

Welcome to



This pack includes all you need to know

April 2022

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Information and expectations for participating schools

The Dirtskool programme is delivered at local mountain bike trail parks by qualified instructors.

We will discuss with your school which trail park is most appropriate and convenient for your classes. It is the school's responsibility to transport their students to and from the agreed training venue if required.

For the Wainuiomata Mountain Bike Trail Park the meeting point is
Unit 4, 11 Waiu Street, Wainuiomata

A teacher from the participating school must always accompany their class during the programme sessions to assist with class/student management and encouragement, and support the instructor(s) as required.

The teacher must complete an attendance record for us at the start of each session before anyone is allowed on the trails.

All students must complete the pre-course survey before they are allowed on the trails. This should be completed prior to arriving at the first session. The survey can be accessed from the resources link at the bottom of the Dirtskool website www.dirtskool.org

The only equipment participants need to bring is appropriate clothing, particularly footwear. School shoes do not have the grip required to stay on the pedals so cannot be worn, trainers are the minimum requirement. In winter a lightweight rain/windproof jacket is advisable. We will discuss appropriate clothing and other equipment during the first session. Clothing worn must be appropriate for the activity and the instructor has the right to refuse a student who has unsuitable clothes or will not wear the safety equipment provided.

Students must observe all instructions given. Students must not leave the group and go off on their own. The Dirtskool premises at Waiu Street is in an industrial complex, students must stay either inside or at the entrance to the unit and behave appropriately.

Dirtskool Curriculum

Know your activity

- What is mountain biking, types of mountain biking, trail grades, and difficulty levels.
- The trail park environment, and the layout of the park being used.
- The importance of appropriate clothing, footwear, food, drink, and what else to bring out on the trails.
- Managing yourself in the wilderness while riding, and what to do if you get separated from the group.
- How to recognise and ride within your ability.

Know your equipment

- The different types of mountain bike.
- How to set up your bike correctly for you.
- Mountain biking safety equipment.
- How to check your bike and equipment are safe to use before each ride.

Have fun on the trails!

- Safe and efficient rider position, balance, pedalling, cornering, braking, and use of gears.
- Types of trail features and terrain, and how to safely ride them.
- Reading the trail, hazard awareness, evaluating risk, and identifying steering lines.
- Advanced bike control techniques.

Each skill progression involves different trail elements that are discussed, walked, and slowly ridden to learn the features and how to ride them safely and efficiently before linking them together in full speed trial riding. Students should be able to safely negotiate a grade three (low risk) trail by the middle of their first term in Dirtskool before advancing as their skill levels develop and confidence grows to more challenging grade four trails, and eventually grade five for those that are keen and capable.

Equipment Policy

Dirtskool has two fleets of high quality mountain bikes and a full range of safety equipment to fit all sizes. Participants are fitted with a hi-viz vest for any on road training. Only certified helmets are used.

All equipment is examined and serviced regularly. All equipment is given a brief inspection for obvious damage and wear prior to every use. Helmets that have experienced a significant impact are discarded. Any item that is retired is disposed of so that it can not accidentally be used.

Participants can use their own bike and safety equipment as long as they are in good condition and meet the relevant safety standards. The instructor will check personal equipment is appropriate for the activities.

Instructors carry first aid equipment and a mobile phone. The first aid kits are inspected by the instructors and restocked after any use.

Child Protection Policy

Dirtskool is a youth-centric business that has come directly out of a youth work model (Youth Wise Charitable Trust) that was established 19 years ago and has always sought to work collectively with other agencies to provide activities and quality experiences for young people in New Zealand. The work of that Trust was done in accordance with the Youth Strategy Aotearoa and the Youth Workers codes of conduct Aotearoa. Biketec is a project that was developed by the Youth Wise Trust and is the owner of the dirtskool activity, we actively encourage all our staff to understand and work within the policies and ethics of the acknowledged youth worker codes that are recognised today in New Zealand. All staff are required to have a good understanding of these codes and good practice methods in order to work with us.

To this end, our staff are encouraged to actively upskill in their knowledge of the codes and policies and we try to employ workers/contractors who already have youth work experience as well as sports-related experience. All staff are required to be police vetted.

All workers are supplied with the relevant information either in hard copy or electronically pointed to the information, guides and materials codes and policies we refer to are the following,-

<https://childyouthwellbeing.govt.nz/resources/child-and-youth-wellbeing-strategy>

https://www.wact.org.nz/downloads/Code-of-Ethics_3Ed.pdf

<https://sportnz.org.nz/media/3902/policy-1-child-safeguarding.pdf>

Additional information-

<https://sportnz.org.nz/media/2017/safe-sport-for-children.pdf>

<https://www.health.govt.nz/system/files/documents/publications/youth-healthguidetoaction.pdf>

If young people we are working with need health support Vibe is the local youth support agency

<https://www.vibe.org.nz/>

COVID-19 Policy

The purpose of this document is to outline a set of procedures put in place to enable instructors in the dirtskool operation to work as safely as possible with students at a location away from the school grounds amid the Sars 2 Covid 19 Pandemic.

The need for this policy is outlined by the New Zealand Government regarding safe working environments whilst under health-mandated government restrictions. This policy outlines how we intend to make the environment as safe as possible so that usual activities can continue as normally as possible allowing students access to the equipment, environment, and teaching opportunities.

In line with government advice

- Students will be expected to observe first their school Covid 19 related policies and procedures and as such the attending school teacher will be in charge of ensuring that this protocol is followed.
- All dirtskool instructors will follow government guidelines regarding usual conditions of mask-wearing and vaccination requirements whilst in the capacity of instructing and preparing students on site.
- Specifically all cycles will be regularly cleaned with specific attention given to the parts of the machine that are in contact with the student i.e. the handlebars and the switchgear levers etc.
- All parts that connect with the student as in controls need to be specifically cleaned before and after the student has used the machine, cleaning will be done using a recognised sanitiser with some alcohol content.
- Masks will be worn by the instructor and workshop staff when students are present at the workshop.
- All student equipment will be moved to a place outside the store/workshop for students to gain access without entering the workshop.
- Students will be barred from entering the workshop and visible barricades will be set up to emphasise this.
- Instructors will maintain a 2 meter distance from the student at all times and various teaching methods where closer contact may normally be required will be altered to allow the same instruction without the close contact being required. There are only a few situations where this would apply in the programme and these occasions can be easily altered.
- If for any reason first aid is required to be administered by an instructor the instructor will employ the use of a mask and surgical gloves to perform any required actions.

It is considered by most school groups that we have been able to contact that the students engaging in the activity are considered to be engaging in the activity as a cell group or a bubble that they already share with each other, as this is the accepted position of the school the instructor is the only addition to this bubble and so the precautions in regard of Covid 19 rules for the instructor are the defining difference to the participating school group. Schools we have contacted are happy with the protocol outlined here so the activity has a clear pathway to proceed.

Incident procedures

It is aimed that all emergencies that may occur during the operating of Dirtschool have been considered and appropriate plans developed to manage these.

Simple, easy to follow flow charts have been created to best facilitate the management of the identified emergencies. These are located on the following pages.

All Instructors will carry a fully charged cell phone and all areas where coverage is not available will be noted.

At least one electric bike will be at every session fully charged for the session this can then be used as an emergency vehicle to gain assistance in cases where no cell signal may be present.

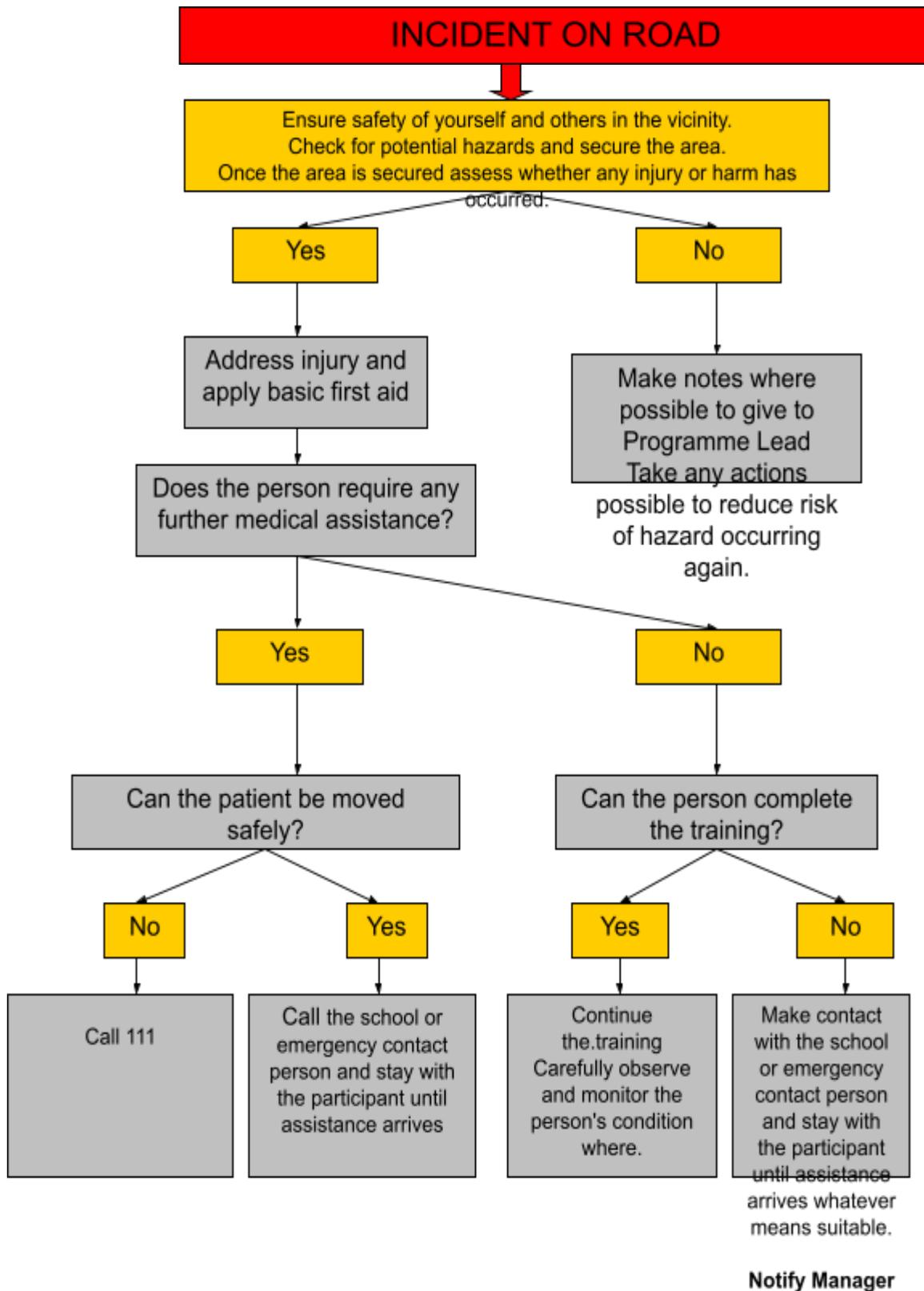
For minor emergencies on road, the Instructors may phone the school teacher or school office for some assistance – to come and collect a sick/distressed child for example.

For serious emergencies the protocol is to ring 111 and then the Programme Lead/Coordinator who will be able to assist Emergency Services to the exact location. Other Instructors who may be involved in the training will manage the other participants as required.

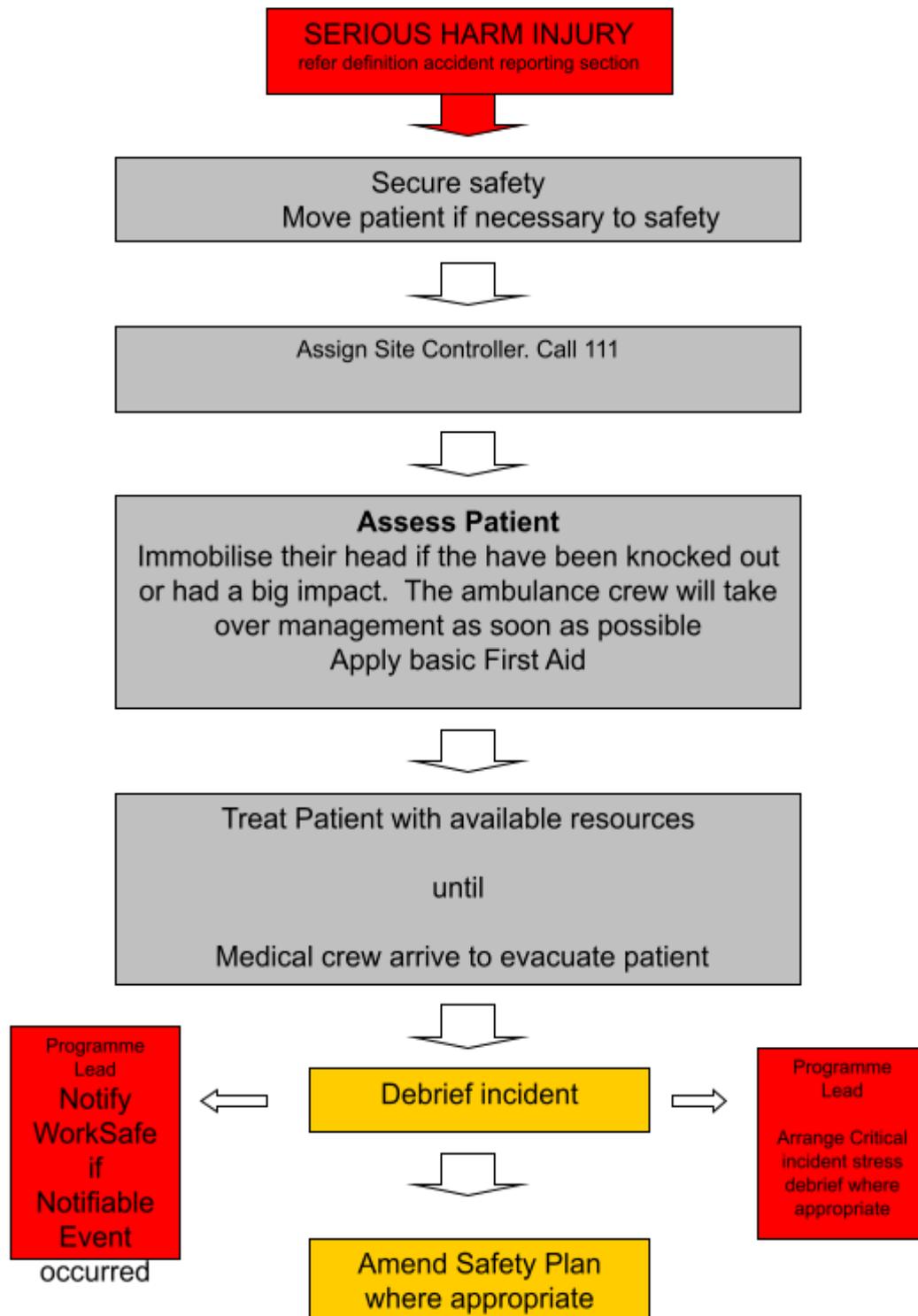
Once Emergency Services have reached the site they will take over. The Instructor will assist in any way possible. Participants may return to the School (or other location) under the supervision of other Instructors.

All incidents will be logged by Dirt Skool and learnings will be communicated back to instructors.

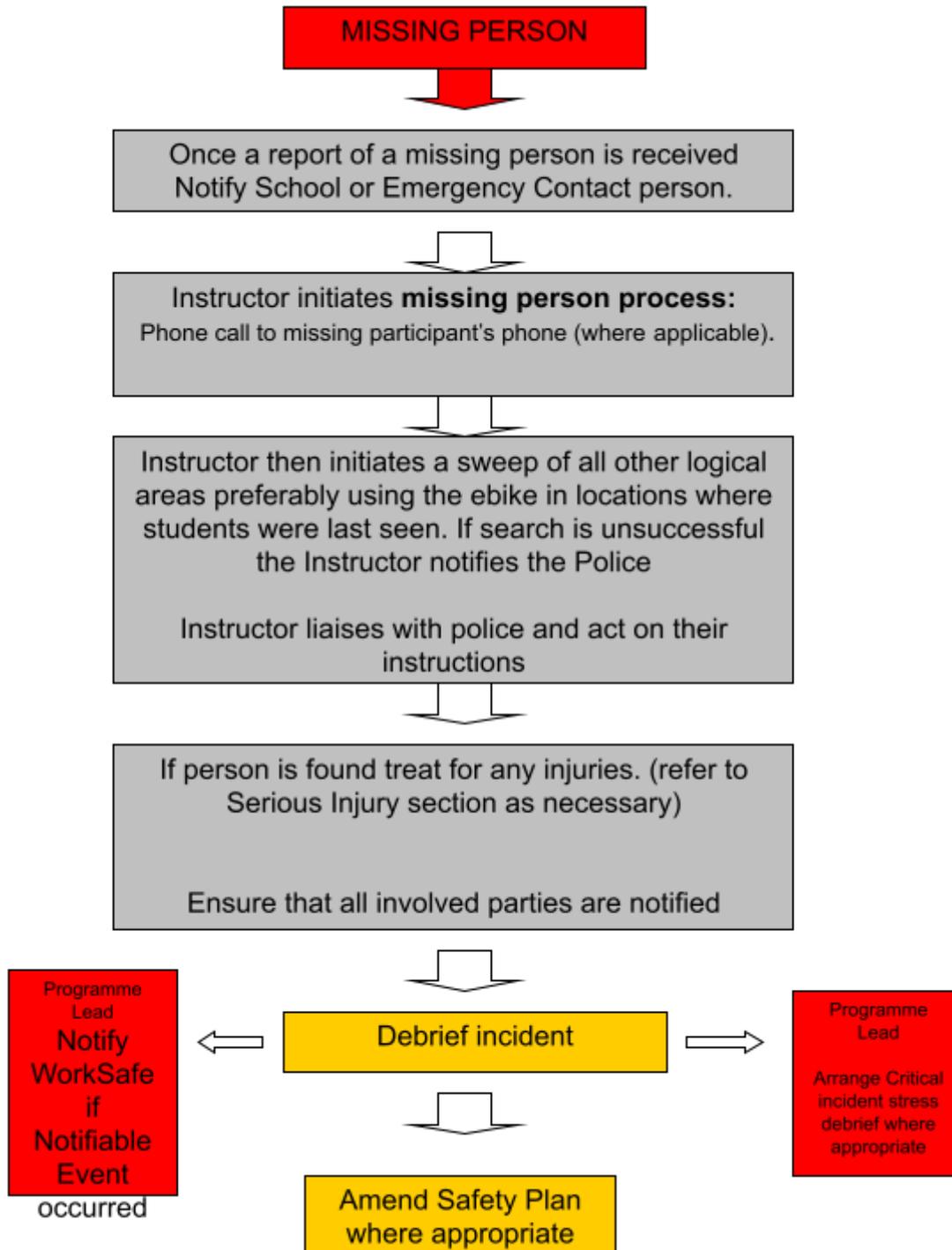
Incident on road or trail



Serious Harm



Missing Person



Client Fatality

If death occurs, Police to be informed

Programme Lead to be informed.

Programme Lead to advise the relevant staff.

The Police will contact the family. The Programme Lead should **not** make the first contact with the family.

No staff member, client or contractor is authorised to speak to, or release photographic or film media in any format whatsoever to any person or agency without the express permission of the Programme Lead.