



Dear Parent/ carers,

**Bikeability Level 1 training course**

We are pleased to be able offer your child the chance to take part on a National Standard Bikeability Level 1 cycle training course. The course runs over a morning or afternoon and takes place in school time. The training takes place in the school playground.

We have booked a Bikeability Level 1 course on:

- session booked for: 22<sup>nd</sup> November 2022 starting at 10am to 12.00pm
- session booked for: 22<sup>nd</sup> November 2022 starting at 1pm to 3.00pm

Your child must bring a roadworthy bike and cycle helmet into school. All bikes will be checked before the start of the course and you should make sure your child is suitably dressed for the weather. If your child would like to take part in Bikeability but does not have access to a bike or suitable protective equipment, please let us know far enough in advance and we will try and have the company bring one in.

Please read the 'Course Information' sheet for more information about the Bikeability training.

Thank you.

.....  
I would like my child to take part in the Bikeability Level 1 Training at school.

Name of child .....

Signed parent/guardian .....

# Calderdale Council Bikeability Consent Form



## National Standards Level 1

To be completed by parent / carer. Please complete and return back to school

Please give information as fully as possible. The information is for instructors and group leaders and will be strictly confidential to them.

Details			
Child's name:		Year Group:	
Date and time of course:			
Medical information			
Please give details of any disabilities / special needs:			
Recent injuries or illnesses e.g. back strain, flu:			
Medical conditions and any medication e.g. asthma, epilepsy, diabetes, allergies (e.g. penicillin):			
Bikeability DFT demographic data			
Gender:	Eligible free school meals		
Ethnicity:			
Cycle & helmet			
Your child will need a working bike & helmet that fits them.			
Parental / carer consent			
<ul style="list-style-type: none"> <li>I consent to any emergency medical treatment should it be deemed necessary by a qualified medical practitioner. (In the event of an emergency every effort will be made to contact you).</li> <li>I understand that if the instructor judges that my child is not able to undertake the training in the manner prescribed to ensure their safety, and /or that of others, they will be returned back to school.</li> <li>I will ensure my child is suitably dressed for the weather conditions on the day and apply sun block if necessary. It is advisable to provide a drink and snack.</li> <li>I consent that my child is allowed to use the hand sanitiser provided by the instructors.</li> <li>I have read all the course information.</li> </ul>			
I declare that the information on this form is correct to the best of my knowledge and that if any changes occur before the training, I will inform school. We realise that some circumstances are unforeseen and your child might not be able to attend. We ask that you give us as much notice as the course costs £40 per child.			
Name: Parent / carer		Date:	

Privacy Notice – Bikeability Holiday Courses. Calderdale Council of Town Hall, Crossley Street, Halifax, HX1 1UJ is registered with the Information Commissioners Office (ICO) under the provision of the Data Protection Act 2018. The following personal information will be collected:

School year group

The following special category information will also be collected:

Health Information relating to child attending the course

Gender and ethnicity of the child attending the course

Eligible for free school meals

We collect and hold the personal information listed above, along with health information about the child attending the course, for the purposes of admitting the child onto the course, to ensure the course is run safely and to confirm the child's consent to be on the course.

Gender, ethnicity and free school meals data are collected as a condition of receiving Bikeability grant funding we are required to report demographic data for pupils attending the training. This will enable the Department for Transport (DFT) to identify and deliver targeted interventions to those under-represented groups and reach the goal of being able to offer Bikeability to every child by 2025. Gender ethnicity and free school meal data are sent to the DFT are sent on an anonymised basis. For further information please see the DFT Bikeability Trust's Privacy statement [here](#).

### **The lawful basis for the processing your data**

The lawful basis we rely on for processing your personal information is: Article 6(1)(a) – your consent to process the information for the purposes stated. The lawful basis we rely on for processing special category information is: Article 9 (a) explicit consent

You may withdraw this consent at any time by writing to Steve Pullan, Public Health Team, floor 2a, Princess Buildings, Halifax, HX1 1TP.

In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer (DPO) if you feel that your data has not been handled in accordance with the law.

The Council's DPO is Tracie Robinson and can be contacted at [information\\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk) –

You also have the right to lodge a complaint with the Information Commissioner's Office at [www.ICO.org.uk](http://www.ICO.org.uk)



# Calderdale Council Bikeability

## **Bikeability Level 1 cycle course information**

Welcome to Bikeability – 'cycling proficiency' for the 21st Century. A cycle course that's fun and gives your child the skills and confidence they need to ride safely on today's roads.

The trainees will learn the skills to cycle on the road in the playground through a series of games and exercises. The session will take about two hours.

All trainees will be awarded a Bikeability book, certificate and badge,

The Bikeability National Standards Level 1 outcomes are:

- Fit your own helmet
- Carry out a simple bike check
- Get on your bike, start cycling, then stop and get off
- Ride your bike using the gears
- Make your bike go where you want it to, including moving around objects safely
- Control the bike with one hand
- Stop quickly if you need to
- Look all around you when you're riding, including behind, without wobbling.

### **Helmets**

Children should have their own helmets; full face helmets are not suitable for Bikeability cycle training. Please let the school know if you don't have a helmet.

### **Bikes**

Children must bring a roadworthy bike. All bikes will be checked before the start of the course. Please let the school know if you don't have a suitable bike.

### **Riding ability**

All children should be able to ride a bike unaided prior to the course, pupils unable to ride will be returned to class. We offer Learn to Ride courses in the holidays to improve their bike skills, see:

[www.calderdale.gov.uk/bikeability](http://www.calderdale.gov.uk/bikeability)

**Please note all children who do not demonstrate acceptable behaviour will have to return to class.**

**Bad weather**

We will continue to run the course in the event of bad weather unless conditions are too severe. We advise children bring suitable clothing for the day including a waterproof jacket.

**Staff ratios**

1 instructor to 6 trainees for the training.

**Observers**

We welcome teachers and/or teaching assistants to observe or be present during the course, but it isn't a requirement for any school staff to be present.

**Medical conditions**

We need to be informed on the consent form if any child has any particular need e.g. ADHD, dyspraxia, asperger's syndrome, hearing impairment or specific behavioural difficulties prior to the start of the course.

**Child Protection**

All Calderdale Bikeability Instructors have completed a Disclosure and Barring Service check, and carry a Calderdale Council ID badge with the DBS number.

**Course cancellation**

We realise that some circumstances are unforeseen and you might have to change the date or cancel the course. **We ask that you give us as much notice as possible as the course costs £20 per child.**