

Your Child and National Standard Level 2 Cycle Training

Please complete both sides of this form, sign and then return it to the school office

Part 1: about your child

What is your child's name?

Does your child need to carry an inhaler, epi-pen or similar or need to wear glasses? *If so, please give details so we can check before we leave the school*

Does your child have any other needs that it would be helpful for our instructors to be aware of? *If so, please give details*

Part 2: check your child's helmet

A helmet will cushion a blow to the head within the limits of its construction standard. We recommend that your child wears one. Please also check to see if your school has rules about wearing helmets.

My child will wear a helmet and it is correctly fitted

Yes No

If you tick 'yes' the Instructor will not allow your child to continue unless they are wearing it.

Part 3: check your child's bike

If your child's bike is not roadworthy our Instructors will not be allowed to take your child on the road. Our Instructors are authorised to make minor adjustments, with your child's consent, such as adjusting saddle height, but they are not cycle mechanics. Please make sure that your child's bike is roadworthy; you can use the checklist we sent out with this form.

My child's cycle is roadworthy

Yes No

Your child must have a roadworthy cycle to take part in the training

Part 4: check your child's skills

At the start of a Level 2 course our Instructors will assess, but not teach, the following basic Level 1 skills:

1. Be steady on the bike whilst having one foot on the ground.
2. Look behind without wobbling whilst pedalling;
3. Take one hand off the handlebars without wobbling whilst pedalling;
4. Stop quickly and keep control of the bike.

A child who does not have these skills will not be safe enough to go on the road so will not be able to continue with the training. You might like to practise them with your child before the course.

Part 5: other information

1. We will aim to continue training in most weathers where safe to do so. Please make sure your child is properly dressed for the weather.

2. If a trainee's behaviour endangers anyone's safety, they will not be able to continue the course.
3. If a trainee is absent from any part of the course, it will be at the instructor's discretion as to whether the trainee will be able to continue with the training. This is due to the progressive nature of the training. If the Instructor judges that a trainee who has missed some of the course would (a) not be safe on the road and/or (b) would need time on exercises that would prevent the rest of the group completing the course, then they will not be allowed back on the course.
4. At the end of the course, your child will receive a detailed assessment certificate. This will show you exactly what your child has been taught and achieved. We hope this will help you with the further development of your child's cycling skills.
5. Our Instructors have achieved accreditation to the National Standard, are DBS-checked and trained in basic First Aid. Instructors also receive ongoing training after accreditation.
6. We risk assess the roads around each school and select the ones that are suitable for training.
7. Use of your personal information:
 - a. This consent form: the school looks after this consent form. When our Instructors arrive at the school, they will ask to see the consent forms, then check them and hand them back to the school office staff. If you noted that your child needs to carry an epi-pen or similar, then the Instructors may make a note of that on the course register in order to check your child has it before leaving the school premises.
 - b. Course register: the school fills in the trainee names on our course register template and provides a copy for the Instructors. Instructors carry the register with them whilst teaching so they can learn the trainees' names and note progress against the course outcomes. At the end of the training, a register with final outcomes against each child's name is handed to the school who scan it and email a copy to the cycle training office. We also copy each child's name and the outcomes they have achieved on to the certificate given to the child. We store completed registers in our office for two years and then dispose of them securely. The reason we store them is so we can respond to any subsequent parental or school enquiries, such as a request for a replacement certificate.
 - c. We never pass personal information on to third parties.

If you have any questions, we will be happy to answer them. Please call Surrey County Council on 03456 009009 and ask for 'cycle training'. Thank you very much.

I give consent:

- For my child to participate in cycle training.
- For my personal information to be used as described above.

I agree to the other conditions in this consent form.

If you give your consent and you are the child's parent or carer, please sign your name:

..... **Date:**

Please return the completed form to the school office in order for your child to be enrolled on the course.