

Bikes in the Park Registration – Not Easy Read

(for people coming as part of a group)

Bikes in the Park exists to get disabled people cycling. We welcome the involvement of all and want everyone to have a fun and safe time.

Who is this for?

This form is for participants who come with a group or who are supported by someone who is paid by another organisation. If you are coming by yourself, or with family or friends, please ask for a different form. Please ask if you would like the Easy Read version.

What's in here?

This document is in 5 parts:

- Contact information needed about the group/ centre
- Agreement to be signed by the Centre/ Group manager
- Information about the cycling participants. You will need to photocopy the page for each participant.
- Contact information about support workers in the group/ centre.
- Information, including guidelines for staff attending cycling sessions and information on finding out if a session is cancelled.

When new people come with your group you need to provide their participant details and not the rest of the information already provided.

What to do with this form

Keep the 2 back pages.

Please write clearly or type in the information. If we can't read your writing we may enter the details incorrectly and the register will be wrong, causing delays at cycling sessions. You may not receive email updates if we cannot read your email address.

Ensure the form is signed.

Bring the form along to the group's first session.

If you have any queries, please ask staff or contact the office on 020 7346 8482 or info@wheelsforwellbeing.org.uk.

Data Protection

Wheels for Wellbeing (WfW) is registered with the Information Commissioner and complies with the Data Protection Act 1998. All our data is collected for a purpose e.g. to provide participants/ supporters with updates. WfW will not make personal details available to other organisations without consent from the individual.

Contact details about the group/ centre

Centre/ group name.....

Type of centre/ group eg residential/ day, which client group, what ages.....

.....

Address.....

.....

Postcode.....

Borough.....

Full name of the centre/ group manager

Full name of the primary contact person

Telephone number

Fax.....

Email [this will enable you to receive updates eg if sessions are cancelled in advance]

.....

Would you like to be kept in touch with other Wheels for Wellbeing news?

Yes/ No

Agreement with Wheels for Wellbeing for attendance at cycling sessions

At all times, the centre/ group [referred to as “our” from now on] staff will remain responsible for those they are supporting.

Before going on the track our staff will read the guidelines below. They will discuss these with new participants, as appropriate, together with help from an instructor as needed.

Our staff must ask an instructor if they are unsure about using any equipment.

It is usually up to participants (with our staff, if appropriate) to decide whether they want to wear a helmet. On certain occasions Wheels for Wellbeing may insist on a helmet being worn. Incorrectly fitted helmets can be more dangerous than wearing no helmets.

Our staff are responsible for ensuring that helmets, if they are to be worn, are correctly fitted. Instructors will advise on fitting as needed. Guidelines are provided below.

We will ensure that a satisfactory level of support is provided at cycling sessions in line with the needs of our service users.

Our staff attending cycling sessions will be able to ride a bicycle.

We will keep Wheels for Wellbeing informed of new service users or staff who attend cycling sessions.

I understand, and I am happy, that the sessions will be led by experienced and qualified cycle trainers; I am aware that they will offer guidance, advice and support with regard to cycling and cycling related matters.

I accept that there may be an element of risk in all activities but I am satisfied to proceed with the sessions for people attending from[give centre/ group name].

Manager's signature

.....

Print name

.....

Date

Information about the cycling participants

Please complete this section for each participant.

Participant name.....

Centre name

Borough of residence.....

Would the participant like to receive email updates about Arena sessions? Yes/ No

If yes, please give email address.....

How did the participant hear about Bikes in the Park ?.....

Please ring as appropriate:

Gender	Male	r
	Female	r

Date of birth (date, month, year)
--

Primary impairment			
Learning difficulty	r	Physical impairment	r
Mental health issues	r	Hearing impairment	r
Autism/ other challenging behaviour	r	Visual impairment	r
Other (please specify)	r		

Ethnic origin			
Asian/ Asian British - Indian	r	White - British	r
Asian/ Asian British - Bangladeshi	r	White - Portuguese	r
Asian/ Asian British - Pakistani	r	White - Irish	r
Asian/ Asian British - other	r	White - Other	r
Mixed - White & Black African	r	Black or Black British - African	r
Mixed - White & Asian	r	Black or Black British - Caribbean	r
Mixed - White & Black Caribbean	r	Black or Black British - Other	r
Mixed – other	r		r
Chinese – Chinese	r		
Chinese – other Chinese	r		

Information about support workers or other staff members who attend/ are likely to attend cycling sessions

Please provide this information for all staff who may attend Bikes in the Park sessions. As part of any induction process, please inform us if a new starter is to be added to this list.

Full name

Email address.....

Phone number.....

Full name

Email address.....

Phone number.....

Full name

Email address.....

Phone number.....

Full name

Email address.....

Phone number.....

Full name

Email address.....

Phone number.....

Full name

Email address.....

Phone number.....

Ground rules

Before cycling with us you must agree to these ground rules, to the best of your ability. If you don't agree, don't ride.

- For people not attending independently: parents/ carers/ support workers remain responsible for those they accompany.
- No unsupervised children are allowed to use the cycles.
- You ride at your own risk and the supervisors are in charge.
- The route is one-way only - no U turns permitted.
- Do not ride any cycle unless you know how to make it stop and how to make it go where you want it to. Ask an instructor if you are not sure.
- Please ride considerately at all times.
- Use the bell and your voice to tell others where you are.
- Do not take a passenger unless the bike is designed for it and you have had specific instruction.
- When you are finished with a cycle, please leave it lined up with the other unused cycles.
- Please point out immediately any problems with your cycle.
- Please respect our cycles. They are very expensive to repair and it is a shame to deprive others of the chance to ride them.

Getting ready to cycle

Wearing a cycle helmet

The protection a helmet provides depends on a good fit. It may be better to wear no helmet than an incorrectly fitted helmet. If you're not sure whether a helmet fits, ask a member of session staff.

A helmet should:

- Fit snugly and comfortably around your head
- Sit low on your forehead, so you can see the edge of the brim when you look up
- Have room for 2 fingers between the strap and your neck.

Other things to think about

- Tuck in any trousers or long skirts to keep them away from chains and wheels
- Wear shoes with at least a little grip so your feet don't slip on the pedals
- Keep hair out of your eyes while cycling. Do you need to tie it back?
- Most cycles do not have racks so you won't be able to carry your bag whilst cycling. Can you leave it at home? Wheels for Wellbeing cannot take responsibility for lost or stolen possessions.

Session times

Current session times are Fridays from 10 - 12.30.

Charges

We charge £3 per disabled person to come to sessions; this covers use of the cycles and advice for the disabled person and their support worker, where appropriate. Any additional person aged 10+ attending with a disabled person will be charged £1.

Want to check if a session has been cancelled?

Typically, we cancel if there is very poor weather or if a member of staff is unwell.

If you want to find out on the day, try the Wheels for Wellbeing Bikes in the Park mobile on 07578 746 448 which should have a recorded message. Please call no more than 15 minutes before Bikes in the Park is due to start so staff have a chance to make a decision. Do not leave a message as calls cannot be returned.

To be kept informed of updates, including if we have to cancel a session in advance, email janet@wheelsforwellbeing.org.uk to be added to the mailing list. You can also check www.wheelsforwellbeing.org.uk.

Any questions about cycling?

Want to know about London cycle maps or what rides are happening? Whatever the question, ask a member of session staff. They are there to help everyone enjoy the benefits of cycling.

Want to volunteer with us?

If you would like to help us do more why not volunteer with us? Please contact Janet Paske at janet@wheelsforwellbeing.org.uk or call her on 020 7346 8482 or visit <http://www.wheelsforwellbeing.org.uk/wfw/index.php/volunteering/> for more information.