



Department of
Education

APPENDIX I: CYCLING, CYCLE TOURING AND MOUNTAIN BIKING

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CYCLING, CYCLE TOURING AND MOUNTAIN BIKING

This document contains specific requirements related to cycling activities and must be read in conjunction with *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures.*

1. BACKGROUND

Cycling activities include road safety sessions, cycle touring, mountain biking (free ride, BMX, cycle cross, downhill, gravity enduro, all mountain, cross country, dirt jumping, four cross) and road and track racing.

DEFINITIONS

ASSISTANT SUPERVISOR

Assists the Qualified Supervisor and or Department teacher-in-charge. May or may not have relevant qualification or experience.

BMX (BICYCLE MOTORCROSS)

Stunt riding on rough ground or over an obstacle course. Performed on an off-road bike used for both racing and stunt riding.

CYCLE TOUR

A highly organised cycling event which incorporates the appropriate support or training and preparation to allow it to be conducted over longer distances. Cycle tours may be conducted for more than one day and involve overnight stays.

LOW LEVEL RIDING COMPETENCY - ON SCHOOL SITE

On school grounds: paved, bitumised, concrete, or sport court areas; bike paths and foot paths.

Off-road on school oval/grassed area or wide fire trails with a gentle gradient and a smooth surface that is free of obstacles.

LOW LEVEL RIDING COMPETENCY - OFF SCHOOL SITE

Off school grounds on low traffic local bike paths and foot paths.

Off-road on fire trails with a gentle gradient and a smooth surface that is free of obstacles.

MODERATE LEVEL RIDING COMPETENCY

On-road: no/low to minimal traffic.

Off-road: combination of fire road or wide single track with a gentle gradient relatively free of unavoidable obstacles.

HIGH LEVEL RIDING COMPETENCY

On-road: medium to high traffic areas, open road, cycle touring; BMX tracks and courses.

Off-road: single trail with moderate to steep gradients, variable surfaces (including rocky or loose tread) and obstacles (including logs, roots and rocks).

MOUNTAIN BIKING.

The act of riding on rough terrain typically off-road. Performed on a rated bicycle of stronger frame and thicker knobby tyres.

QUALIFIED SUPERVISOR

Has the required qualifications, skill, experience and technical knowledge to instruct the activity.

REMOTE OR ISOLATED AREAS

Includes any location where medical emergency assistance is more than one hour away by road and/or air.

ROAD CYCLING

Recreational and racing cycling on a road, where the cyclist is expected to obey the same rules and laws as vehicle drivers.

SUPERVISORY TEAM

All adults who have a supervisory role at the activity.

TEACHER-IN-CHARGE

The member of the teaching staff who is authorised by the Department of Education to manage a school activity.

TRACK CYCLING

The act of riding on a flat area such as a minor road or track which is free of rocks, potholes or possible hazards, sufficient in size to enable the safe passing of riders, and isolated from pedestrians or traffic.

TOURING OR EXPEDITION CYCLING

Cycling activities that involve an overnight stay(s).

2. ENVIRONMENT

The suitability of the venue or route is determined after considering the full scope of the proposed cycling program, the skills, experience and capacity of each student, and the supervision required.

When assessing the suitability of a location, access to resources, services and facilities need to be also considered (e.g. shelter, toilets, water, external communication and assistance).

Some locations/trails have a recommended maximum number of participants. Research desired locations/trails well in advance to confirm sites are suitable for group size and competency levels.

The route should be 'staged' to allow frequent rest stops.

A support or pick up vehicle is required to be on standby as a precautionary measure (refer to the *Equipment* section in this document).

When using a specialised track bike, riding must be confined to a track or velodrome.

Permission may be needed before using a velodrome or when mountain biking in off-road locations, especially on reserves, private property or national parks. Where riding is allowed in national parks, permission from the relevant Department of Biodiversity, Conservation and Attractions office is required (groups are to complete the application form for [Registration/Permission to Conduct Non-Commercial Organised Education and Leisure Activities](#) and submit it for approval). Trails specified as walking or equestrian trails are not to be used.

If using the [Munda Biddi](#) Trail for mountain biking (or other mountain bike trails such as, the Kalamunda Circuits (Camel Farm) or Goat Farm trails), the Department of Education employee-in-charge must consult the [Department of Biodiversity, Conservation and Attractions](#) regarding fire bans, smoke, park closure alerts and updates for events that may affect the proposed activity.

Guidance

Further information about mountain biking trails can be found on the [Trails WA](#) and [WestCycle](#) websites.

Many sites have access restrictions. The organisations listed in the *guidance* section and local land owners can also be consulted for information about:

- route planning (including evacuation);
- alternative routes in the event of restricted access;
- shelter, toilets, drinking water (etc.) availability at the location/venue; and
- procedures to follow when there is a risk of bad weather, storms, bushfires and/or other changes to the environment.

Groups must adhere to local land management permit requirements.

Weather Considerations

Cycling activities are not to be undertaken in any area where high alert weather conditions are forecast and or any area where the fire danger rating is very high or above. Refer to [Department of Fire and Emergency Services](#) for fire alerts or fire danger ratings. Alternatively, contact the local shire as part of an environmental check.

If conducting a cycling activity during the fire restriction season, plan a route that allows for evacuation and confirm that the group has access to current fire information via radio, mobile or satellite phones providing bulletins from a manned base.

Weather conditions need to be assessed and monitored in the days leading up to the activity, on the day of the activity and throughout the activity in order to determine conditions and comply with fire ban regulations. The supervisory team may need to modify, relocate or cancel the activity at any time. Check the [Bureau of Meteorology](#) for up to date conditions and weather warnings.

Road and track cycling

A flat area such as a minor road or track which is free of rocks, potholes or possible hazards, sufficient in size to enable the safe passing of riders, and isolated from pedestrians or traffic, is preferred for instructional purposes.

Designated bicycle paths or vehicle free circuits should be used in preference to public roads. The route must minimise exposure to heavy traffic or any particularly hazardous or busy areas. Alternative routes are selected if there is any doubt regarding access.

BMX riding

It is recommended that BMX riding be conducted at a recognised BMX facility.

Mountain bike riding

Trails dry at different speeds, depending on the design features and dirt. Supervisors should conduct risk assessments appropriate to level of trail and environmental conditions during and prior to conducting any mountain biking program.

Students should not race on the course.

Guidance

Where practical, the Department teacher-in-charge should have first-hand knowledge of the venue or route. Sources of information may include:

- *the venue manager;*
- *the local ranger or land manager;*
- *Westcycle - the peak body for cycling in WA.*
- *local cycling clubs and sporting organisations can be found on the Westcycle website;*
- *other experienced cyclists;*
- *local Police;*
- *other schools that have conducted similar activities at that location;*
- *external providers;*
- *Visitor Centres such as Dwellingup, Northcliffe, Pemberton, Karratha, Collie or Margaret River; and*
- *Outdoors WA.*

Some of these agencies may also be consulted for assistance in route planning.

Trails dry at different speeds, depending on the design and the dirt. For further information, contact the trail builder, management, local bike shop or mountain bike club for advice.

All participants must be fully conversant with, and adhere to, all Western Australian traffic regulations (Road Traffic Code 2000), including the Department of Transport's bicycle rules, standards and safety.

Minimal impact practices are to be observed at all times, particularly in environmentally sensitive areas, or where roads and tracks are in relatively undisturbed areas.

3. CAPACITY OF STUDENTS

Prior to commencing any cycling or cycle touring activity, the Department teacher-in-charge must:

- confirm that each student has the capacity and required cycling and road safety skills to participate safely; and
- determine if additional skills are required by students to safely participate in the proposed activities.

Students must not ride on public roads unless they have:

- demonstrated an adequate understanding of likely traffic conditions;
- demonstrated the ability to respond appropriately to potential hazards; and
- the physical and cognitive skills to manage the road traffic environment safely while cycling.

Guidance

Where possible, all students should have previously participated in a bike education skills-based program and have knowledge of basic bicycle maintenance, applicable to the activity and location.

Students should demonstrate a level of fitness appropriate to the type of cycling activity being undertaken. For extended tours, training should include fitness and distance riding activities, as well as cycling practice on uneven surfaces and steep gradients.

Students should be familiar with the techniques of cycle touring, where applicable. These techniques should be practiced in a variety of contexts and terrains prior to departure, and should include practical exercises in bicycle control and maintenance.

Longer trips should be divided into sections to allow frequent rest stops.

The capacity and experience of participating students must be taken into account when planning a mountain bike activity, particularly if there are a number of extreme inclines and sharp corners.

4. STUDENT HEALTH CARE

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

5. ACTIVITIES

Cycling activities must not be conducted on the road with students under the age of nine years of age, as per the WA Department of Transport's *bicycle rules, standards and safety*.

Cycle touring that involves long sections of road travel is not recommended for students under the age of 12 years of age.

Students must be trained in the effective use of brakes, gears and safe group riding techniques, if applicable.

Students should be trained to use cycling hand signals (e.g. when overtaking, cornering, slowing, stopping and signalling fellow riders of hazards) or verbal signalling (e.g. when students are mountain bike riding and need to keep their hands on the handlebars).

Road considerations

Where heavy traffic is likely to be encountered, a support vehicle must follow the group and display a sign to warn other road users of the cycling party.

Groups of riders must have appropriate intervals between them so that traffic flow is not affected.

Special care is taken when cycling during low visibility such as at dawn and dusk, or when it is raining.

Night riding must not be undertaken.

Please note: Rottnest Island roads are classed as low traffic roads, requiring low level riding competencies. A minimal number of commercial vehicles operate on the island and the roads provide a smooth, safe environment for students to move from one point to another. A risk assessment should form part of the planning process by the Department teacher-in-charge.

Guidance

Weather conditions are monitored for their impact on road conditions in order to determine when to commence (and finish) cycling activities.

Caution and courtesy are needed on bicycle and shared pedestrian paths, particularly where paths cross roads.

Regular rest and refreshment breaks are to be scheduled, particularly for long trips. Route briefings should be conducted at rest stops.

Speed must be monitored at all times and appropriate instruction provided. Particular attention is paid to speed and road position, especially on steep downhill grades.

Where events (e.g. bikeathons, duathlons and triathlons) are conducted outside the school grounds, the Department teacher-in-charge notifies and liaises with relevant clubs, the local government authority, the Department of Biodiversity, Conservation and Attractions and Police to gain all relevant permits.

6. EQUIPMENT

Each student should have their own correctly-sized, roadworthy bicycle that fulfils all legal requirements and has well-maintained brakes, tyres, chains and gears.

If a bicycle is hired or borrowed, it must be in a safe, roadworthy condition and suitable for the activity.

Students must not be permitted to ride a bicycle that fails a mechanical inspection and/or is known to be unsafe or incorrectly sized. As a minimum, the suitability of a bicycle should include a thorough inspection which considers the frame size, seat position and height, and seat to handlebar distance, to verify that the rider can operate the brakes and gears effectively.

Students should be taught how to maintain their bicycles.

Handle bar tape and plugs must be fitted to the bicycle for safety.

Bicycles used for velodrome cycling must conform to the relevant Standard or specifications.

Bicycles used for BMX activities must have adequately padded handle bars, cross bar and a goose neck. Knee and elbow pads, gloves, closed shoes, long sleeved top and long pants must be worn.

Support vehicle

If a support vehicle is used, it must be registered and display a sign that warns motorists that cyclists are on the road.

During touring activities a support vehicle must accompany the group. The vehicle must be available to transport tired or injured riders, defective bicycles, as well as be present for safety reasons at regular intervals. The support vehicle must carry communication and emergency equipment.

Appropriate equipment and clothing

First aid equipment must be readily accessible. It must include items appropriate to the activity, environment, size and needs of the party and duration of the activity. First aid equipment must be carried by a supervisor, preferably at the rear of the group.

Students should be encouraged to wear brightly coloured, highly visible and/or reflective, close fitting clothing that suits weather conditions and strikes a balance between ventilation and protection (e.g. shorts, aerobic pants or cycling knicks).

All participants must wear an appropriately sized, correctly fitted helmet that adheres to the relevant Australian Standard. The helmet must be fitted and positioned correctly, with chinstraps fastened securely at all times.

Gloves are recommended for road, mountain bike riding and track cycling as they absorb vibration and protect the hands.

Appropriate, hard-soled, closed footwear must be worn.

Mobile phones must be available for use in an emergency situation on all rides (with allowance made for the fact that they do not operate in all localities). Satellite phones and/or UHF radios should be used where there is no mobile phone coverage.

Guidance

For further information, refer to *Australian Adventure Activity Good Practice Guide: Cycling and Mountain Biking.*

Safety, repairs and maintenance

All bicycles should be checked before the cycling program commences. It is recommended that front and rear lights be fitted and used when vision or safety is compromised.

Students should conduct a safety check of their bicycle at the beginning of each lesson (tyre pressure, tyre condition, gear system operation, steering mechanism, and pedal condition). Detected faults should be reported. Students should also check the adjustment of their helmet and the condition of the inner and outer shell of their helmet.

In the event that a student's personal bike has been identified to have a fault, a list of detected faults is sent home to parents for repair. A copy of the report form should be kept by a nominated supervisor as a permanent record.

If the parent does not make the required repairs or adjustments, the bicycle is not to be used in the program until such time as repairs and adjustments have been made.

A comprehensive tool kit and spares must be carried on all trips. Consideration should be given to equipment needs appropriate to the environment and duration of the activity.

All students on day trips or expeditions should have appropriate equipment for personal safety and bike maintenance.

Each cyclist should carry a waterproofed map of the route, water bottle and energy food in a bike carrier, pannier, day pack or hydration backpack. Insect repellent, a plastic bag for rubbish and a small, personal first aid kit may also be useful.

For road cycling, all participants should carry a basic tool kit containing spanners or allen/hex keys that suit their bicycle, a puncture repair kit, a spare inner tube and pump. Should a student not have a kit, he/she should travel with a buddy who does.

Students should be encouraged to apply a broad-spectrum, water-resistant sunscreen as per manufacturer's instructions.

Students who own sunglasses should be encouraged to bring and wear them when required.

Legislation

Refer to the *Department of Transport* for information about bicycle rules, standards and safety requirements. Standard requirements need to be met before a bicycle can be considered legal for use on WA roads and shared paths.

Touring and events

Consideration should be given to placing signs on the roadside at the start and finish of the activity and on significant roads entering the proposed route, to warn members of the public that there will be cyclists on the road. Local police should be advised of the activity, date, time and route, prior to the commencement of the event.

When touring, all gear should be carried securely in panniers or day packs. Handlebar bags designed for small, light items can be used for maps, phones, cameras and snacks only. Otherwise, no gear should be carried on the handlebars.

7. THE SUPERVISORY TEAM

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

8. EXTERNAL PROVIDERS

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

9. MINIMUM QUALIFICATIONS AND COMPETENCIES

The Department teacher-in-charge must confirm that the supervisory team members possess skills in cycling, navigation and bike maintenance, and have the appropriate experience, knowledge and skills to identify and manage potential risks at any stage during cycling activities.

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for mandated:

- first aid qualifications; and
- evidence requirements for all qualifications and competencies.

Minimum qualifications, formal training accreditation or required knowledge and skills:

Where cycling activities are conducted on school grounds, local trips on bike paths, shared paths and footpaths (crossing, but not travelling on roads), the supervisor should have relevant cycling experience, relevant current first aid and CPR accreditation.

If leaving the school grounds, at least one member of the supervisory team must have experience specific to the desired activity or have attained current, activity-specific competencies from a recognised tertiary institution or training organisation as follows:

Activity	Qualified supervisor requirements
On school site and/or cycle paths	<ul style="list-style-type: none"> • The supervisor must have relevant cycling experience, current knowledge of the location to be used, current first aid and CPR current accreditation.
Road or cycle touring	<ul style="list-style-type: none"> • The supervisor must have relevant cycling experience, current knowledge of the location to be used, current first aid and CPR current accreditation; and <ul style="list-style-type: none"> ○ <i>Schools Teacher Coaching Course (CAST)</i> from Cycling Australia; or ○ <i>AustCycle Skills Coach Course</i> accreditation equivalent to the National Coaching Accreditation Scheme (NCAS) <i>Beginning Coaching accreditation</i>; or ○ <i>Level 1 Road and Track Coach certificate</i> from Cycling Australia; ○ <i>Foundation Instructor</i> from AusCycling: <i>Road</i>; or ○ <i>Teacher Accreditation Course: Cycling</i> from WestCycle.

Velodrome, track or designated banked trail	<ul style="list-style-type: none"> • The supervisor must be suitably qualified and must have proven experience in track/velodrome cycling and experience as an instructor; or • NCAS <i>Road or Track Skills Coach accreditation</i>; or • <i>Foundation Instructor</i> from AusCycling: <i>Track</i>
BMX cycling	<ul style="list-style-type: none"> • The supervisor must be able to prove they are suitably qualified and have proven experience in conducting BMX cycling; or • <i>Freestyle BMX Coach accreditation</i> from Cycling Australia; or • <i>Beginner BMX Coach accreditation</i> from BMX Australia; or • <i>Foundation Instructor</i> from AusCycling: <i>BMX</i>
<p>Mountain biking /off-road</p> <p><i>Qualification only required for riding classifications of Moderate level riding competency and above.</i></p>	<ul style="list-style-type: none"> • The supervisor must have relevant mountain biking experience, current knowledge of the location to be used, current first aid with current CPR accreditations, personal experience in group mountain biking; and a current: <ul style="list-style-type: none"> ○ <i>Schools Teacher Coaching Course (CAST)</i> from Cycling Australia; or ○ <i>Level 0 MTB Skills Coach accreditation</i> from Mountain Bike Australia; or ○ <i>Foundation Instructor</i> from AusCycling: <i>Mountain Biking</i>; or ○ <i>Munda Biddi Ride Guide course</i>; or ○ <i>Mountain Biking Instructor accreditation</i> previously recognised under the National Outdoor Leadership Registration Scheme (NOLRS); or ○ Relevant units in Mountain Biking completed as a part of a Certificate III (or higher) in Outdoor Recreation or Sport, Fitness and Recreation Training package; ○ <i>Teacher Accreditation Course: Cycling</i> from WestCycle; or ○ an equivalent qualification, as recognised by the Director General.

It is recommended that all members of the supervisory team have relevant cycling skills, personal experience in the particular cycling activity and current knowledge of the location to be used.

It is recommended that at least two members of the supervisory team have relevant current first aid and CPR accreditation when conducting cycling activities off school sites.

Cycling venues such as velodromes and BMX tracks are only to be used under the guidance and supervision of suitably experienced or qualified supervisors.

Skills and experience

The Department teacher-in-charge must confirm that the supervisory team:

- has experience in the activity at the level being offered to students;
- has the relevant qualifications;
- has current First Aid and CPR qualifications; and
- understands the emergency responses and supervision responsibilities.

At least one member of the supervisory team must have expertise in routine bicycle maintenance.

All supervisors should have personal competence in the required cycling skills to be undertaken, as well as knowledge of:

- common injuries associated with each mode of cycling, and first aid experience in dealing with those injuries; and
- road rules and cycling codes, including rider etiquette.

10. MINIMUM LEVELS OF SUPERVISION

Group sizes and supervision levels are determined by the Department teacher-in-charge after considering the:

- purpose of the activity;
- age, capability, experience and skills of each student;
- capacity of the teacher or supervisor(s);
- type of cycling activity to be undertaken;
- students' medical conditions or disabilities; and
- nature of the environment.

Greater supervision must be provided for beginners, primary aged or less able students if they are participating in activities outside the school grounds.

Supervision levels include the following minimum requirements:

- where cycling activities are held off the school grounds, including cycling touring and on-road cycling, there must be at least two supervisors; and
- the supervisor who leads the activity must have the relevant qualification and be an experienced supervisor; and the other supervisor assists the lead supervisor.

Different levels of supervision apply to different cycling activities.

LOW LEVEL RIDING COMPETENCY - ON SCHOOL SITE

Kindergarten - Year 3

There must be two supervisors at all times:

- One qualified supervisor for every 22 students of part thereof; and
- One supervisor for every six students or part thereof (including the qualified supervisor).

Year 4 - 6

There must be two supervisors at all times:

- One qualified supervisor for every 22 students of part thereof; and
- One supervisor for every 11 students or part thereof (including the qualified supervisor).

Year 7 - 12

Recommended two supervisors at all times:

- One qualified supervisor for every 22 students of part thereof;
- One supervisor for every 16 students or part thereof (including the qualified supervisor).

LOW LEVEL RIDING COMPETENCY - OFF SCHOOL SITE (Includes Rottnest Island)

Kindergarten - Year 3

There must be two supervisors at all times:

- One qualified supervisor for every 22 students of part thereof; and
- One supervisor for every five students or part thereof (including the qualified supervisor).

Year 4 - 6

There must be two supervisors at all times:

- One qualified supervisor for every 22 students of part thereof; and
- One supervisor for every 11 students or part thereof (including the qualified supervisor).

Year 7 - 12

There must be 2 supervisors at all times:

- One qualified supervisor for every 22 students of part thereof; and
- One supervisor for every 16 students or part thereof (including the qualified supervisor).

MODERATE LEVEL RIDING COMPETENCY

Kindergarten - Year 3

This activity is not recommended for students in Kindergarten - Year 3.

Year 4 - 6

There must be two supervisors at all times:

- One qualified supervisor for every 22 students of part thereof; and
- One supervisor for every 10 students or part thereof (including the qualified supervisor).

Year 7 - 12

There must be two supervisors at all times:

- One qualified supervisor for every 22 students of part thereof; and
- One supervisor for every 16 students or part thereof (including the qualified supervisor).

HIGH LEVEL RIDING COMPETENCY

Kindergarten - Year 6

This activity is not recommended for students in Kindergarten - Year 6.

Year 7 - 12

There must be two supervisors at all times:

- One qualified supervisor for every 22 students of part thereof; and
- One supervisor for every 11 students or part thereof (including the qualified supervisor).

The table below illustrates the supervision requirements for common group sizes. Groups may be larger than those indicated here but must remain within the prescribed supervision ratios and any limits set out earlier in this document.

<i>Cycling activities</i>	<i>Year level</i>	<i>Number of students</i>	<i>Qualified supervisor</i>	<i>Experienced assistant supervisor</i>	<i>Total supervisory team</i>	
Low level riding competency: On site	K - 3	1 - 12	1	1	2	
		13 - 18	1	2	3	
		19 - 22	1	3	4	
		23 - 24	2	2	4	
		25 - 30	2	3	5	
	4 - 6	1 - 22	1	1	2	
		23 - 33	2	1	3	
	7 - 12	1 - 16	1	0	1	
		17 - 22	1	1	2	
		23 - 32	2	0	2	
Low level riding competency: Off site	K - 3	1 - 10	1	1	2	
		11 - 15	1	2	3	
		16 - 20	1	3	4	
		21 - 22	1	4	5	
		23 - 25	2	3	5	
		26 - 30	2	4	6	
		31 - 35	2	5	7	
	4 - 6	1 - 22	1	1	2	
		23 - 33	2	1	3	
	7 - 12	1 - 22	1	1	2	
		23 - 32	2	0	2	
	Moderate level riding competency	K - 3	Not Recommended			
		4 - 6	1 - 20	1	1	2
21 - 22			1	2	3	
23 - 30			2	1	3	
7 - 12		1 - 16	1	1	2	
		17 - 22	1	1	2	
		23 - 32	2	0	2	
High level riding competency	K - 3	Not Recommended				
	4 - 6	Not Recommended				
	7-12	1 - 11	1	1	2	
		12 - 22	1	1	2	
		23 - 33	2	1	3	

11. SUPERVISION STRATEGIES

Supervisory requirements must take into consideration the:

- age, capacity, experience and skills of each student;
- qualifications, capacity and experience of the supervisor(s);
- type of cycling activity to be undertaken;
- students' medical conditions or disabilities;
- nature of the environment (e.g. roadway, velodrome, off-road, gravel, visibility, gradient, traffic hazards);
- location of the activity (local or remote); and
- current and predicted weather conditions.

When repairs are being made during a ride, the remainder of the group must be supervised in a safe environment.

Refer to the *Camping* activity specific document if the cycling excursion has an overnight component.

Guidance

It is recommended that:

- *rules are established to confirm that all students remain in close proximity to the supervisors while in transit, particularly in poor weather conditions;*
- *a supervisor with a current first aid qualification and competency in bicycle maintenance rides at the rear of the group or travels in the support vehicle following the group;*
- *a lead cyclist is designated to provide guidance and direct the group to scheduled stops along the planned route;*
- *a buddy system is established so that students can monitor and check the safety and wellbeing of their partner;*
- *a regular head count of all participants is conducted, particularly at road or track junctions and/or in difficult conditions; and*
- *supervisors arrange pre-determined stops en route (as relevant) so that participants can be provided with feedback, route information, safety tips, etc.*

12. IDENTIFICATION OF PARTICIPANTS

All participants must be easily identifiable, especially during on-road cycling activities.

The most suitable system of identification is determined after careful assessment of the environment, the number of students and the proposed cycling activities.

Guidance

It is recommended that brightly coloured fluorescent and/or reflective (conspicuous) vests or similar garments are worn during on-road cycling activities. Alternatively, bicycles could be clearly marked and easily identifiable (e.g. with a brightly coloured flag).

Where students and supervisors involved in the cycling activity are the sole participants at a site or venue, the Department teacher-in-charge may decide that there is no need to introduce an identification system.

13. COMMUNICATION STRATEGY

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

14. RISK MANAGEMENT PLAN

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

15. EMERGENCY RESPONSE PLAN

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

16. BRIEFING STUDENTS AND SUPERVISORS

The Department teacher-in-charge must confirm that all participants are briefed about:

- the educational purpose and the cooperative nature of the activity;
- the activity itinerary;
- the required skills appropriate to the activity;
- participants' roles and responsibilities, including standards of acceptable behaviour and activity rules;
- the role and location of supervisors;
- the system for identifying students and supervisors;
- food and water requirements;
- procedures that will be followed if members of the party are overdue, or become lost or separated from the group;
- potential hazards and safety procedures appropriate to the activity and venue;
- buddy practices and lost buddy procedures;
- areas demarcated and identified specifically for student groups;
- communication strategies that will be used throughout the activity, including a signal to gain the attention of the whole group; and a signal to be used if assistance is required;
- emergency and evacuation procedures, signals and location of emergency equipment;
- appropriate clothing for the activity and weather conditions, including thermal and sun protection;
- minimal impact principles for that location (*as per Leave No Trace principles*);
- aspects of the environment and expected weather conditions (if appropriate); and
- the route to be followed including pre-determined stops and/or meeting points along the way (if applicable).

Route briefings may be conducted at rest stops. Special briefing sessions must be arranged for students who were absent from preparatory briefings.

17. INFORMED CONSENT

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.