**Code of Practice for Bikeability Instructors**

Model Code of Practice for Bikeability Instructors by the Bikeability Trust. Version 4, October 2024.

All **red type** should be replaced by the relevant information specific to your organisation or removed. Yellow highlights indicate where the model Emergency Procedures fulfils the Bikeability Trust’s requirements as set out in the ‘The Bikeability training provider application guide’ of November 2022.

This template can be used as the basis foryour Code of Practice for Instructors. It needs to be adapted, based on individual requirements and information added, before it will be fit for purpose.

The code of practice must be available to and be followed by all instructors.

**What is a code of practice?**

Our code of practice outlines the standards required for the conduct and integrity of Bikeability instructors who are working for registered Bikeability training providers. It is:

* a benchmark of good practice
* part of the policy and procedures for dealing with allegations and complaints
* supported by appropriate training and resources and is an integral element of quality assurance

This code of practice is based on UK Coaching [UK Coaching - Code of Practice for Sports Coaches](https://www.ukcoaching.org/resources/topics/guides/code-of-practice-for-sports-coaches) and British Cycling [British Cycling Code of Practice for Cycling Coaches](https://www.britishcycling.org.uk/Coaches-Code-of-Practice). The code of practice includeS three key themes:

* Rights (of the child / individual)
* Relationships
* Personal and professional standards

**Rights – Bikeability instructors must respect and champion the rights of every individual to participate in Bikeability.**

**Instructors must:**

* assist in the creation of an environment where everyone has the opportunity to participate in Bikeability
* maintain an environment free of fear, discrimination, or harassment
* recognise the rights of all riders to be treated as individuals
* treat all individuals with respect at all times
* not discriminate on the grounds of gender, marital status, race, colour, disability, sexual identity, age, occupation, religious beliefs, or political opinion
* challenge any form of discrimination
* be discrete in any conversations about riders or any other individuals
* communicate with riders with respect and care
* provide feedback to riders that is encouraging and constructive
* respect the development stage of each rider
* provide Bikeability training with appropriate intensity to the riders ages and abilities, as well as their physical, behavioural, social and emotional development
* ensure training is based on the needs and interests of the child

**Relationships – Bikeability instructors must develop a professional relationship with riders (and others) based on openness, honesty, mutual trust, and respect.**

**Instructors must:**

* promote the welfare and best interests of their riders
* not engage in any behaviour which constitutes any form of abuse (physical, sexual, or emotional, neglect or bullying)
* not behave in a manner which would lead any reasonable person to question their suitability to work with children or vulnerable adults
* not use inappropriate language to or in the presence of riders
* not engage in any acts of sexual intimacy with riders or display any behaviours of which would indicate such
* not provide personal contact details to a rider such as telephone numbers, email or social media contact details nor take said details from a rider
* not engage in any communication either offline or online with a rider outside of the training environment
* follow appropriate procedures if they have any welfare concerns about a rider
* be aware of the physical needs of riders and ensure training methods are appropriate to those needs
* ensure any necessary physical contact is appropriate to the training situation (such as helmet fitting, tying a shoelace, supporting someone to ride, first aid)
* not throw any item at a rider at any time, including hi-vis vests
* know, understand and adhere to their training provider’s safeguarding policies and procedures
* when using the instructor app, in feedback only include information relating to Bikeability training and not include other information including sharing contact details
* when using the instructor app, not take screen shots of rider information

**Personal standards – Bikeability instructors must demonstrate proper personal behaviour and conduct at all times.**

**Instructors must:**

* be fair, considerate, and honest, with a high degree of integrity
* display high standards of language, manner, punctuality, and preparation
* be a positive role model for riders and other instructors
* promote respect for the environment
* promote an image of a healthy lifestyle (do not smoke, vape, take banned substances, or drink alcohol whilst delivering Bikeability)
* display respect, dignity, and professionalism

**Professional standards – Bikeability instructors must ensure safe and correct practise by attaining a high level of competence through qualifications, experience, and a commitment to ongoing training.**

**Instructors must:**

* deliver training in accordance with the Cycle Training Delivery Guide and Activity Guides.
* use learning environments that offer managed risks and that are appropriate to the riders’ current level of progression
* read, understand and implement their training provider’s policies and procedures
* be qualified to teach all three core levels of Bikeability
* be professional and accept responsibility for their actions
* be committed to delivering enjoyable and high quality Bikeability training
* demonstrate commitment to continuing professional development (CPD)
* maintain up to date knowledge and skills
* take part in your training provider’s internal quality assurance processes, which may include being observed and receiving feedback
* ensure that all incidents and near misses are reported to the training provider at earliest available opportunity
* complete the required essential training and dbs checks
* follow the provided guidance when using the instructor app