

Highland Council Bikeability Scotland Protocol

This is a working document that may be updated or amended at any time, please ensure you are working with the most up to date version. This document is available from the Bikeability Scotland Coordinator (BSC) for Highland Council, with the current version being available for download here: www.highland.gov.uk/bikeability.

Bikeability Scotland Level 1, 2, 3

Bikeability Scotland is the national cycle training programme for school children, it is designed to give children the skills and confidence they need to cycle safely on the roads, and to encourage them to carry on cycling into adulthood.

- Bikeability Scotland training is available to all Highland Council primary schools.
- Bikeability Scotland training can only be delivered by either a qualified Bikeability Scotland Instructor (BSI) or Cycle Trainer (CT).
- Level 1 - Delivered in a playground or other suitable area with no traffic present, usually in P5 or 6. Ratio 1 BSI to 15 Trainees. Minimum 2 adults present at each session.
- Level 2 - Delivered on quiet, carefully selected roads, close to the school, usually in P6 or 7. Ratio 2 BSI to 16 Trainees. Minimum 2 adults present at each session.
- Level 3 - Delivered on busier roads with complicated junctions and road features, usually in P7, or 1st year of secondary if agreed with the BSC. Ratio 2 CT to 6 Trainees. Minimum 2 adults present at each session. Level 3 is not being delivered in Highland at present.
- A member of school staff, preferably trained as a BSI, must be present during any Bikeability Scotland training session. They should not be included in the above ratios.
- Snaking, i.e., moving groups on road from one location to another, is allowed when the activity has been covered within the BSI or CT's own training course. CTA (Cycle Training Assistant) courses held prior to January 2020 did not cover this activity.

Instructors BSI/CT & Volunteers (incl PVG)

BSI = Bikeability Scotland Instructor. BSI can deliver level 1 and 2. BSI qualification was preceded by CTA, prior to Dec 2019.

CT = Cycle Trainer. Cycle Trainers can deliver level 1, 2 and 3.

Volunteer = Parent or other adult who wishes to help with sessions, they cannot be included in ratios, unless trained as BSI or CT.

- BSI and CT training is available free of charge to Highland Council staff or volunteers who will be delivering Bikeability Scotland training in Highland Council schools.
- Interest in BSI and CT training should be noted with the BSC.
- Any person who is not school staff and who will be delivering or assisting with Bikeability Scotland training sessions must undergo a PVG check, as well as adhering to and signing any volunteer agreements as requested by the school.

- Instructors should be aware of any additional support or medical needs of trainees within their training session.
- Instructors should be aware of any planned fire drills taking place during their training session.
- BSI/CT's are strongly encouraged to lead by example by wearing a helmet while delivering Bikeability sessions to trainees.

Trainees

Trainees are any school aged participant taking part in Bikeability Scotland sessions.

- Parent/guardian consent must be obtained before sessions begin.
- Trainees should use their own bikes where possible.
- The ability to ride a bike is necessary to take part in Bikeability Scotland training sessions.
- Learning to ride a bike is not part of the Bikeability Scotland programme, however, training can take place if there are sufficient instructors and time available. If taking place at the same time as Bikeability Scotland training sessions, the learn to ride trainees and instructors would not count towards the overall ratios, the suggested ratio for learn to ride trainees is 1:1.
- Helmets must be worn by trainees taking part in Bikeability, unless there are specific, risk assessed, religious or medical reasons preventing this.
- Helmets are available to borrow from the BSC.

Risk Assessments (incl Evolve)

Risk assessments (RA) are an essential part of Bikeability, they should be completed by the BSI/CT in conjunction with the school, assistance is available from the BSC.

- RA to be completed before sessions begin.
- RA to be added to Evolve.
- RA to be reviewed annually.
- Level 1 RA to be signed off by HT, Level 2 and 3 to be signed off by HT and BSC.
- Assistance with completing a RA is available from the BSC.
- Ratios are stated within the RA, however these should be amended to include any trainees with additional needs. For example, any requirements for 1:1 supervision within a group should be discussed and agreed with the school, BSI/CT and parent/guardian before training sessions take place, an additional instructor may not be required if the pupil has an assigned PSA, or similar, who is present.
- High visibility vests should be worn by both trainees and instructors while undertaking Level 2 on-road training. These can be requested free of charge from the Road Safety Team (road.safety@highland.gov.uk).

First Aid

BSI/CT's are not required to hold a First Aid certificate as part of their qualification, therefore:

- First Aid must only be carried out by a member of school staff.
- The school First Aider must be present during sessions.
- Any requirement for First Aid during a Bikeability Scotland session must be reported to the school, who should report the incident in line with school policy.
- For insurance purposes, it would be advisable to confirm before the start of any session, that the First Aider is on site and available.

Fleet Bikes

Highland Council (HC) has a fleet of 16 fleet bikes which can be loaned to schools for use by trainees within Bikeability Scotland sessions in the HC area.

- 8 x Frog 62 (5 x green, 3 x purple) – 24" wheel, suitable for P5/6.
- 8 x Frog 69 (5 x green, 3 x purple) – 26" wheel, suitable for P6/7.
- Fleet bikes must be stored within a secure, locked location when on loan.
- Fleet bikes will be loaned with a bike lock that must also be used.
- Fleet bikes can only be used for Bikeability Scotland sessions, they must not be used for any other purpose.
- All accidents or injuries involving a fleet bike must be reported to the BSC.

Bike Maintenance (incl Fleet Bikes)

A separate protocol has been written for Bike Maintenance; it can be requested from the BSC or downloaded from www.highland.gov.uk/bikeability.

- Fleet bikes will be serviced on an annual basis by a qualified bike mechanic.
- Fleet bikes will undergo a full bike check before and after each loan agreement period, with 'fixes' being carried out as necessary as per the maintenance protocol.

Resources

Bikeability Scotland Resources are available to schools for free through the BSC. The following resources can be ordered twice a year through the resource order link, advertised with schools and on the HC Bikeability webpage:

- Level 1 – Badges, certificates, instructor notes
- Level 2 – Badges, certificates, rider guides, instructor notes
- Level 3 – Badges, certificates, Essential Cycling Skills guide.

Insurance

All BSI's and CT's carrying out Bikeability Scotland training on behalf of Highland Council within Highland schools are covered by Highland Council's liability insurance.

In order to counter any accusation of negligence, instructors must stick to the guidelines laid down by the Bikeability Scotland Coordinator, as detailed in this and the Bike Maintenance Protocol, in respect of Bikeability Scotland training courses.

COVID-19

Any COVID-19 restrictions or guidance put in place by either the Scottish Government or Highland Council must be adhered to when delivering Bikeability Scotland training sessions. Guidance documents will be produced, and risk assessment templates updated where necessary by the BSC.