

BIKEABILITY PARENT/GUARDIAN INFORMATION

Your child has been invited to take part in a Bikeability training course at school, under the supervision of our cycling instructors. The Bikeability training on offer is for riders who can already cycle and aims to improve basic bike skills (Level 1) and develop safe riding technique using local quiet roads (Level 2). Level 1 training takes place on traffic free sites, usually the playground, and Levels 2&3 utilize carefully selected local roads where traffic is slow and light.

Whilst on the training, our instructors will ensure participants receive breaks and a lunch hour and will be back at school for normal pick-up time. Riders must attend session/day 1 of training to progress to session/day 2.



To be able to take part, rider will need to:

- Bring a roadworthy bike that fits them properly and has two working brakes (see pages 3&4)
- Wear a properly fitting cycle helmet (see pages 3&4)
- Wear weather appropriate clothing
- Wear socks to tuck their trousers into if required
- Bring their own water, snacks and lunch if required
- Wear and bring sun protection if required
- Bring any medication if required



It is exciting for riders to be out on their bikes and our instructors appreciate this and aim for all participants to enjoy the course. However, the safety of the whole group is most important and therefore we expect all riders on our training to listen and behave as instructed. Our instructors will do their best to support all riders to complete all the training, however, we reserve the right to withdraw any child from training whose behaviour, skill level or equipment (bike and helmet) is putting them or other children on the training at risk.

The Council has a small number of bikes and helmets that can be loaned for the training if your child does not have either. These will be offered on a first come first served basis so it is important that you complete and return the consent form as soon as possible. We will inform school if no loan bikes are available.

**Bath & North East
Somerset Council**

Improving People's Lives



Privacy Notice

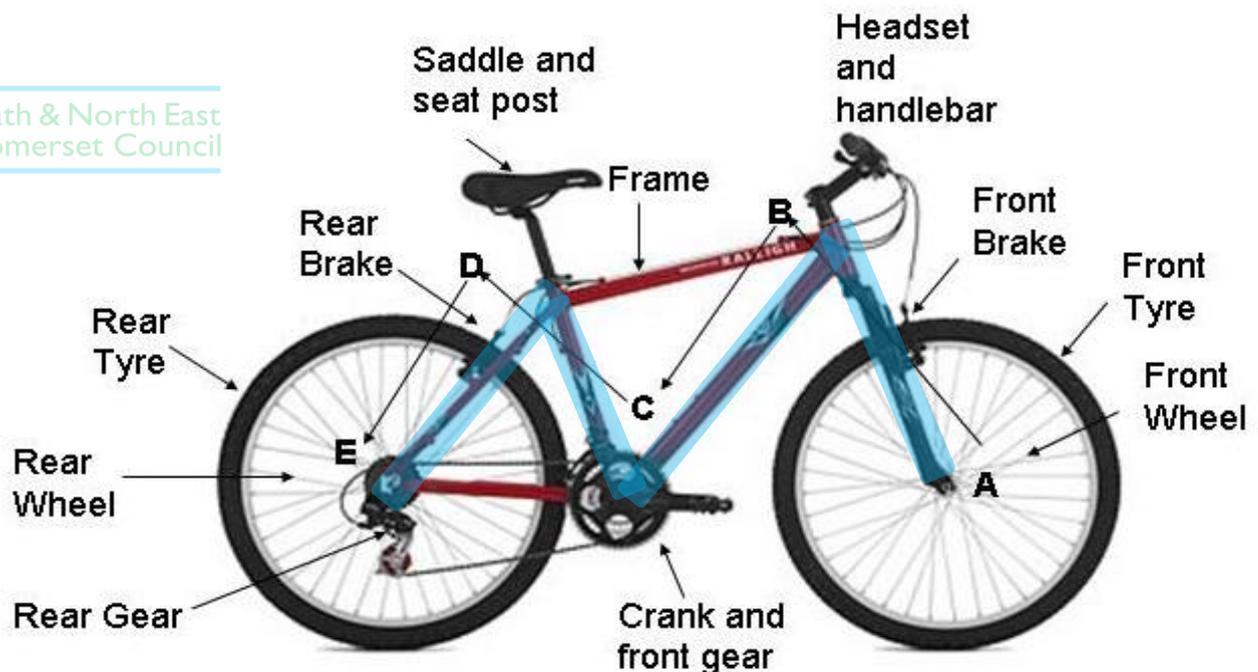
- The Bikeability project manager is the data controller for this project. They can be contacted by emailing bikeability@bathnes.gov.uk.
- Participant's data is collected for the purpose of (anonymised) monitoring internally and by The Department For Transport (project funder), and to enable the cycling instructors to prepare for delivering training. All cycling instructors are employees of The Council.
- Data is stored on The Council's server in a password protected Excel spreadsheet which is only accessible to the data controller, instructors and a named representative of the Council's finance team.
- Participants' data will be stored as collected for the current year plus one year. Data retained after this period will be retained in anonymous format for monitoring purposes.
- Participants or legal guardians of participants have the right to request withdrawal of their personal data upon request. Please contact the data controller via the contact details above.
- Participants or legal guardians of participants have the right to complain about the Bikeability project. The Council's complaints procedure is available online at <http://www.bathnes.gov.uk/services/your-council-and-democracy/complaints-and-customer-feedback>

Providing accurate information on the consent form enclosed is essential to allow our instructors to cater for childrens' needs during training. There are times when our instructors may wish to discuss your child's behaviour/ability with staff at their school and seek their opinion on the best course of action to allow your child to get the best out of the training. If you would prefer that our instructors do not discuss your child's needs with the teaching staff at their school during the training provision, please tick this box.

HOW TO CHECK YOUR BIKE - THE M CHECK

This is a brief guide to helping you to see if there are any problems with your child's bike before they start our training. Using this M Check will ensure that you do not miss any items. Start at the front, Point A and work your way to B, C, and D to E at the back of the bike.

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CHECK TO SEE IF

Front wheel:

- Quick-release or wheel-nuts are loose.
- Hub bearings are loose or binding.
- Spokes loose, broken or missing
- Check wheel is spinning freely

Front tyre:

- Under-inflated /punctured
- Worn or cracked

Front brake:

- Front wheel locks when the brake lever is pulled
- Brake pads rubbing tyre or wheel rim
- Brake pads missing

Headset and handlebars:

- The forks are damaged
- Headset loose
- Handlebars are not clamped tightly

Frame:

- Frame not bent or damaged

Crank and Front gear:

- Gear moves the chain from one sprocket to another (when pedalling)
- Sprocket not bent
- Crank shaft not loose
- Pedals not loose

Seat and seat post:

- Saddle does not move
- Seat post does not move
- Seat can be adjusted to the correct height - child should be on the balls of their feet when both feet are down, or slightly lower for confidence. If feet are flat and knees are bent, bike is probably too small.
- Seat post is not raise above maximum as indicated on the seat post

Rear Brake: Check as for front brake

Rear wheel: check as for front wheel

Rear tyre: check as for front tyre

Rear gear: check as for front gear

HELMETS

This is a brief guide on how to make sure yours child's helmet is in good condition and fit properly.

- Inspect helmets regularly for cracks, splits and breaks
- A helmet should be changed every 3 years and more often if it has an impact
- Children grow out of helmets and may need more regular changes, so encourage your children to learn this too and they can tell you if it feels to small
- It should be worn flat on the head and not perched on the head
- Adjust on the back using the dial adjuster if it has one, until just snug on the head
- Before doing the straps up, make sure the helmet does not move on the head when the head is nodded backwards and forwards
- Adjust on the sides so that the V sits just below the ears on either side
- Adjust the chin strap so that no more than two fingers can be placed between the chin and the strap.



More information

We would like to accommodate all participants on the training, but it helps us ensure we have enough support to do so if you provide us with details of any additional support you think your rider might need on the consent form. Please include any concerns you have about their:

- Cycling ability or confidence
- Ability to retain concentration or acceptable behaviour for the whole course
- Any additional support you feel your child might require

To find out more about Bikeability, our holiday courses or additional guidance for preparing for the training, please visit <https://beta.bathnes.gov.uk/bikeability-cycle-training>.