

# Guidance Notes



In order to assist you with your application we have a suite of templates that are available for you to use, and these can be found in the [Help and Support](#) section of our website. Alternatively, if you have your own documents or these are supplied through your NGB/Franchise or umbrella group/association, then please feel free to use them.

These notes are designed to help you understand what is required to achieve each of the standards of the Safeguarding Code. If you would prefer to organise a meeting with a member of our team to help you work through the application, please drop us an email to [info@nwgnetwork.org](mailto:info@nwgnetwork.org).

***There is no charge for this support or any aspect of The Safeguarding Code in Martial Arts.***

The application is divided into 5 main sections Policies, Procedures, Practices, Education & Training and Implementing & Monitoring – templates and guidance are available throughout the application process. **All information will be saved as you complete it, which means you do not need to complete the whole application in one go.**

## Policies

### Safeguarding Policy

You will be asked to upload your safeguarding policies to demonstrate that you have the necessary provision in place for the safeguarding and welfare of your participants (separate adults and children). This must include a safeguarding statement of intent (this can be uploaded/attached as a separate document), which has been reviewed in the last year, updated no later than within the last three years, and signed off by the management board/committee (if you have one). You should include information in relation to the updated [Positions of Trust](#) legislation.

### Safeguarding Policy Awareness

It is important that your organisation's membership and parents/carers are aware of and have seen your safeguarding policies. They must be easily accessible from your website and/or social media outlets, delivered in Welcome Packs or emailed to all members. You will be asked to declare that this is true.

### Safe Practice Policy

You will be asked to upload your Safe Practice Policy to demonstrate a duty of care for your participants, protecting children, young people and adults from physical harm. In particular, please consider your protocols/ restrictions relating to head contact and injury, safe sparring and the use of weapons.

***Please note: The Martial Arts Safeguarding Group strongly recommend the complete removal of any head contact from training and competition for U16's.***

A Safe Practice Policy template can be found in the Help and Support section of the website. **If using this template, please ensure you make it specific to your club/organisation and please read the following notes.**

*This document provides indicative/generic examples of some of the safety issues that should be individually considered by clubs when they are formulating or reviewing their own specific safe practice guides and processes.*

*This document is not advice and should not be adopted in whole or in part without careful and informed consideration being given to the specific needs and requirements of any given club and its particular characteristics.*

*Therefore, while the document may be used to inform the development and assessment of safe practices at clubs, it is essential that clubs and organisations take a broad evaluative approach in considering the relevance of each aspect of the document, and also endeavour to give detailed consideration to any conceivable safety concerns that are not covered by the document. Safe practice in all clubs should also be kept under ongoing review.*

*Neither NWG Group nor Sport England or any of their associated organisations or affiliates bears any responsibility or liability for reliance on the document. NWG Group and Sport England are under no obligation to update, review, reissue, retract, modify, or amend the document to reflect current or future best practice.*

## **Insurance**

You are required to declare that you have the appropriate, current policies and relevant levels of cover in place. You do not need to upload your certificates in evidence.

*Individuals* - you must declare that you have Public Liability Insurance and Professional Indemnity Insurance.

*Clubs and Organisations* you are required to have Public Liability Insurance, Employee Liability Insurance and Professional Indemnity Insurance where relevant.

In both instances, please liaise with your governing body, if relevant, to ensure that your levels of cover are in line with their standards. If you are not affiliated to a governing body, you need to be confident that the level of cover you have is appropriate to the needs of your activities.

## **Procedures**

### *Reporting Concerns*

You must declare that you have a procedure for reporting and responding to/managing concerns (including allegations of poor practice, abuse and complaints) about your participants and wider welfare issues. This step-by-step plan must include a flow chart and must be made available to children, young people and adults. It should include guidance on how information about concerns will be recorded and stored; and how cases will be monitored. The [CSPU](#) have a flow chart for children and the [Ann Craft Trust](#) for adults.

### *\*Designated Welfare/Safeguarding Officer (Internal Contact) for club or organisation only*

If you have nominated a member of your workforce to be a designated Welfare/Safeguarding Officer, your participants need to know who they are and how to contact them. Wherever possible this person should not be another coach or related to a coach.

You are also confirming that your Welfare Officer has attended a \*face to face safeguarding awareness workshop such as the "Safeguarding and Protecting Children Workshop" as recognised by the CPSU or recommended by your National Governing Body (where relevant).

Safeguarding training for those working with young people in the sporting sector should include material on the issue of abuse of trust, and guidance on maintaining appropriate boundaries between adults and young people.

\*Tutor led/ interactive online classrooms are also sufficient.

**It is compulsory that, if you choose to have an internal post (designated welfare/safeguarding person) this person is identified on your website and/or social media outlets, with identifying photo and contact details.** This will be checked upon submission.

Should you need any training in Adult Safeguarding, the Ann Craft Trust offer a number of opportunities. Go to [www.anncrafttrust.org](http://www.anncrafttrust.org)

If you need more information on the role of a Welfare Officer and what they are required to do, the [CPSU Job Description](#) will help.

### *Designated Safeguarding Person (External Contact)*

You are declaring that you are aware of a safeguarding person that you can refer/ escalate any concerns to outside of your organisation. This should be someone at your governing body, if you are affiliated to one. Alternatively, you must be aware of how to report concerns to your local authority "LADO". You must make sure that all of your workforce and members have access to this information.

**This information must be displayed on your website or social media outlets and found in your policies.** (This will be checked upon submission).

### *Complaints Procedure*

You are declaring that you have a process in place for dealing with complaints by parents/carers and participants. Your complaints process should be readily available to all parents/carers and those hiring facilities to your club etc. It should clearly outline timelines for responses and who is responsible for handling complaints and appeals.

### *DBS Checks and Safe Recruitment*

You must confirm that you have policies and procedures in place for safe recruitment of staff and volunteers which includes guidance on those roles that require DBS checks and a risk assessment process for assessing any convictions or charges presented on certificates.

For more information, help and advice on the topic, please speak with your local DBS outreach advisor who can provide guidance on the types of roles requiring DBS checks.

<https://www.gov.uk/guidance/the-dbs-regional-outreach-service>.

You will be declaring that:

- You have a recruitment process in place (where relevant)
- That all your workforce holds DBS certificates that have been renewed in the last 3 years

- That a risk assessment has been completed on the suitability of the applicant where a DBS has revealed offences

## *Convictions or Investigations*

You are required to confirm if you, or a member of your workforce, have either been subject of a disciplinary process, have been / are currently under investigation by the Police of Local Authority safeguarding teams or have a criminal record.

You are only required to answer “yes” if the scenario relates to any of the following:

- Potential offences against adults or children
- Bullying, abusive or aggressive behaviour in the workplace
- Any issues relating to the possession or distribution of illegal substance
- Any issues relating to the possession of a weapon

We do not require details of your conviction or investigation but will refer your declaration for investigation by our Project Manager in confidence.

## **Practices**

### *Codes of Conduct*

You are required to have Codes of Conduct for your workforce, your members and their parents/carers so that everyone knows what is expected of them. These should be distributed and regularly reviewed.

### *Practical Guidance*

Guidance must be included in your safeguarding provision covering the use of social media by your workforce, members and parents, photography use and restrictions/ permissions and your protocols for safe travel and attendance at events and competitions/ away trips if relevant to your club.

### *Sources of Help*

It is important that you make information available about sources of help for children and young people, such as how to contact Childline or similar organisations such as the NSPCC. This could be provided in your membership pack, on your website or a poster pinned to a noticeboard as examples.

## **Education and Training**

### *Safeguarding Training*

We strongly recommend that you provide opportunities for your workforce to attend basic safeguarding awareness training and monitoring its completion.

### *Recognised Qualifications*

You will need to describe how your coaches/instructors meet, or how they are working towards, our

recommended minimum criteria with regards to qualifications for coaching and teaching. *These are not currently mandatory requirements but something we strongly suggest you adopt.*

### *Specialist Training*

This standard encourages you to think about the needs of your workforce and the club's members. Do you need to upskill your coaches in the skills required to teach children with disabilities or special educational needs? Should you need any training on Safeguarding Adults in Sport, the Ann Craft Trust offer a number of opportunities.

### *Refresher Training*

You will use a text box to outline your process for ensuring refresher training is undertaken regularly, by you and your team of staff and volunteers.

## **Implementing and Monitoring**

### *Policies and Procedures*

You will be asked to describe your process for ensuring your policies and procedures are reviewed every 3 years and refreshed annually to ensure all relevant information, such as the named person in a safeguarding role, is up to date.

You should also have systems in place to ensure that all qualifications and the training of your workforce is up to date. As a minimum you should have a process in place to maintain 3 yearly DBS renewals or as the role changes.

### *Risk Assessments*

Risk assessments should be completed for all activities undertaken within the club or organisation. You will be asked to declare that you have and use risk assessments across your organisation.

### *First Aid*

You will need to explain how your club/organisation is currently compliant or working towards being compliant with our First Aid recommendations. *These are not currently mandatory requirements but something we strongly suggest you adopt.*

*Full details of the Safeguarding Code in Martial Arts can be found on our website [www.safeguardingcode.com](http://www.safeguardingcode.com)*

If you require any further information or help, please email [info@nwgnetwork.org](mailto:info@nwgnetwork.org)

*Reviewed 5/12/24*