



**Hampshire
Outdoors**
Skills & Participation

Hampshire Outdoors Bikeability

Hampshire County Council

Code of Practice

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Hampshire
County Council

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Code of Practice for Hampshire Outdoors Bikeability Staff

What is a code of practice?

Our code of practice is a guide to the standards required for the conduct and integrity of Bikeability staff who are working for registered Bikeability training providers. It is:

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

This code of practice is based on UK Coaching [UK Coaching - Code of Practice for Sports Coaches](#) and British Cycling [British Cycling Code of Practice for Cycling Coaches](#).

This code of practice includes four key themes:

1. Rights (of the child / individual)
2. Relationships
3. Personal Standards
4. Professional standards

1. Rights –Hampshire Outdoors Bikeability staff must respect and champion the rights of every individual to participate in Bikeability.

All staff should:

- 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

2. Relationships – Hampshire Outdoors Bikeability staff must develop a professional relationship with riders (and others) based on openness, honesty, mutual trust, and respect.



All staff should:

- 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)
- avoid sexual intimacy with riders
- 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)
- know, understand and adhere to their training provider's safeguarding policies and procedures

3. Personal standards – Hampshire Outdoors Bikeability staff must demonstrate proper personal behaviour and conduct at all times.

All staff should:

- 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, take banned substances, or drink alcohol whilst delivering Bikeability)
- display respect, dignity, and professionalism

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

All staff should:

- deliver training in accordance with the Bikeability Delivery Guide
- 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)
- maintaining up to date knowledge and skills
- take part in Hampshire Outdoors internal quality assurance processes, which may include being observed and receiving feedback