers are First Aid trained. Trainers cannot administer 1st Aid to children, if a situation arises the child will be taken back to school.
- All training is risk assessed. Instructors will risk assess before and during the training. The generic risk assessment for this activity can be viewed / downloaded from the Bikeability Generic Risk Assessment (section 4) on the Bikeability webpage. You are welcome to view or copy the site-specific risk assessments completed on the day, but Instructors will retain the original copy.
- Instructors will provide the riders with LCC high-vis vests to wear during training.
- Instructors must and will always comply with National Standards guidelines on ratios.
 - **Maximum twelve riders for Level 1 per Instructor**
 - **Maximum six riders for Level 2 per Instructor**
 - **Maximum three riders for Level 3 per Instructor**
 - **Maximum three riders for Learn to Ride per Instructor**

For insurance and safety reasons Instructors are not permitted to exceed these ratios. In addition, depending on Instructor availability and group sizes, Instructors may request assistance from a school staff member.

- Instructors will assess a rider's suitability for training, considering all factors including aptitude, behaviour and any medical issues. Every effort is made to accommodate all riders and in all cases an Instructor's decision is final.



Department
for Transport



Active
Travel
England

9. What we expect from you

LCC invests considerable time and resource into delivering cycle training, recognising the health and environmental benefits cycling brings and to promote sustainable travel. Whilst the training is funded by the Department for Transport, there are significant staffing and resource delivery costs incurred by LCC. The training is very popular and because of this we have a responsibility to ensure our training opportunities are maximised.

- Respond promptly to any contact from your Instructor arranging your training. Delays will mean other schools on our waiting list are offered your dates.
- Action the Link email credentials to the login to the Bikeability Link system.
- Distribute the LCC letter to parents/carers in good time (including the booking QR code / URL) for parents to complete consents – we have created a template for you and you can find this on our Bikeability webpage (section 9).
- Monitor and chase missing consents from parents/carers and provide support to those who cannot access IT systems by completing on their behalf.
- Ensure parent/carer consents include all required characteristics, SEND and medical information that the Instructors need to be aware of and edit consent if there is missing information.
- Non -riders can only take part in Learn to Ride (not Level 1 / 2 or 3).
- **Four weeks** prior to training you must ensure all consents are in place and confirm booked numbers in Link – this is to ensure we are staffed correctly and ratios are adhered to.

Without the above, training will not take place

- Using the group ratios set out in Organising Your Riders Into Groups (section 8) on the Bikeability webpage, it is your responsibility to arrange the groups for training.
- Please note that any child receiving additional support in the classroom is highly likely to need the same support during cycle training. It is important that early contact is made with your Instructor to ensure the appropriate level of support is in place.
- Contact your Instructor in advance if you have any concerns about the suitability of a rider to take part. This ensures any issues are resolved beforehand and there are no delays on the day of training.

- Please do not refer parents/carers directly to Instructors.
- Please do not pass on the Instructor's contact details – these are for school staff use only.
- Please ensure that the group sizes and training dates you commit to are realistic and sustainable. Instructors may suggest amendments to group sizes to ensure the maximum number of riders can be trained in the time available. Instructors are experienced in this and your co-operation is appreciated.
- Instructors need to be able to access the school premises in the event of a medical emergency or issue with any child in their care. Please ensure any access codes, entry key fobs etc. are supplied when requested.
- Changes to the training schedule caused by other commitments being booked after cycle training cannot be accommodated due to high demand for training. The training is outcome led and delivered in a progressive sequence. Any missed sessions will result in the rider not completing the course.

10. Cancellation Policy

Bikeability training is publicly funded by the Department for Transport. We are committed to fair terms for our workforce, meaning that cancellation costs must be met by the school to maximise public funding and to minimise the instances where children miss out on the opportunity to receive Bikeability training. It is understood that occasionally a whole booked course is cancelled. If a course is cancelled in its entirety the following cancellation terms shall apply.

There shall be no charge to the school where cancellation is due to:

- Unannounced Ofsted Inspection**
- Public health mandated closure of school
- A force majeure event

** Please note that Ofsted are keen to see schools working under normal circumstances and showing their extended curriculum.

Time of cancellation before the training start date	Cancellation charge
More than 4 weeks	No charge

Less than 4 weeks	<p>50% of the course costs, provided we (the training provider) using reasonable endeavours cannot find an alternate school / organisation to fulfil the booking slot.</p> <p>Cancellation charge for Level 1 / 2 and Level 3:</p> <p>24 riders x £55 = £1,320 (50% = £660)</p> <p>36 riders x £55 = £1,980 (50% = £990)</p> <p>Cancellation charge for Learn to Ride:</p> <p>Per rider x £28 (50% = £14 per rider)</p>
Less than 14 days	<p>100% of the course costs, provided we (the training provider) using reasonable endeavours cannot find an alternate school / organisation to fulfil the booking slot.</p> <p>Cancellation charge for Level 1 / 2 and Level 3:</p> <p>24 riders x £55 = £1,320</p> <p>36 riders x £55 = £1,980</p> <p>Cancellation charge for Learn to Ride:</p> <p>Per rider x £28</p>

11. Complaints

The Council encourages any customer who has a concern to first speak to a member of staff in the relevant service area who should try to resolve it. Please email roadsafety@leics.gov.uk with your contact details and a member of the team will contact you.

For further information on Bikeability delivery in your school please contact your Instructor in the first instance, or you can contact The Road Safety Team roadsafety@leics.gov.uk

12. GDPR Bikeability Data Sharing Agreements

Please refer to (section 2) on the Bikeability webpage.

Fair Processing Notice can be found at leicestershire.gov.uk/fair-processing-notices

Thank you for booking Bikeability in your school and we very much look forward to working with you.