

Postal Application Form (sole trader)



Please complete this form by ticking the boxes when you feel comfortable that you are compliant with each standard.

Once you can tick every box and are then fully compliant with the standards of the Safeguarding Code, please sign and return this form to us with hard copies of your policies as detailed below or email them to us at info@nwgnetwork.org.

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.

Please review this form alongside our [Guidance Notes](#) which provide more information relating to each standard.

Name of Club:

Full Address of Club:

Addresses of any additional clubs:

Telephone No:

Email:

Documents that are required as evidence and need to be included with this application

- Safeguarding Policies (separate adult and child) that have been updated in the last 3 years – this should include a statement of intent that demonstrates a commitment to safeguarding You must also consider including the new Positions of Trust legislation
- A Safe Practice Policy that demonstrates a duty of care in your art/sport for all participants protecting them from physical harm, especially head injury

You will be required to confirm the following through Self Declaration

- Your safeguarding policies are distributed to all participants, parents, staff and volunteers

- You have Public Liability and Professional Indemnity insurance policies which are current and sufficient
- There is access to a designated safeguarding person within your NGB, if you are affiliated to one and you know who they are and how to contact them. If not, you must know the name and contact number for the safeguarding lead at your Local Authority / your LADO
- Contact details (of the above) and a photo where relevant, of the safeguarding contact should be displayed on your website and/or social media
- You have completed basic safeguarding awareness training
- You have a process for recording, acting on and safe storage of safeguarding incidents, concerns and referrals and a procedure document for reporting concerns (this can be a flow chart and form part of the Safeguarding Policy)
- You have a process for dealing with complaints by parents/carers and all participants and this is readily available to members
- You must have a safe recruitment policy and procedure including guidance on DBS
- You must have Code of Conducts in place for Children/young people
 - *Coaches/volunteers
 - Parents/carers
 - *please consider the new Positions of Trust legislation*

You must have practical guidance available on

- Events and away trips Social Media Photography
- "Help available to children" resources must be distributed around your club/organisation and venue (e.g., how to contact ChildLine)
- You should hold a recognised coaching qualification. If you don't hold a recognised qualification, you will need to provide an overview of relevant experience/qualifications Please explain in the box below your teaching experience and years between Dan grades, along with which organisation awarded your black belt etc.

- If relevant – specialist training for specific client groups has been undertaken

e.g., inclusive coaching, safeguarding adults

- You have risk assessments in place for events and training etc.

Statements Required

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

- If "No" please tick the box and move on

If "Yes" please outline the detail here or email our Project Manager, confidentially, with the information (jo@nwgnetwork.org)

Please use the box below to outline the process you have in place for refreshing your policies and procedures annually and renewing them fully every three years. We will also need to know how you monitor DBS to ensure these remain updated.

First Aid - Please explain your current or intended First Aid provision for your club

If you require any further information or help, please email info@nwgnetwork.org and we will be happy to help you

All relevant templates can be found in the Help and Support section of the website www.safeguardingcode.com/help-and-support

Once complete please sign and date this form and return to us at:

Safeguarding Code in Martial Arts
c/o NWG Network
Suite 1, Innovation House
East Service Rd
Raynesway
Derby
DE21 7BF

Signed by (PLEASE PRINT)

Signature.....

Date.....

Alternatively, if you wish to attempt an online application, please visit our website www.safeguardingcode.com to register and start your application process today