

# Information and Consent Form



## 1. Cyclist Details

Name			
Age	Female ____	Male ____	Age
Address			
Mobile			
Email			
Club / group / workplace			
Is English your first language?			

## 2. Emergency Contact Details

First name		Surname	
Relationship		Mobile	

## 3. Medical and specific needs

a) Details of sensory impairments, medical or health conditions that might affect your participation in cycle training. Explain what support or modifications are needed by the Trainer. (For example, allergies, Covid-19, dietary needs, diabetes etc.)
b) Medications you take on a regular basis (in case required by emergency services) Also, if you have an Inhaler or Epipen, tell the Trainer and carry it with you on the sessions

## 4. Cyclists Information

Please tick box for lesson requested:
1. Balance - help and support
2. Confidence - learn to control your bike and not let the bike control you
3. Bikeability Road Safety - learn good practice and tips for road cycling in low levels of traffic
4. Commuter regular journey package - support with your regular journey
Any other information relevant to your participation in cycling training session Or feel free to ask any questions here as well

Does the cyclist have their own bike?

## 5. Consent for Cyclists

Type of Consent	Circle answer
Consent for participation in cycle training in a traffic-free environment	Yes / No
Consent for cycle training to progress onto risk-assessed roads (L2)	Yes / No
Consent for photos and videos for coaching or promotional purposes	Yes / No

- I have read and understood the information on this form and CWJ has satisfactorily answered any questions I have asked
- I have thought about the nature of cycle training sessions, and understand and agree that I am participating in CWJ training sessions entirely at my own risk
- I will participate in a safe manner and follow all reasonable instructions from the Trainer or Ride Leader
- I confirm that the information I have provided is correct and complete to the best of my knowledge

Name (BLOCK CAPITALS)			
Signature Cyclist or parent / carer - * please highlight		Date	

## The boring stuff: Information for Cyclists

All cyclists participating in Bikeability, guided bikes rides or cycle confidence training provided by Cycle with Jan (CWJ) complete an application form before training begins.

Please return it before any training – if you have any questions, just contact CWJ.

CWJ asks for this information from you to

- form the legal basis of the contract between cyclists and CWJ
- design the cycle training for you personally
- tell CWJ about any health issues which need to be considered during training

The information below explains what to expect from CWJ training sessions, and you should read it carefully before giving consent by signing the form.

By signing the form you are stating that you:

- have read and understood the information and CWJ has satisfactorily answered any questions I have been asked
- understand and agree that my child participates in the coached sessions and/or training prescription entirely at their own risk
- Your child (if applicable) knows to follow the instruction of CWJ's instructor / ride leader
- are confirming that the information I have provided is correct and complete to the best of my knowledge

### 1. Participating with Cycle with Jan (CWJ) training

- CWJ aims to support cyclists with confidence and safety - CWJ is not about speed coaching.
- All cyclists participating in cycle training must complete the Cyclist Information and Consent Form.
- Training sessions may include a variety of activities in different environments and will present challenges. If you or the cyclist develop any concerns before or during a session, speak to the instructor straight away.
- All cyclists are required to behave in a way that does not impact on the safety or fun of the other cyclists.
- CWJ take safety responsibly at all times. In advance of training, CWJ will risk-assess training areas and rider equipment. CWJ will then highlight any potential risks, document those risks on a Risk Assessment, and take action accordingly. During training, CWJ will be constantly evaluating risks, however it must be recognized that it is not possible to remove all risk from cycling activities.

### 2. Training areas – Traffic-Free Training Area

- All CWJ confident cycle training starts in a traffic-free training area – this will be risk-assessed in advance. Note that it might not have a toilet or other facilities. Discuss any additional needs you might have in advance of training.
- It may be necessary to move cyclists from one location to another, which may require limited use of the public highway.

### 3. Training areas - Public Highway

If the Trainee has either

- substantial experience of riding on the road safely or
- demonstrated the riding skills required to ride on the public highway in a safe, confident and consistent manner,

then cycle training can move onto roads which have been risk-assessed in advance.

#### 4. Arrival and departure from training sessions

- a. It is your responsibility to get to the training session.
- b. Please **do not** cycle to the session unless you know you are competent enough to do so - either push your bike safely to the training area or transport it on a vehicle.

**If you have any difficulties, discuss your travel arrangements with CWJ in advance of the first training session**

#### 5. Medical and specific needs

It is your responsibility to provide CWJ with details of any health conditions that might affect the Trainees' ability to participate in cycle training.

CWJ are not able to provide guidance relating to health conditions, so if you have any health concerns about participating in physical activity, consult your GP before signing this form.

#### 6. Bike, Helmet and Clothing

- a. It is the responsibility of the Trainee to make sure that their bike, helmet and clothing is appropriate, well-maintained and in a safe condition before each session.
- b. If the bike is not in a safe condition (e.g. both brakes not working), it may not be possible to continue with the training.
- c. Trainees must wear a helmet which complies with current safety regulations when riding.

#### 7. Photography

- a. It is useful for photos and videos to be taken during sessions. These are used for promotion on websites or social media - you may opt out of this. Please also state if you do not want to be tagged if you use social media.
- b. CWJ are currently working with Northumberland County Council (NCC) and will be conducting promotions with them, please state if you do not give permission for this publicity.

#### 8. Data Protection

CWJ, as a Bikeability, Confident Cycle Trainer and Ride Leader, acts as a Data Controller, responsible for collecting and processing information provided by the Client. Processing includes the organisation, retrieval, consultation, use, and storing of Information and Consent Forms. When a form is completed, it is protected and securely stored in accordance with the principles of the Data Protection Act 1998, and will be

- treated as confidential and stored in lockable cabinet at the business address of CWJ
- may be used for marketing purposes, if consent for this is given by the Trainee

Direct any questions about data protection to Jan Chisholm, CWJ business owner.

Further information on Privacy and Data collection can be obtained from the Information Commissioners Office, which explains the rights of cyclists in relation to the information held by Cycle with Jan.

<https://ico.org.uk>

#### 9. Payment

Payment for sessions may be cash on the day, or by bank transfer, using these details

Nationwide Bank

Ms J Chisholm

Account number 27743452

Sort Code 07-08-06 [www.cyclewithjan.co.uk](http://www.cyclewithjan.co.uk)



[info@cyclewithjan.co.uk](mailto:info@cyclewithjan.co.uk)



Cycle With Jan



07718906358

**10. Feedback**

Feedback and reflection are important parts of the CWJ training process. After your training, if you think we could do something better next time, please let us know.

If you are able to provide any positive feedback, we would be grateful for comments on our facebook page under Reviews and better still, we would love to receive a Testimony from you.

Thank you!

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***For office use only***

Scheme name	Cycle with Jan	
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