**Bikeability Level 1 & 2, COVID-19 Training Delivery Guidelines**

These Guidelines are for Highland Council (HC) Bikeability Co-ordinator (Cycle Trainer or CT), school staff, volunteer and paid Bikeability Scotland Instructors (BSI) and other adults, staff and pupils (P1-7 & S1-6) taking part in Bikeability Level 1 & 2 during the COVID-19 situation. The coronavirus outbreak is an evolving situation. These Guidelines will be kept under review and updated as required.

All sessions are to take place in school playground or risk assessed roads close to the school. The sessions proceed on the basis that school staff members and children participating are well with no symptoms of COVID-19 (high temperature (37.8C), new persistent cough or a loss or change to their sense of smell or taste).

**Prior to the Session, if any CT/BSI:**

* has symptoms (or anyone in their household has) of a new, persistent cough, high temperature (37.8C) or loss or change in their sense of smell or taste in the last 10 days; **OR**
* has tested positive for Covid-19 in the past 10 days; **OR**
* has come into contact with anyone who is known to have a confirmed case of COVID-19 or who has experienced symptoms of a new, persistent cough, high temperature (37.8C) or loss or change in their sense of smell or taste in the last 10 days; **OR**
* is currently self-isolating or anyone in their household is self-isolating; **OR**
* falls into any of the groups of people who the Government has advised to be shielding, or anyone in their household is,

then they **cannot** take part in the Bikeability Session and must phone the school reception to let them know as well as the HC Bikeability Co-ordinator.

**Preparation for Training Delivery**

* The CT/BSI can work with only one school per day.
* Face coverings are not required in the outdoor setting but should be worn if requested by the school.
* Delivery of playground sessions should be undertaken over two half days, or similar, to reduce interactions between the CT/BSI and school pupils/staff.
* Delivery of on road sessions should be undertaken in as few sessions as possible, to reduce interactions between CT/BSI and school pupils/staff.
* If a Dr Bike (bicycle health check) session has not been arranged, parents/guardians of children taking part in Bikeability should check prior to the session that the bike to be used in the session is in a roadworthy condition (i.e both brakes working, tyres pumped up) and clean; their child’s helmet is in good condition; and the child’s clothing is appropriate for cycling and for the weather conditions.
* Training will be delivered by a qualified CT or BSI and, if possible, one member of school staff or a nominated volunteer.
* Ratio for playground delivery 1 CT/BSI: 15 children, on road delivery is 2 CT/BSI: 16 children, minimum number of adults for any session is 2.
* The is no limit to the number of children in a playground group, however consideration should be given to the size of the playground or the number of volunteers available to support the sessions. The maximum number of children that should be in an on road group is 16. There is no limit to the number of adults/households that can support the delivery of activity.
* Training will commence at an agreed start time, and the school will ensure that external access to the playground where the session is to take place is available to the CT/BSI 15 minutes in advance.
* CT/BSI to ensure they have the relevant school reception number for contact purposes as well as their own mobile phone before travelling to the school to deliver the session.
* CT/BSI is to phone school reception to let staff know when they have arrived.
* CT/BSI to head directly to the school playground, or nominated outdoors meeting point, via outside access to minimise contact and spread of infection.
* CT/BSI to set up session area, making allowance for space in playground for appropriate social distancing – this will involve marking the ground with chalk or using cones brought by CT/BSI..
* At no point will the CT/BSI or any other volunteer related to any Bikeability activity enter the school building.
* The school is responsible for obtaining the relevant consent and passing relevant health information to the CT/BSI.
* The CT/BSI should work together with the school to ensure a risk assessment & Evolve entry is in place *before* delivery, assistance can be sought from the Bikeability Co-ordinator for this. All Level 2 risk assessments should be sent to the Bikeability Co-ordinator.

**Training Delivery**

* Member of school staff and children will come out to the playground to meet the CT/BSI.
* While the 2m social distancing rule no longer applies, contact between CT/BSI and the school staff member or children should be kept to a minimum. This includes during any individual or group discussions between CT/BSI and member of school staff or children and when cycling.
* CT/BSI to explain to children and member of school staff if present that; no one other than the CT/BSI is to touch cones/other equipment as not only do they set out the course, but importantly they are set in position to allow appropriate social distancing to be maintained; if cones are knocked over, then CT/BSI only is to re-position them; and that all present should cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin, or if they do not have any tissues available, they should cough and sneeze into the crook of their elbow.
* CT/BSI to remind children there can be no sharing of bikes/helmets/clothing or equipment at any point during the session. All equipment should be cleaned before coming to school.
* Helmet and clothing checks - each child must fit and check their own clothing and helmet with **verbal support** **only/minimal contact** from CT/BSI and school staff member.
* Bike M-check – each child and school member of staff present must check their own bike to make sure it is safe and in a roadworthy condition with **verbal support only/minimal contact** from CT/BSI and school staff member. If the CT/BSI decides there is a safety issue with a child’s bike which renders it unsafe for the bike to be used, then the child cannot take part in that session. In that event, weather permitting, the child concerned can watch the session, from a safe distance from the entire activity. Alternatively, the CT/BSI can use their own mobile phone to call the school reception for a school member of staff to accompany the child indoors, if there is no school member of staff present to do so.
* Dr Bike sessions can be arranged for schools prior to sessions beginning to ensure the safety of bikes, please contact the Bikeability Co-ordinator to arrange. If a Dr Bike session has not been arranged, the BSI/CT may carry out their own M check on bike prior to a session if they wear gloves and clean the bike appropriately before it is used by the child.

**After Training Delivery**

* At end of session the children taking part in the session and any school member of staff present must follow procedures as laid out by the school.
* CT/BSI must leave the school grounds via outside access to minimise contact and spread of infection.
* Upon return home, the CT/BSI is to wash their hands following the attached Handwashing Information Sheet.
* Level 1 & 2 Certificates, pupil guides and badges can be given out to children but should be left untouched for 72hours or a timeframe in line with the school protocols, whichever is longest, before being passed out.

**Illness During Delivery of the Session**

* Any school member of staff or child showing symptoms of COVID-19 during the session must immediately notify the CT/BSI, and cease taking part in the session. The school’s own relevant procedures will apply for that school staff member/child. If no school staff member is present during the session, CT/BSI to use their own mobile phone to call the school reception so a member of school staff can come out and manage the situation in line with school procedures.
* Any First Aid treatment required for a school member of staff or child must be administered by school staff and at no time by the CT/BSI unless they hold a valid first aid certificate and are aware of changes to first aid guidance in place at this time.
* If the CT/BSI shows symptoms of COVID-19 during the session, the “Guidelines For Bikeability Trainers Delivering in Highland Council School Premises Who Show Symptoms of COVID-19 During Bikeability” must be followed.
* If the CT/BSI requires non-Covid-19 related medical attention during a session, this should be self-administered for minor injuries, if possible. Otherwise they should seek assistance from a family member if they cannot make their own way home, or a member of staff should contact 999 in the case of an emergency.

*(Updated 23.08.2021)*