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**Nottinghamshire
County Council**



BIKEABILITY CYCLE TRAINING SCHOOL INFORMATION/ GUIDANCE NOTES

School Coordinator – Action Points

To provisionally book training the staff member must return a completed and signed Booking form. The school must select at least one member of their school staff who will have responsibility for organising the training (preferably a Budget holder). On receipt of the Booking form, Via East Midlands Ltd will contact the school checking numbers (riders) and ability to participate. Via East Midlands Ltd will refer to previous bookings and data for groups delivered.

Via EM Ltd will issue the training schedule in the Confirmation I together with Terms & Conditions which the school will need to arrange for the Head Teacher/Budget Holder to complete. On receipt of these forms the training will be considered booked and will be subject to the Terms & Conditions. Amendments to booked courses will be permissible up to one month from the date of the Confirmation letter, but changes to booked course dates will be at the discretion of Via EM Ltd. Please ensure the dates you have been allocated do not clash with other bookings in your school diary.

Additional correspondence sent:- Letter to Head Teacher (re DBS details), Guidance for Parents/Carers and Schools, course Trackers and Consent form with pre-course information for parents/carers including link to videos).

Level 1 Courses (Year 3 & 4) and Combined Level 1 and 2 Courses (Year 5 & 6)

School must select at least one member of their school staff who will have responsibility for organising the training (preferably a Budget Holder to authorise and sign the Terms and Conditions). To provisionally book training, the staff member must return a completed and signed 'Booking form' (*see above*).

Sign and return Terms & Conditions within one month from date of confirmation schedule received to VIA East Midlands, at cyclesafety@viaem.co.uk. The school must request any amendments to the schedule within one month from the date of the schedule. Should no amendments be requested/received after that date, the schedule will be considered booked and will be subject to these terms & conditions. Changes to booked course dates beyond one month will be at the discretion of Via East Midlands Ltd. Please ensure the dates you have been allocated do not clash with other bookings in your school diary.

- Level 1 Course is one session, two hours in length and up to 15 riders per group in a traffic free environment (school playground). Riders must be able to cycle independently and have access to a cycle without stabilizers. Remove or cover any stunt pegs to avoid any potential injury. Please contact the RS Office to discuss accessibility. All riders should wear a helmet (as above).
- All certificates and badges will be given in accordance with Bikeability guidelines.

www.viaem.co.uk • Tel: 01623 873873

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Level 1 and 2 (Combined) Courses (Year 5 & 6)

- Combined Level 1 and 2 courses take place over two days. Pupils must attend both training dates.
- Level 1 one session, two hours in length 12 riders maximum, followed by 3 x 2 hour sessions (in two consecutive days). Only 12 riders maximum on the Highway.
- VIA parental permission slip (pdf) to be sent home to parents/carers setting a return date four weeks prior to commencement of course (Road Safety Office Pre-Course visit/phone call will be scheduled with school four weeks prior to start of course).
- All pupils taking part should wear a helmet (see permission slip pdf for more information).
- All bikes should be in a road-worthy condition with two working brakes. Remove or cover any stunt pegs to avoid any potential injury.
- Any pupils putting themselves or others at risk during the on-road sessions will be returned to the school and may be removed from the course. This decision will be made by the Cycle Instructors on the day.
- On Combined courses in the event of bad weather or other circumstances leading to uncertainty as to whether the Combined course should go ahead; we will use our expertise to judge whether it is appropriate to reschedule the session/course or to continue as planned. It will be the decision of the cycle instructors on the day who will decide. If rescheduling is necessary, we will rebook the session/course at a convenient time for the school and the scheme; if possible whilst the instructors are on site. There will be no charges applied.
- Instructors have an Emergency First Aid Training qualification (renewed every 3 years) and will carry a first aid kit for minor injuries. Bikeability instructors have mobile phones and will have the school contact details should the need arise.
- School should complete Bikeability Tracker naming all riders (12 per group) – please see Terms and Conditions for detailed information on inclusivity, TA support etc, Tracker and permission slip to be completed prior to Pre-Course Chat and statutory Rider Characteristics required for equality and diversity/monitoring purposes. Please complete details on the T&C's acceptance slip.
- Sites utilised for training will be risk assessed and a dynamic risk assessment undertaken each day. Copies will be held at school. (Red folder).
- All paperwork (red folder) will remain at school following the Pre- Course phone call and returned to the RS office (by the instructors) at the end of the training for monitoring/evaluation purposes. Tracker following completion of the course may be scanned and returned by email from the School coordinator to cyclesafety@viaem.co.uk
- Guidance for Parents (pdf document) should be downloaded and accessible to parents (school reception) following receipt of confirmation paperwork. Any queries parents may have, they are able to contact the Road Safety team directly to discuss.
- **Our aim is to be as inclusive as possible and will therefore ask that the school should bring to the Scheme's attention any changes/adjustments required to access the training. This should include physical, behavioural or learning disability or a condition that we should be aware of**

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(eg, heart condition). There may be circumstances when TA support is required (eg if a pupil is likely to become detached from the group). As potentially this would be a safeguarding issue, the school must bring this to the attention of the RS Office or the instructor who undertakes the Pre-Course visit/phone call.

- All certificates and badges will be given in accordance with Bikeability guidelines.
- VIA parental permission slip (pdf) to be sent home to parents/carers setting a return date four weeks prior to commencement of course. Road Safety Office Pre-Course phone call will be scheduled with school four weeks prior to start of course.
- The Road Safety Instructors must consider the safety of all participants and any potential safeguarding issue; schools must bring to the attention of the Cycle Instructors any behavioural issues, complex needs which may require TA support or health condition.

Balance Bike Session

- The school will provide TA support for pupils at all sessions to assist with helmet fitting.
- There is a subsidised charge from 1st April 2024 of £155 + VAT per group (12), all equipment, bikes and helmets will be provided. (school will be invoiced together with confirmation of course). Any additional riders will be at the discretion of Via East Midlands and must be included on the booking form sent to cyclesafety@viaem.co.uk
- Suitable outdoor clothing and shoes/trainers should be worn.
- **In the event of bad weather an indoor space at the school should be made available - please confirm at the Pre-Course Phone Call to ensure training continues.**
- School to complete the Bikeability Tracker (pdf), completed and scanned to Cycle team cyclesafety@viaem.co.uk
- Via East Midlands Road Safety team will provide National Standard Bikeability cycle instructors, DBS-checked and Emergency First Aid trained. DBS numbers and clearance dates will be on the photo ID card. No DBS Certificates will be carried. A letter from the Head of Service will be made available if requested.
- The Bikeability scheme is inclusive and endeavours to ensure its provision is effective in supporting each rider. Please bring to the attention of the Scheme in advance and inform the instructor on the day; any reasonable adjustments will be made to the training.

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